



Bishop Mackenzie  
International Schools

# BMIS Board Meeting

27<sup>th</sup> September 2011 in the Library at 6.30pm

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## OPEN SESSION

### Agenda

1. Approval of Agenda
2. Approval of Minutes of 31<sup>st</sup> August 2011
3. Matters Arising from Minutes of 31<sup>st</sup> August
4. Director's Report
5. Head of Primary's report
6. Head of Secondary's report
7. Business Manager's report
8. Finance Sub Committee report
9. Personnel Sub Committee report
10. Policy Sub Committee report

# Director's Report

## 27<sup>th</sup> September 2011

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### Action/Discussion Required

1. Storage building contract

### Maintenance and Security

- 1.1. **Security:** G4 security services have been given one month's notice of termination of services. USI take over as security service providers from 1<sup>st</sup> October. USI have been into school regularly to inspect the premises and test equipment.
- 1.2. **Theft of monitor:** There was no evidence from the police finger prints that the G4 personnel tested were responsible for the theft.
- 1.3. **Building of new storage:** New quotations have now been sourced and information passed to the Buildings Sub Committee.
- 1.4. **Borehole:** This is now, finally, operational (electrical panel also had to be replaced).
- 1.5. **Gate security:** Facilities bookings are now requiring a list of attendees to be given so that site security can be improved. The gate security systems are far from perfect, but they are improving.

### 2. Administration

- 2.1. **Commercial online banking:** Standard Bank gave a demonstration of online banking facilities which promise to reduce transaction fees and increase efficiency. However, the system demonstrated did not fulfill all the school's requirements (the system does not allow copies of invoices or documents to be stored, which would be necessary in order for an authorizing signatory to be satisfied about the validity of the payment request. Nedbank have also been approached to see if their online facilities can be adapted to suit our needs.
- 2.2. **Maintenance Requests:** The procedure for requesting, processing, authorizing, procuring and competing maintenance works around the school causes perennial problems and frustrations. A new network based system is being trialed. Key personnel will need to be trained to use the system but this will allow for transparent and concurrent access to maintenance requests.

### 3. Student Related Issues

- 3.1. **Mission Statement:** A working party of teachers and students has met on two occasions to discuss the school's Mission Statement. There has been agreement by the group that the existing statement be amended to read as:  
*"BMIS educates and inspires students to value integrity, cultural diversity, and the pursuit of well-being and excellence. Our school fosters an environment which empowers students to become creative, confident lifelong learners ready to take action in the local and global communities."*

It was also felt that a school motto would be valuable. The following acronym was felt to be very easy to remember by all members of the school community.

BMIS: **B**elief | **M**otivation | **I**nspiration | **S**uccess

This can be expanded and interpreted as

Belief	Motivation	Inspiration	Success
Cultural identity Self-confidence Independence Tolerance	Independent learner Responsible citizen Committed individual Ready to take action	Artistic Creative Critical thinker Lifelong learner	Balanced Internationally-minded Prepared Educated for global

Respect Perspectives	Collaborative	Life skills Technologically competent	citizenship Multi-lingual
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#### 4. Staffing and HR issues

- 4.1. **Secondary staff:** David Turner is settled and in school (Music) and John Ross has returned to school following chronic back problems in UK.
- 4.2. **Pool:** Jimmy has now officially retired. Recruitment for a replacement has been successful and a new lifeguard, Benedicto has been appointed (having worked at St Andrew's).
- 4.3. **Anne-Marie Ng'ombe** is on maternity leave. Wanangwa has been hired as a temporary replacement.

