



Bishop Mackenzie  
International Schools

# BMIS Board Meeting

24<sup>th</sup> April 2012 in the Library at 6.30pm

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## OPEN SESSION

### Agenda

1. Approval of Agenda
2. Approval of Minutes of 27<sup>th</sup> March 2012
3. Matters Arising from Minutes of 27<sup>th</sup> March 2012
4. Director's Report
5. Head of Primary's report
6. Head of Secondary's report
7. Business Manager's report
8. Policy Committee report 19<sup>th</sup> March
9. CIS Accreditation

# Director's Report

## 24<sup>th</sup> April 2012

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### Maintenance and Security

#### Tuck Shop/Cafeteria

The building of the new cafeteria was put out to tender and 27 sealed bids were received by the school. The top (lowest cost) eight tenders are as follows:

1	E.CES Building & Maintenance Work	Box 304222	11,501,210.00	
2	Edma Building	0999 207 546	12,863,612.54	3 months
3	Kokoliko Construction *	0999 937 467	14,671,069.85	
4	Kapichira Building Contractor*	0999 211 898	15,000,000.00	60 days
5	Ellat Construction Company	0999 440 262	15,026,659.25	8 MONTHS!
6	Mwayini Building Constructions	0999 228 700	15,152,409.40	
7	Intercity Building Contractors*	0999 842 674	15,483,269.40	2 months
8	Zinyoka Construction	0888 864 354	15,699,576.00	

\* Submissions with more comprehensive documentation.

The aim is to complete building works over the long break so that the facility is ready for the August start. The PTA will be donating funds towards this project although the amount of this donation has not been confirmed yet. Anticipating a 2-3 month building period, we need to target commencement of the project before the end of the academic year, preferably in May. The building works should have minimal impact on the activities and examinations taking place around the school. The building area will need to be roped off "out of bounds" for students and accommodations may need to be made for quiet times during examinations if necessary.

School administrators are researching the companies above to see what more can be learned about their competency and past projects, looking at references etc.

**Proposal:** *The Board recommends and approves a bid, or supports a mechanism whereby a sub-committee may make the final selection so that the project is approved before the May Board Meeting.*

#### Uniform

Uniform samples have been received from Thailand and China for polo-shirts and PE shirts. Allocation has been made from next year's budget to allow for the initial stocking of the Uniform Shop. Purchasing will need to be authorised within the next few weeks if we are to receive uniform stocks in time for the new academic year. No significant change to the uniform colour or style is proposed; simply that the school provide polo-shirts (embroidered logo) and PE shirts in white and various house colours (printed logo).

### Staffing and HR issues

#### Salaries

The change in MKW billing and subsequent adjustments has been appreciated by staff. There remains a serious concern by the staff about the financial exposure should there be a devaluation.

#### Recruitment and Retention

There are three positions still to be filled: Secondary Educational Support, Primary and Secondary PE. Interviews are still being conducted and the PE positions have been offered although not confirmed at this stage.

Several positions offered during the recruitment phases have been declined. Reasons for BMIS not being the school of choice is often financial, although some have cited the difficulties anticipated given the economic and political situation. Most applicants appreciate the good reputation of the school and value the opportunities that come with working at BMIS.

Staff turnover this year is just under 30%, which is not unreasonable for an international school. However staff retention should be a feature of the school. Many of the economic factors are beyond the control of the school, but it is important that the Board keep in mind the need for stable staffing to assure continuity of curriculum initiatives and academic success. Certainly the TAC views positively any steps the school takes to improve the areas in which it does have an element of control.

### **Language Policy**

Both Primary and Secondary staff have worked very hard over the last few months in compiling the Language Policy for the school. This is complex in so far as the IB requirements and descriptions in Primary and Secondary are not necessarily the same. Thanks to Pau and Janette and their respective teams, we have a policy document that covers the whole school. Progress of the development of this key policy has been monitored by the Policy Committee. This will be forwarded to the IBO since it was a requirement coming out of the PYP visit and a copy is attached for your information.

