

**MINUTES OF BMIS BOARD OF TRUSTEES MEETING HELD IN THE LIBRARY
ON 27TH APRIL, 2010 AT 18:30 HOURS**

PRESENT

H. Banda	HB	CHAIR
B. Ni Mhuri	BNM	VICE CHAIR
K. Field	KF	BOARD MEMBER
E. Mmangisa	EM	BOARD MEMBER
N. Airey	NA	BOARD MEMBER
P. Killick	PK	BOARD MEMBER
J. Johnson	JJ	PRIMARY HEAD
V. Macpherson	VM	PYP COORDINATOR

APOLOGIES:- N. Hines, M. Burdett, T. Manda, P. Todd, P. Harrison

AGENDA:-

1. APPROVAL OF AGENDA:

Board approved the Agenda with an addition item on “Any Other Business”.

2. APPROVAL OF MINUTES OF 23RD MARCH, 2010:-

The Open Minutes of BMIS Board Meeting of 23rd March, 2010, were approved and signed by the Chair. These will be handed over to the Director.

3. UPDATE ON ACTION POINTS FROM MINUTES OF 23RD MARCH, 2010:-

- PT to approach Beit Trust regarding a grant
- The Board to finalise the analysis of the Parent Survey so that this would be communicated to the parents.
- Board agreed that in future all invoices being sent to parents should be put in envelopes
- First part has been done on a brochure regarding a 6-day cycle
- A Gestetner Photocopying machine has been ordered but the company provided one for use at the school while waiting for the new one.
- Debt collector not yet started.

4. CLARIFICATION OF HEAD TEACHERS’ REPORTS:-

PRIMARY HEAD REPORT

JJ reported that Primary Recruitment is now completed.

On professional development, JJ reported that approximately 10 teachers have enrolled for a short course to help them start their own web site. This is to improve parent communication through a weekly e-letter or web-page.

She also advised that the end of year standardized reading tests have just been completed. The results will be looked at to help with end of year reporting and placement of children next year.

JJ notified the Board of the second Parent Mathematics Workshop in the school hall on Wednesday, 28th April.

ACTION

**PT
PT/PH/JJ/
NA/KF
PT**

JJ further advised that Standard2 & 4 forms are now full and have waiting lists.

SECONDARY HEAD REPORT

Board noted the report by PT as PH is still sick.

In his report, PT advised that there is only one vacancy to be filled of that of IT with Science and Mathematics.

The working group on reports has had its first meeting.

5. PYP ACTION PLAN:-

VM reported that there is a tremendous achievement on the PYP Action Plan from the date it was first developed. This will be an on-going process even after the Authorization. The Authorization visit is planned for March/April 2011.

For easy understanding, Board requested VM to liase with PT, PH and JJ on the concerns that she pointed out regarding lack of planning time and a need to have teacher day each term, so that they may come up with a manual of options and solutions, stating their advantages and disadvantages and a time scale to implement necessary change.

VM

Board also requested VM, in future, to submit the costs of workshops to the Finance Committee for their checking if the costs are in line with the Budget. The Budget requirement for this year are fine.

VM

JJ expressed her thanks to VM for the achievements being made on the PYP Action Plan and this was concurred by the Board.

6. CLARIFICATION AND ACTION ON FINANCE COMMITTEE REPORT:-

i) *Finance Report:-*

PK reported that no meeting has been held since the AGM which was held on 20th April, 2010.

ii) *Proposed Finance Policies:-*

Board agreed that they should go through the policies presented by the Finance Committee and if there is a need of changes, to send electronically to PK. These policies will be approved in May Meeting and then ratified in June Meeting.

PK

iii) *Accounting Software:-*

PK reported that the software will be bought and be installed by the end of May, 2010. The Finance Committee to look for an expert in this field to train the staff.

FINANCE
COMM.

iv) *Proposal of opening an overseas account*

PK reported that he had contacted the banks and there was no problem in opening the account. KF to check with the diplomatic missions/International organisations if they would be able to pay at overseas account.

KF

	ACTION
<p>v) <i>Fee Increase:-</i> PT to go ahead with the fee increase for next school academic year.</p>	PT
<p>7. CLARIFICATION AND ACTION ON POLICY COMMITTEE REPORT:-</p> <p>i) A brief report from a meeting following MYP board meeting was to finish reviewing "School Board Powers and Duties.</p> <p>ii) Board approved policies relating to School Board Powers and Duties. This will be ratified at the next board meeting.</p> <p>iii) Board ratified the Academic Honesty Guidelines. The Committees work to the end of the school year is to look at the Instructional programme. HB has asked the committee to consider co-opting parents who are experts in education.</p> <p>HB thanked the committee for their hard and good work.</p>	POLICY COMM.
<p>8. BOARD ELECTIONS:- PT to notify the vacancies and start the process of the elections. NA to get this started.</p>	PT/NA
<p>9. ANY OTHER BUSINESS:-</p> <p>i) <i>Complaint against music teacher</i> JJ informed the board regarding behaviour management by the music teacher and that the issue is being taken care of. Board was notified just for information as this was school managerial issue.</p> <p>ii) <i>Building & Grounds Committee</i> BNM thanked the school for letting IWAM use the school hall for their function but expressed concern on the issue of toilets that they were not cleaned and this had to be done by her. Not acceptable as the public face of the school. JJ to take up the issue to get the toilets revamped.</p> <p>iii) <i>Sound System</i> As work is already being done on the permanent fixing of the sound system in the hall, PT has to look at conditions of use as guidelines for the school.</p> <p>iv) <i>School Council</i> Board to encourage student representation at board meetings.</p>	JJ PT
<p>11. TOPICS FOR NEXT AGENDA:-</p> <p>1) PYP Action Plan 2) MYP 3) Board Policy – Review on Vacancies 2.211</p>	SCHOOL MANA.
<p>MEETING CLOSED AT 20:47 HRS. NEXT BOARD MEETING 25th MAY, 2010 AT THE SCHOOL LIBRARY AT 18:30 HOURS. Minutes approved and signed by the Chair _____</p>	