#### 5. Events and activities

- 5.1. School closed 21<sup>st</sup> September on the advice of security services
- 5.2. 24<sup>th</sup> September – French trip departs

#### 6. Finance and Budgets

- 6.1. **US Government Funding:** Meetings with US Embassy personnel indicates that grant funding may still be available for this year, pending approval. Key security installations may meet the US criteria and available budget and bids will be made for the following:
  - 6.1.1. **CCTV:** Camera installations at key areas of the school, such as gate access areas, main administration areas and thoroughfares
  - 6.1.2. **PA and emergency communication:** There is an existing speaker infrastructure in place for many parts of the school and this will need to be revamped to make it operational. Additional installation of communication systems for the classrooms which would allow communication with the central administration in cases of emergency
  - 6.1.3. **Security bollards:** Currently the top gate is directly in line with the road and whilst there is a speed hump, this still presents a potential exposure to a vehicle taking a run at ramming the gate. A security bollard would reduce this exposure.
- 6.2. **Budget projections:** Budget projections presented at the last Finance meeting have been improved somewhat. The 2011-12 budget was set on 739 students. With late withdrawals this figure reduced to 728 leaving a shortfall of \$250,000. However, places have been filled from people on the application and waiting lists and student numbers now sit at 733. This figure is still, however, below budget.
  - 6.2.1. **Quickbooks:** Budget projections have now being entered into Quickbooks (the accounting software) to allow better comparison of budget vs actual expenditure.

# Primary School Report

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## No on Roll; - 454

**Staffing:** Maternity cover has now been arranged for Debbie Mayer. Shelley Pyman will be covering the maternity leave and she has started visiting the class to get to know the children and the routines. A letter will go out to parents after half term to inform them officially about the temporary cover arrangements.

The Year 6 teaching post for January 2012 has now been put onto the SEARCH website and I have a few CV's I am considering. I hope to conduct some initial Skype interviews within the next few weeks.

Teaching Assistants will be having meetings with me this week to review their new job descriptions and to reflect on the past few weeks.

**Maintenance:** Andurette van Der Merwe recently completed a survey to assess the class situation with regard to interactive whiteboards and projectors. Many technical issues were resulting in non-functioning equipment and these are now in the process of being solved. All classes will soon, hopefully, have fully functioning interactive whiteboards and projectors.

## Students

**Field Trips:** The Year 6 trip to Sun and Sand was very successful and parents very much appreciated the daily text messages from the Year 6 teachers to reassure them that all was going well.

The Year 5 trips to Luwawa will be completed during the coming week.

**Student Council:** Following the Year 6 field trip, voting to elect members of the student council was completed. Student Council members were announced at assembly last week and they were presented with certificates and badges. They will be meeting this week to put together an action plan for the year.

**House System:** Our 4 new houses have been chosen.

**Yellow – Rhino**

**Blue – Elephant**

**Red – Lion**

**Green – Leopard**

House captains have now been chosen and they were presented with certificates at our last assembly. A program of house events and house meetings is now being put together.

## PYP

- There will be a PYP Introductory Evening for New Parents on Wednesday 28<sup>th</sup> September (6.00-7.30pm) This will be organised by PYP Coordinator, Christelle Thompson.
- Action plan answering to the matters to be addressed is completed and ready to send to IB
- Work on language policy has started
- Focus on the learning environment and making changes in the classes so they are more student centred and facilitate small group and differentiated instruction.
- End of first unit of inquiry is near. Successful units in all classes, a lot of learning and new understandings were developed.
- Reception classes sent questions all over the world to other PYP students of the same age and are getting answers. They contacted schools in Mexico, Kazakhstan, USA, Iran, Saudi Arabia, and China...
- Year 1 invited parents and taught them old and new games
- Year 2 wrote and published books about making new friends
- Year 3 interviewed their parents and created timelines
- Year 4 wrote their goals using signs and symbols, placed them in a time-capsule that they will open at the end of the school year and hopefully will have met their goals
- Year 5 had several guest speakers who focussed on the roles of organization to support human rights
- Year 6 are getting ready for their market day. All board members are warmly invited to attend, October 5th in the morning.