# Primary School Report

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## **No on Roll; - 459**

**Staffing** – Staffing is almost complete for the Primary school. We are still looking at applications for the post of PE teacher. New staff are now in email contact with existing staff and are familiarising themselves with the curriculum and class/subject specific information. All newly recruited staff have also been invited to join the staff Google group which is a useful forum for buying and selling items and finding out more about living in Malawi.

### **Reception Class Parent Introductory Evening**

On Thursday 12<sup>th</sup> April the new Reception class parents attended a meeting at school. The Reception teachers, the PYP coordinator, the Director and Head of Primary spoke to parents about teaching and learning in the Reception class. There was a short Power Point presentation and then parents were able to visit the Reception classrooms and talk to the individual teachers. The meeting was well attended and I think the information given out was practical and informative.

### **The 5 Day Cycle**

A revised plan for the school day in the primary school for the 2012/13 school year has today been included in Tikambe! The timings for the day are outlined below. Primary staff was presented with this today at our briefing and the revisions were found to be acceptable. The Primary Leadership Team is now working on the specialist subject allocations for each year group. We hope to present a detailed draft of the timetable to staff at our next primary staff meeting.

A few points to take note of

- The finishing time for Years 3 to 6 has been brought forward to 1. 40pm
- The Lower Primary school (Years Rec to 2 ) will return to an earlier finishing time but a little later than their present finishing time – 12.40pm
- The 1 hour second break has been reduced to 40 minutes. The children will sit down to eat for 20 minutes and have 20 minutes play time
- Lessons will be 40 minutes
- Assembly will be on a Friday- the last lesson each week

- A suggestion for those children who have to go from school directly to their Islamic classes;- Parents could provide them with a substantial snack to eat during their second, long break and they could also bring their change of clothes to school and change before the end of the day.

The new timings for the day are as follows-

Monday to Thursday- Years 3 to 6

7.15–7.30–Registration

7.30–8.10–lesson 1

8.10-8.50–lesson 2

8.50-9.30- lesson 3

9.30-10.00- BREAK

10.00-10.40-Lesson 4

10.40-11.20-lesson 5

11.20-12.00-lesson 6

12.00-12.40- LUNCH and PLAY

12.40-13.20-lesson 7

13.20-13.40- lesson 8- class time

Monday to Thursday- Years Rec to Year 2

7.15–7.30–Registration

7.30–8.10–lesson 1

8.10-8.50–lesson 2

8.50-9.30- lesson 3

9.30-10.00- BREAK

10.00-10.40-Lesson 4

10.40-11.20-lesson 5

11.20-11.40-lesson 6

12.00-12.40-Break and class time

Friday – All Year Groups

7.15-7.30- Registration

7.30-8.10-lesson 1

8.10-8.50-lesson2

8.50-9.30-lesson3

9.30-10.00-BREAK

10.00-10.40-lesson 4

10.40-11.20-lesson 5

11.20-11.40-lesson 6 –short lesson, in class, to prepare for assembly /story time etc.

11.40-12.20 - Assembly

### **PYP**

The Year 6 parents were invited to an Exhibition Information meeting on Tuesday 17<sup>th</sup> April. Most parents and their children attended.

PYP coordinator Christelle Thompson, outlined the principles behind the Year 6 Exhibition and explained the responsibilities of students, mentors and parents. After a short presentation, parents became involved in a 'brain storming' session which will help students to choose some lines of inquiry for their exhibition unit. The exhibition will be staged on Thursday June 7<sup>th</sup> and will be open to visitors, parents and staff.

Janette Johnson

Primary Head Teacher

# Secondary School Report

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## No on Roll; 267

### IB Super Learning Day

On Thursday 29<sup>th</sup> March, Year 7-9 students experienced a new type of learning for the secondary school. Organised with the support of Mrs Elliott, the student council organised a series of lessons to help students explore the IB Learner Profile. These lessons were wholly designed and carried out by members of the student council, with only a minimal amount of hands-on support from the teachers on the day.

