



Bishop Mackenzie
International Schools

BMIS Board Meeting

29th November 2011 in the Library at 6.30pm

OPEN SESSION

Agenda

1. Welcome to Jeff and Sander
2. Approval of Agenda
3. Approval of Minutes of 25th October 2011
4. Matters Arising from Minutes of 25th October 2011
5. Director's Report
 - a. Tuck Shop provision for next year and uniform. *Discussion.*
 - b. Draft budget 2012-13 and teacher salaries. *Decision required.*
6. Head of Primary's report
7. Head of Secondary's report
8. Business Manager's report
9. Finance Sub Committee report
 - a. August pay for re-signing teachers
10. Policy Sub Committee report
 - a. Proposal to change the structure of policies (please refer to Jacques' email 18/11/11). *Decision required.*

Director's Report

29th November 2011

Maintenance and Security

- 1.1. **Building of new storage:** Building works are well under way. The foundation slab is completed and the walls are well underway. The building is anticipated to be completed by the end of December.



- 1.2. **Water:** The school has experienced significant water shortages (as has much of Lilongwe). Two 5,000 litre tanks have been purchased to transport and store water. Emergency measures have included putting buckets of water into each bathroom, filled from the tanks, the borehole or the swimming pool. Additional casual labour has been hired in order to keep the buckets filled.
- 1.3. **Electricity:** Eskom power has been intermittent. The battery on the Primary generator required replacement and this is now operational again
- 1.4. **Fuel:** The school is continuing to make efforts to secure petrol and diesel for the teachers. This has been very much appreciated by the teaching staff. DP has been very supportive in securing large fuel storage tanks, which will be installed in the school.
- 1.5. **Internet:** The internet supply has suffered from several outages over the past few weeks. During the ICT mock exam there was no internet and alternative provisions were made. Fortunately there is an (informal) agreement that when there are official examinations requiring the internet, MTL will prioritize bandwidth for the school.
- 1.6. **Maintenance Assistant:** Training has now taken place with the main admin personnel. Teachers will be given a brief overview so that this system can start to be fully implemented from January.
- 1.7. **Maintenance:** There continues to be frustrations over the timescale, quality and efficiency of maintenance tasks being completed. Part of the issues is a structural one – Amos is often called out to survey properties and at the same time there are always other projects and priorities. NB investigating the staffing to delegate responsibilities.

2. Students and Learning

- 2.1. **Photographs:** Attempts to secure a photographer to visit the school before Christmas proved futile. NB has now taken individual portraits of all students in the school. These photographs will be made available for download by parents through a secure, password protected website for a small fee. Funds generated will go towards projects for beautifying areas of the school.

3. Staffing and HR issues

- 3.1. **IB training:** Paul Harrison attended IB training as part of the planned commitment to IB.
- 3.2. Sally Elliot travelled to Florence to lead a MYP training session (paid for by the IBO).
- 3.3. Debbie Mayer gave birth to a healthy boy, Cooper, on 10/11/11.

4. Events and activities

- 4.1. **Visitor:** Heather Bangwayo from Monash University visited the school this week. The School Counsellor has been pro-active in trying to encourage more visits from universities to the school.

5. Finance and Budgets

- 5.1. **Fees:** Projected 3 year budget presented to the Finance Sub-Committee. This allows for variables to be plugged in, such as school fee increases and salaries. This models income and expenditure, based on different % increases. See appendix for a comparative survey of school fees.
 - 5.1.1. The Finance Sub-Committee will meet on Monday to work with the model and make some recommendations to the Board for parameters for staff salary increases next year. Staff will be asked to re-sign contracts early in January and this decision should be based on knowledge of the salary package available.
- 5.2. **Tuck shop:** Eliani has informed the school that she no longer wishes to operate a business to run the school's tuck shop. As a business she has to pay tax and VAT, which pushes the prices up.
 - 5.2.1. Proposal is to build a large (possibly thatched) structure on the hard-court area outside the current tuck shop area.
 - 5.2.2. This will be able to be utilised for assemblies, particularly when the Hall is out of action (say during exams or sports)
 - 5.2.3. The new structure will need a properly designed kitchen area
 - 5.2.4. 3-4 additional staff will need to be hired to run the facility (Eliani's staff would be interested and would, of course, make prime candidates)
 - 5.2.5. Equipment will need to be purchased (Eliani may be willing to sell on her equipment)
 - 5.2.6. The school will need to consider issues such as inventory management and storage
 - 5.2.7. Eliani is prepared to work for one year as an employee
 - 5.2.8. Mark Burdett suggested a figure of \$80/sq m for a thatched roof structure. Assuming 14 x 26m area this will be around \$30,000. Also assuming cost over-runs and the construction of the kitchen, this cost will rise to around \$60,000. The PTA are keen to help support this project and will contribute around \$20,000 to \$30,000. The school will therefore need to consider bringing forward the capital investment from next year to start the building works in the New Year if the structure is to be ready for August. **Approval to move this forward to the next stage is required.**
- 5.3. **Uniform:** Linked to the new Tuck Shop, the vacated building would be an ideal place to have the new Uniform Shop. It is proposed that uniform is supplied by the school. Stocks will need to be ordered in the New Year in order for the supplies to arrive in June ready for the new academic year. Provision has been made for this on next year's outline budget, but again this will need to be brought forward in order to get the stock to the school before the end of this academic year. **Approval to move this forward to the next stage is required.**

Primary School Report

No on Roll; - 454

Enrolment

We have a few families leaving Bishop Mackenzie at the end of this term but a number of new NTP families will be joining us in January. This should ensure that enrolment will remain stable.