## School Events and Scheduled Meetings

- **ISA Testing Years 4, 5 & 6** – Tuesday 4<sup>th</sup> October and Thursday 6<sup>th</sup> October (am) All test materials have now been received and teachers have been given the administrators handbook.
- **Visiting author** - Our visiting author this year is Val Bloom. She is a popular children's writer with a rich Jamaican heritage. Her work is often funny and always thought provoking. We are looking forward to a great presentation and a number of workshops from her. She will also be doing book signing while she is with us from 10<sup>th</sup> to the 12<sup>th</sup> October.
- **Settling-in conferences** - These will take place on Wednesday 12<sup>th</sup> October and Thursday 13<sup>th</sup> October.

Janette Johnson

# Secondary School Report

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## No on Roll; 279

### Personnel

A new Music teacher for the Secondary school, David Turner, has been recruited and began his duties on Thursday last week. John Ross has also returned to Lilongwe after recovering from his back injury. The Secondary school once again has a full complement of teaching staff.

The appraisal process has been started, with first meetings with Heads of Department taking place at the beginning of the month. Supervision will be guided by the revised organisational chart developed by Mr Bishop. Greater emphasis will be placed on the importance of lesson planning & classroom management. A Teacher Planner has been created and distributed to teachers.

### ISA Standardized Testing

In conjunction with the Primary School, we have organised ACER standardized testing in Years 7, 8 and 9 again this year. Testing will take place on Tuesday October 4<sup>th</sup> and Thursday October 6<sup>th</sup>. Tests are taken in Mathematical Literacy, Reading and Writing. Test scripts will be sent off for marking immediately on completion of the tests, and about two months' after this we will receive the results of the tests. Parents will receive a report for their child and the school will receive data concerning each cohort.

The information we learn from these tests will help us to identify our areas of strength and inform us where we need to adjust our programmes to better cater for the learning needs of our students. The ISA tests have now become an integral part of our assessment system in the Secondary School.

### Middle Years Programme

The application for candidacy as a MYP school is almost complete and will be submitted to the IBO before October 1<sup>st</sup>.

Following discussions between the MYP Coordinator, Director and Secondary Head Teacher, a strategic plan for the development of the MYP at BMIS has been created. This will help the school meet the demands of the IBO "Standards and Practices" that will be used to evaluate our readiness for authorization in two years' time. Five actions plans have also been created to help the school reach the targets identified in the strategic plan. An electronic copy of the strategic plan and each of the five action plans has been included with this report.

Sally Elliott, MYP Coordinator, has requested that her presentation to the Board of Trustees about the application process be at the next meeting of the Board in October.

### College Counsellor

Olatokunbo Fashoyin joined the Secondary school in August as College Counselor. Her work so far this year has focused on academic guidance and university/career counseling. She has met with individual students, with initial propriety given to senior students in Years 12 and 13, and this will be extended to younger age groups as we move further into the term. Ms. Fashoyin has also provided some personal and social counseling sessions on an individual need basis, and during Mr. Ross' absence, provided some learning support.

On October 10<sup>th</sup> to 13<sup>th</sup>, Diane McKoy (Columbia University admissions) will be at BMIS as part of the Overseas Schools Project tour of the region. Mrs. McKoy will be delivering presentations aimed at students, parents and

teachers, and will be available for individual consultations by request. Letters and flyers have gone home to all Year 10-13 families with details of the programme.

## IB Diploma Programme

We have completed a more detailed analysis of our IB Diploma results using results data from 2006 to 2011. This is only the second year that we have conducted this analysis and it is expected that additional analysis will be developed as new questions arise from this information. The purpose of this and future analysis is to help us identify areas of the IB Diploma programme that we feel need refining or reinforcing.