Students were split into six groups, and each group then undertook a series of short activities, each designed to explore the ten separate attributes of the IB Learner Profile. There was an obstacle course for the students to negotiate blind-fold by only following instructions from one person (Risk-taker); there was a quiz to test how “Knowledgeable” they were; a charades and/or a Pictionary type challenge that required students to be “Thinkers” and “Communicators”; being “Caring” and “Principled” required students to consider a topical dilemma; flag designing explored whether students were “Open-minded” and “Inquirers”; and “Reflection” and being “Balanced” were explored creatively through writing and the use of photographs.

The student council (and in particular, Elizabeth Cilliers – Student Council Vice President, whose brain child this was), are to be congratulated on creating and organising a thoroughly enjoyable, and educational morning. It was certainly a very effective end to what has been a very busy term in the secondary school, and the request by the student body to hold it again next year was testament to the quality of the experience.

### Personnel update

Ben Mayer has severely damaged his knee in a sporting accident requiring surgery. He will not be in school for the rest of the academic year. Andrew Tomlinson has taken over the role of form tutor for 8BMA, and some restructuring of the PE timetable has allowed for the continuation of the programme in class time. One or two secondary teachers are helping out with the Year 7 and 8 PE classes because Mr and Mrs Sargent, the remaining two members of the department are on a full teaching load already.

Sally Elliott has broken her foot and was absent from school last week. She is not very mobile and is using crutches to get around. She will continue to teach her classes for the rest of the term sitting down. The MYP parent workshop, originally scheduled for last month and postponed until this term because of security concerns, will now be postponed again until next year.

Samantha Montgomery has been appointed Head of Department for Language B, and Bridget Mutasa has been appointed Head of Department for the Arts. Both ladies will take up their posts officially in August, and will in the meantime shadow the existing Heads of Department for the remainder of the school year.

The posts of IGCSE Coordinator and Community and Service Coordinator (MYP) were advertised internally to new and returning teachers at the end of term 2. Applications closed on April 20<sup>th</sup> and interviews will be arranged in the next week or two.

### **MYP Curriculum**

Plans for developing the MYP Curriculum are well advanced, and we are now looking forward to when we should publish this to the school community. Our initial thoughts are to first present this to the Board at the next meeting in May and to make it available in a limited way to interested parents who request a copy. At the start of the 2012-13 school year we would then publish this for all families with children in MYP classes.

### **2012-13 Timetable**

Following consultation across the school community, the weekly teaching structure for next year will be as follows:

<b>Monday to Thursday</b>		<b>Friday</b>	
7:15-7:25	Registration	7:15-7:25	Registration
7:25-8:20	Period 1	7:25-8:20	Period 1
8:20-9:15	Period 2	8:20-9:15	Period 2
9.15-9:35	Short Break	9.15-9:30	Short Break
9:35-10:30	Period 3	9:35-10:25	Period 3
10:30-11:25	Period 4	10:25-11:20	Period 4
11:25-12:05	Long Break	11:20-11:35	Short Break
12:05-13:00	Period 5	11:35-12:15	Period 5
13:00-13:55	Period 6		

The only change to the original proposal is the change to the breaks; short break will be 20 minutes, while long break will be 40 minutes. The short break on Friday will remain 15 minutes to allow us to retain the same end of school time. PSHE and Assembly will be scheduled for periods 5 & 6 on a Wednesday.

Discussions are still on-going within the secondary faculty to finalise teacher assignments for next year, and this will be completed very soon. Work will then begin on the construction of the new timetable.

### **IB Diploma and IGCSE examinations**

Year 13 IB Diploma students began study leave on Monday 23<sup>rd</sup> April, and their external examinations commence on Wednesday 2<sup>nd</sup> May. The IB Diploma Art exhibition took place on Friday 20<sup>th</sup> April. The examination session will run until 22<sup>nd</sup> May. Students took their final school report home on Friday 20<sup>th</sup> April, and the school graduation ceremony will take place on 22<sup>nd</sup> May.

Year 11 IGCSE students will begin their study leave on Monday 30<sup>th</sup> April, with external examinations beginning on Tuesday 8<sup>th</sup> May. Practical examinations for ICT have been arranged to take place before this on Friday 20<sup>th</sup> April and Wednesday 2<sup>nd</sup> May, and for Art and Design on Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> April. Students will take their final school report home on Friday 27<sup>th</sup> April.