Staffing

Ms Nicole Leys has now taken over as class teacher in 6M. She is establishing routines and helping the children to adjust to the new situation. She has already had meetings with some parents and more are scheduled for the weeks before the end of term. Ms Leys was asked if she would consider the offer of a two term contract to continue her work until the end of the academic year. She has accepted this offer and is looking forward to working with the students in 6M as they complete their primary school education.

Maintenance

Some routine maintenance is planned for some rooms during the Christmas break. More display boards are to be installed in some rooms and some small rooms are having a coat of paint.

Class Representatives

Mrs Hanna Choudhury has done a great job communicating with parents and recruiting parent representatives for classes in the primary school. After a successful morning tea with teachers most classes now have a parent representative. They have successfully re-started the Wednesday year group sales. We have had three very successful bake sales so far and soon there will be a Reception sale and a sale by Year 2, of healthy snacks and Christmas craft items made from recycled materials.

School Reports

Preliminary work is now taking place for report writing. The front cover of the primary report has been re-designed and the layout has been revised. Reports will go out to parents on the 30th January and will be followed on the 1st February by a whole school parent conference day.

Universal Children's Day

This was celebrated on Monday the 21st November. All children participated in a challenging, co-operative, project to produce a painted mural which will be put on display in the swimming pool area. A special thank you to Ms de Waal, Ms Ely, and Mrs. Mutasa for planning and organising the event.

School Events and Scheduled Meetings

Wednesday 7th December

End of term variety assembly-7.30am

Carols and Christmas songs at LWC – school choir performing- 6.00pm

Friday 9th December

Class parties and school ends at 11.00am

Janette Johnson

Primary Head Teacher

Secondary School Report

No on Roll; 277

Top in the World

Akiho Saito (Year 12) has been awarded the Cambridge *Top in the World award for Mathematics*. The Cambridge Top in the World awards recognizes the success of learners who have achieved the highest standard mark in the world for a single subject.

Akiho was presented with the award in a special assembly on 10th November. At the assembly to see the presentation were Akiho's parents. Details of the award and presentation were included in Tikambe and posted on the school website. A press release was also prepared and sent to the local press; this appeared in "The Nation" on Wednesday 23rd November.

Middle Years Programme

On Thursday 24th November we received a letter from the IB confirming the school's status as a Candidate school for the MYP:

"We are pleased to inform you that the application for candidacy for the Middle Years Programme at Bishop Mackenzie International School has been accepted. Bishop Mackenzie International School is recognized as an IBO candidate school for the Middle Years Programme as of 01 September 2011."

The letter further outlined the next steps to be taken as a candidate school. Sally Elliott and Paul Harrison will be looking through the IB response to our application and will adjust our action plans accordingly.

On Thursday 10th November BMIS ran its first parent-oriented workshop dedicated solely to the IBO Middle Years Programme. The chosen theme for the workshop was "assessment" and Sally Elliott led about 30 parents through a variety of learning situations similar to those experienced by their children in the classroom. For parents the challenge is how to come to terms with an assessment system that is designed for a programme for the 21st Century, when they themselves were educated in the 20th Century. Parents were able to experience MYP assessment for themselves, and to discuss amongst themselves different aspects of the system used in the MYP. Parents were also provided with a rationale behind the new Progress Reports used in October, and were also given a sneak peek at the new report format that will be used with Year 7 and 8 students in January. The next MYP workshop for parents will take place in Term 2 and the theme will be the "Areas of Interaction". Invitations will be sent out to parents early in the New Year.

Paul Harrison attended the MYP workshop for Head Teachers and Coordinators in Florence from 18-20th November. This completes the requirements for the BMIS application for candidate status.

ISA Testing

Bio data for students taking part in the tests in October has been sent to ACER. Results should be available to the school through the ACER website from December 22nd onwards, and analysis will take place early in Term 2. A date will be set for sending the individual student results home will be coordinated with the Primary school.

Mock examinations

Mock examinations are currently underway for Year 11 (IGCSE) and Year 13 (IB Diploma) students.

Reports and parent conferences

Progress reports were sent home on Friday October 14th, and a follow-up parent conference was held on Thursday November 3rd.