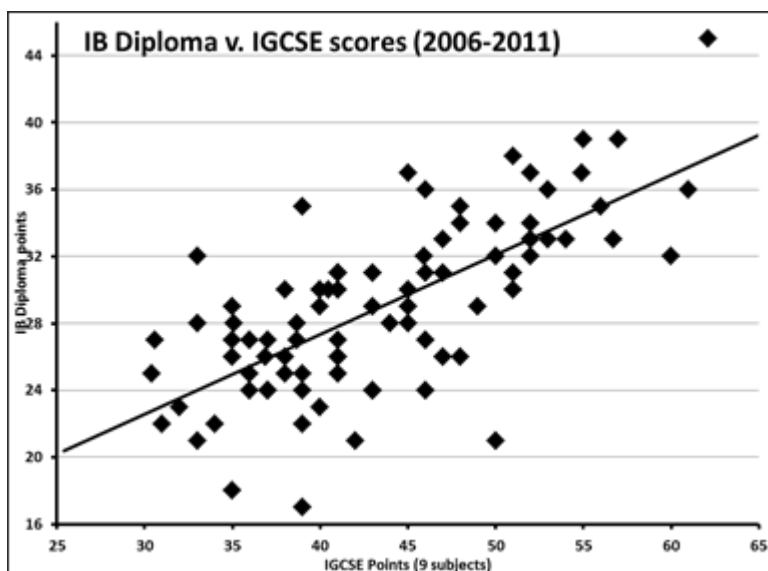
Great care has been taken not to identify individual students in the analysis that is included in this report.

### 1) Comparison of IGCSE and IB results.

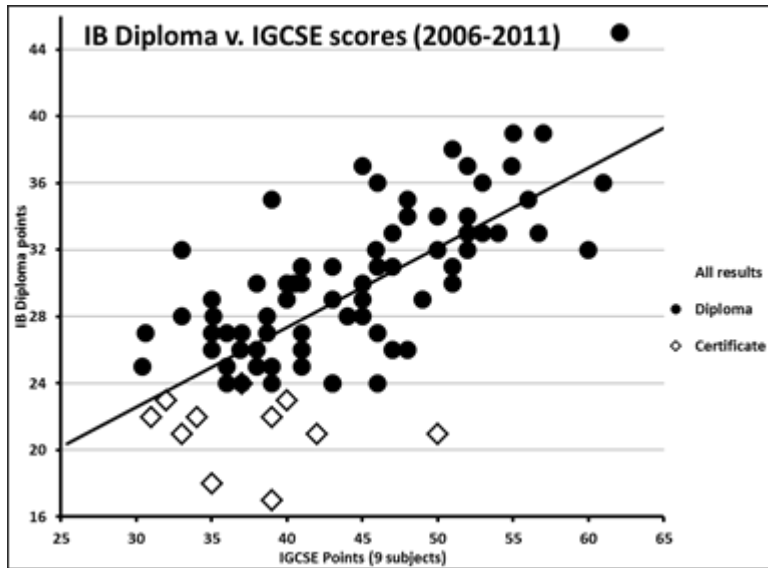
IB Diploma results at the end of Year 13 were compared with IGCSE results for the same students at the end of Year 11. The analysis is limited to students who completed their IGCSE programme at BMIS in Year 11. This analysis now includes data for IGCSE results in 2008, which were not included last year.

(In all analysis, the IGCSE points are calculated as follows: A\*=7 A=6 B=5 C=4 D=3 E=2 F=1)