All examinations will take place in the school hall and will be supervised by teachers under the direction of Mr Bray (IB Diploma) and Mr Wild (IGCSE). Signs will be posted around the building when an examination is in session.

Examinations will normally take place on a week day, with many examinations running late into the afternoon. This year we have IB Diploma examinations also on Saturday 4<sup>th</sup> May and Monday 14<sup>th</sup> May, when the school will be closed.

### **Reports and parent conferences**

Progress reports were sent out to parents at the end of terms 2 (Thursday 29<sup>th</sup> March), together with letters inviting parents to the final teacher conferences of the year. Teacher conferences took place on Thursday 19<sup>th</sup> April, using the old 'no appointment' format in the school hall. Final reports for all students (except Years 11 and 13 – see above), will be sent home during the last week of term.

In 2012-13 both teacher conferences will be by appointment in the teacher class rooms and will be spread out across a school day, starting at 10AM and finishing at 6PM., with a break during the day for teachers. In the secondary school, the second of these may be used to trial the student-led conference in the MYP for students in Years 7-9. Details of all report dates and conferences will be published in the student-parent handbook at the start of the new academic year.

## **Administrative Report**

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### **Finance**

**2010/11 Audit:** Final copies of the audited financial statements were produced and duly signed for by Board representatives on 16<sup>th</sup> April 2012.

**Taxation of Income for Schools formerly under DSB:** The consultant (i.e. Eagle tax consultancy) who was hired by St Andrews on behalf of all the Schools concerned made a fresh submission to MRA on the 28<sup>th</sup> of March emphasising the assertion made earlier on that such schools are of a public character and hence not to be subjected to tax. He further urges MRA to conclude the case if it still cannot challenge his submission. The MRA has not yet given any response.

**Fees:** K 367 792 115.32 has been invoiced as tuition fees, K 192 000.00 as annual registration fees and K 2 496 000.00 as family registration fees. K 904 608.00 has been given out as concessions resulting to a receivable fees bill of K 369 575 507.32. Of this, K 28 034 050.46 has been paid as of 19/04/2012.

Still, no movement has occurred in the remaining cases that were referred to the School's Legal Counsel as per the last reporting date.

**Payroll loan Facility:** All the required documentation has since been submitted to Standard Bank for them to produce a final version of the agreement between them and BMIS. Such is expected to be operational by the 1<sup>st</sup> of May 2012.

**Forex payments:** From £ 134 222.47 that is due to Mallory International for School orders, £ 46 597.41 has recently been paid leaving a balance of £ 87 625.06. We anticipate that another £ 26 000.00 will be transferred before the end of the month.

On the other hand, there is also a payment due to BUPA for \$ 66 832.96 that also needs to be processed by our bankers. Payment of 75% portions of teachers' gratuities will commence in early May.

## Human Resources

**Temporary cleaners;** With effect from 1<sup>st</sup> April 2012, 4 temporary cleaners have now been taken-on by the school on permanent employment terms having been on temporary terms since September 2011. Their services are required by the school full time.

**Staff Appraisals;** This is still on-going and it is expected that it will be completed by the end of this month.

## Security

No major incidents during the month have been reported in this area as far as the school campus is concerned.

## Buildings & Maintenance

**New Storage Room:** The price increase claim for K 1 687 083.60 from the contractor is yet to be completed. No defects have been reported on the building so far.

**Tuckshop:** 26 bids from contractors were submitted with a few selected for a final analysis and selection. The bids range from K 11 501 210.00 to K 27 196 461.77 and the prevalent completion period is 8 weeks.

**Year 6 Class & Administration Block:** As suggested during the last Board meeting, all prospective supervisors that were approached could not give quotations since they feel they would give a proper charge only after they know the extent and size of the project. As such, that can only be done after an architect has submitted his design to the School.

**Fuel Storage:** The tank that was installed has not been used yet because the Malawi Energy Regulatory Authority (MERA) has to come again for an inspection of the facility before giving the school permission to store fuel. When they came in earlier on, they demanded that the school have an actual facility in place and not just some designated place.

**Driveways:** some improvements were done to these over the holiday (hall area) and the process will spread to other areas after close of the school year in June.