January reports will be sent home on Monday 30th January, a little later than originally planned. A conference day will then be held all day on Wednesday 1st February (no classes for students), a whole day event that will also coincide with conferences being held in the Primary school. We are now discussing with HOD how to organise the day. Day 6 from 1st February will now take place instead of one of the Teacher Work Days on Thursday 1st March so the school day will not be lost from the calendar. Updates to the calendar have been provided in Tikambe.

This is a pilot project that will help us to finalise the report/conference cycle being developed for 2012-13.

Student Council

On 18th November it was formally announced in assembly that that Natasha Tanna (Year 12) had stepped down as President of the Student Council. Reasons for this decision were discussed by Paul Harrison, Natasha and her mother. Natasha wants to be able to spend more time on her IB Diploma studies, and she had under-estimated the level of work the role of President involved. The role of President has now been taken over by Kabir Brown (formerly Vice President), with the role of Vice President now being shared by the Secretary and Treasurer. It is hoped that there will be minimal disruption to the plans of the Student Council, although to allow more time for preparation, the disco originally planned for 2nd December, will now take place in January.

Counsellor News

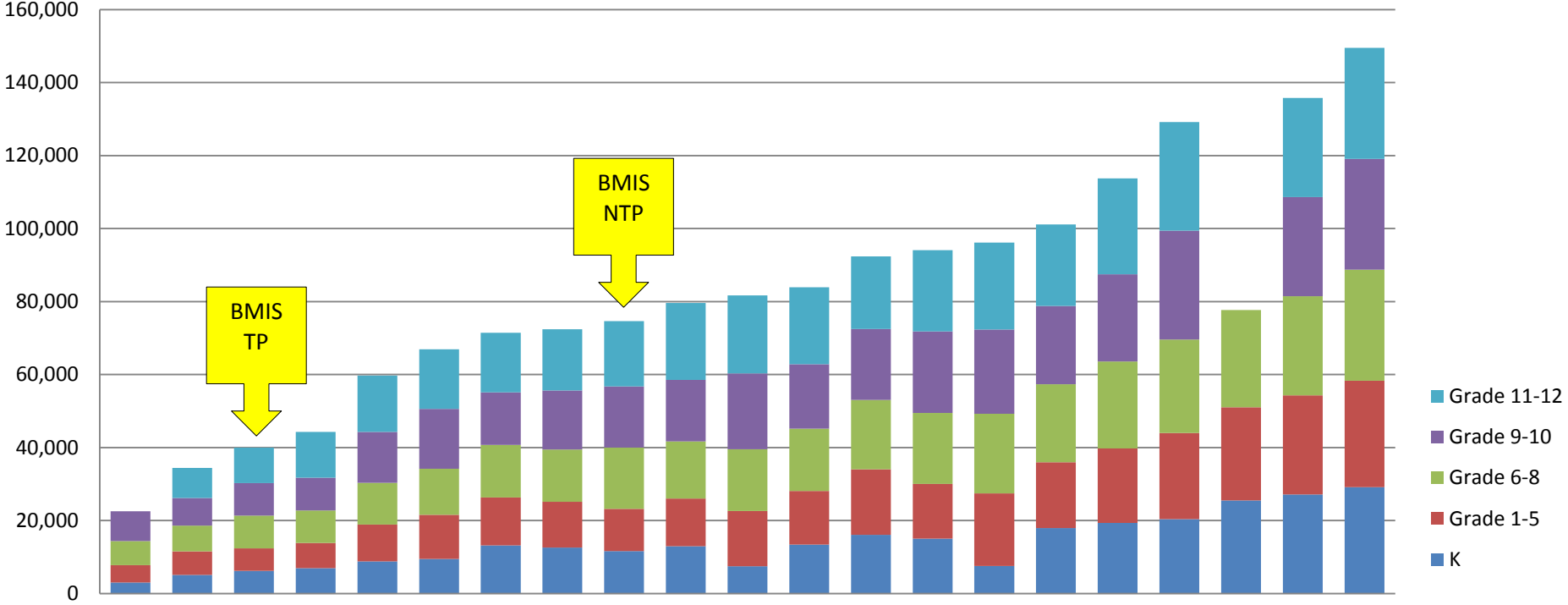
BMIS is now registered to offer the PSAT (Preliminary SAT) from the USA. PSAT is not currently offered by the US Embassy in Lilongwe, unlike the SAT itself. PSAT is typically offered to students in Year 11 (Grade 10) or Year 12 (Grade 11) and is commonly offered to students in US High Schools before the SAT. Students from BMIS will continue to register for the SAT through the US Embassy as before. Information for students and parents will be provided later in the year.

ABC Visit

Brian Carlisle, Headmaster of ABC Christian Academy, has made an appointment to see Paul Harrison. ABC Christian Academy is beginning the inquiry phase for the IB Diploma.

Administrative Report

IB Schools



BMIS
TP

BMIS
NTP

- Grade 11-12
- Grade 9-10
- Grade 6-8
- Grade 1-5
- K