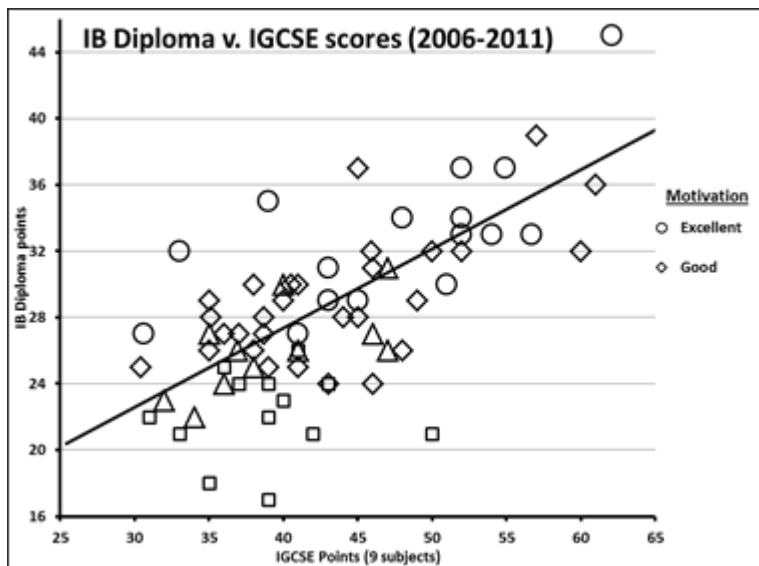
- a) On average, a minimum IGCSE result that is likely to produce success in the IB Diploma (24 points or higher) at BMIS, is equivalent to 8 grade Cs or higher. (This minimum assumes that 9 IGCSE subjects have been studied, which is the normal arrangement for BMIS students.)  
(The minimum entry requirement to the IB Diploma is currently set at only 5 grade Cs or higher.)



- b) Success in the IB Diploma is not always related to success at IGCSE.



c) Success in the IB Diploma is related to motivation or effort.



***Evaluation of cultural and educational background.***

Data for the IB Diploma cohort from 2005 to the current day were examined. Indicators of cultural and educational background were used for students previously and currently enrolled as Diploma students at BMIS. Given the sensitive nature of the information used in this study, great care has been taken to avoid any form of discrimination. I believe that this study is in keeping with the current mission, philosophy and aims of BMIS.

d) Since 2005, 82% of all BMIS Diploma candidates have obtained an IB Diploma:

Year	Students	Diploma Passes
2005	11	11
2006	18	18
2007	19	16
2008	20	19

2009	23	18
2010	22	12
2011	18	13
Total	131	107
Pass rate	82%	

This compares favourably with the world average among all IB Diploma schools, of 79% in 2010.

- e) Girls at BMIS have traditionally had a greater level of success in the IB Diploma, than boys, although this trend was reversed for the first time in 2011.

Year	Girls			Boys		
	Students	Diploma Passes	Pass rate	Students	Diploma Passes	Pass rate
2005	5	5	100%	6	6	100%
2006	14	14	100%	4	4	100%
2007	8	7	88%	11	9	82%
2008	15	15	100%	5	4	80%
2009	11	10	91%	12	8	75%
2010	12	7	58%	10	5	50%
2011	10	7	70%	8	6	75%
Overall	75	65	87%	56	42	75%

- f) Boys from an Asian cultural background usually have a greater level of success in the IB Diploma, than girls from the same cultural background.

Cultural background	Students	Mean Score (Girls)	Mean Score (Boys)	Overall Mean Score
Africa	73	28.1	25.7	27.3
Europe	36	33.6	30.5	32.4
Asia	12	28.3	34.0	31.4
North America	10	32.0	32.0	32.0

The analyses we have performed so far have been limited to looking at results from within BMIS, with some rudimentary comparison of pass rates to compare use with other schools. While this has been useful and we will continue to follow this information, there is a difficulty lies in that many IB Diploma schools around the world are far more selective than current policy at BMIS allows. We are therefore not currently able to compare ourselves with other similar schools from the data we have available.

In addition, we would like to refine the analysis still further for BMIS graduates, who may, for example, have entered the BMIS IB Diploma programme from other schools and from other educational systems.



# Administrative Report

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## Finance

### *Fringe Benefit Taxes*

There has not been any response from MRA yet. However, recently (i.e. on 21/09/2011) the Head of Large Taxpayer Office in the MRA (Mr Vokhiwa) asked for a copy of the appeal letter we had sent to them. Nothing was disclosed on the status of the appeal other than that they are re-examining the issue. The copy was sent out on 22/09/2011.

### *Invoicing and Debtors*

Previous terms' debtors were referred to the School's legal counsel. Action on the same by the Counsel was somehow delayed by the resignation of one of his main assistants who was directly handling the cases. A re-commitment meeting was held on 12/09/2011 with the Counsel who indicated that they were going to issue out demand letters before applying for summons. Out of the 6 cases, only 2 have so far given an indication to make new arrangements for settlement of their debts.

Reminders for current term debtors were sent out in the week beginning 12/09/2011. A detailed report on their status is to follow on 26/09/2011 since most are likely to pay towards the end of the month. As per the Finance Committee meeting of 06/09/2011, those who had small balances that were to be cleared by 31/08/2011 were issued with letters to clear their balances in 7 working days as from 19/09/2011 or else students will be excluded from attending classes. The timing was meant to coincide with current term's debtor's exclusion period.

Nedbank was re-approached for the second time on the possibility of arranging for another meeting with the Central bank on the issue of invoicing in hard currencies even for residents who are capable of paying as such.

### *Online Banking*

Both Standard Bank and Nedbank made their demos on the possibility of processing payments online. Both their systems have the advantage that they would cut costs in terms of bank charges for transaction processing e.g. salaries would be processed in a batch form other than individual employee transfers. Both systems fall short of including electronic versions of source documents within the package, for ease of reference when approving payments. However, Nedbank's version has the alternative of linking transactions to an e-mail message that can be uploaded with such documentation. Possibility of linking this reference point directly to an accounting package is thus being investigated by Nedbank.

### *Forex and Gratuities*

Following the start of the first term, the School's forex reserves were substantially boosted enabling quicker processing of funds telegraphic transfers when effecting foreign payments, as compared to using local currency accounts. However, the amount was not sufficient to cater for all pressing payments i.e. IBO, Health insurance cover, School supplies and 25% withheld Gratuities. The School took the decision to priorities Health insurance cover because of its implications in the event a mishap happens when it is suspended. Gratuities are expected to be processed by the 10<sup>th</sup> of October and teachers affected by this are individually being informed of such developments.

## Human Resources

The following will be recruited as from 1<sup>st</sup> October 2011 to replace those staff who have retired; a Driver, a Lifeguard and a Security guard. All of them are replacements. Temporary cleaners were hired within the month to cover for areas that were previously being handled by Class Assistants. They report for duties at 10.00 am and knock-off as soon as they finish cleaning the rooms to which they were assigned. Their employment status shall be converted to part-time contracts as from October since their presence will still be required.

## Security

The School has now signed a service agreement with Ursa Security International (USI) who have already conducted their sight survey. They have since recommended that repairs be done to the electric fence and activate intruder alarms within designated school buildings. They are expected to commence their guarding service on the 1<sup>st</sup> of October 2011.

On access control, identification is also required for those who engage in sporting activities at the school but are not part of BMIS community.

## Maintenance and Teacher Housing

### Borehole

The borehole is now functional as from the 22<sup>nd</sup> of September. Delays to re-start its operation were caused by inability to find a suitable control panel for the pump to the same.

### New Storage Room

Bids have since been re-submitted in this regard as shown in the following table (all prices in MK);

	TINTHU	CHABO BUILDING	SAMSAI	MKATHA	TERRASTONE
ORIGINAL QUOTE	8, 951, 400	9, 252, 757	9, 043, 521	9, 600, 000	14 048 674
REVISED QUOTE	10, 097, 680	10, 324, 967	11, 255, 293	12, 480, 000	N/A
DIFFERENCE	1, 146, 280	1, 072, 209	2, 211, 772	2, 880, 000	N/A
% INCREASE	12.8	11.6	24.5	30	
<b>ORIGINAL BUDGET LINE Mk 9, 900, 000</b>					
DIFFERENCE	197, 680	424, 967	1, 355, 293	2, 580, 000	N/A
% INCREASE	2.0	4.0	13.7	26.1	N/A
AVERAGE % INCREASE	7.4	7.8	19.1	28.1	N/A
ADVANCE WORKING CAPITAL	Not required	20%	20%	20%	Not stated
PERIOD	10 weeks	10 weeks	12 weeks	16 weeks	