

Minutes of the Open Session of the BMIS Board meeting held on 29th October 2019

Present:

G. Bizzaro	GB	Chairman
S. Stapleton	SS	Board Member
M. Nambiar	MN	Board Member
K. Bosscher	KB	Board Member
G. Cornella	GC	Board Member
A. Chitulu	AC	Board Member
A. Mulemba	AM	Board Member
E. Moyo	EM	Board Member
M. Pickard	MP	Board Member
N. Bishop	NB	Director
E. Engel	EE	Primary Head
O. Williams	OW	Secondary Head
W. Horea	WH	Business Manager

Visitors Present:

E. Schouten
W. Sangala
T. Vanneste
N. de Borde
S. Gupta

Time	Agenda Item	Minutes
6.34 (1)	Welcome	GB welcomed all present.
6.35 (1)	Approval of Agenda	Agenda was presented and adopted unanimously.
6.36 (1)	Approval of the Minutes of the previous meeting	The minutes of the 24 th September meeting were approved
6.37 (3)	Approval of the AGM Minutes	Minutes of the Annual General Meeting held on 30 th May 2019 were approved.
6.40 (7)	Concerns from Parent Visitors	<p>GB welcomed the five parent visitors and asked them if they had any specific question or reason for attending the Board meeting. The visitors presented the following issues:</p> <p>1. Letter from a parent The visitors were seeking an opportunity to explain the contents of the letter. NB had earlier circulated to the Board</p>

		<p>the said letter which had been sent by one of the parents concerning a specific teacher’s contract with the school. Due to the confidential nature of the issue, the Board agreed to discuss it during the Closed Session.</p> <p>2. How the Board works GC explained that there is a procedure for dealing with issues at the Board meeting. Parents are allowed to attend the Board meeting as observers only, and if they have an issue or a question, they are required to put it in writing for the Board to discuss it in the Open or Closed Session depending on the nature of the issue or question. The Board noted that this was a general question about how the Board works and for the benefit of the wider parent community more details would be presented at the Parents Association meeting scheduled for the following evening.</p>
<p>6.47 (90)</p>	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> • Accreditation Update 	<p>In 2017 the school had a preliminary accreditation visit. It was decided then, that there would be benefits in having a fully synchronised PYP, MYP, DP, CIS and NEASC visit. However, in practice, during the recent synchronised visit, the school faced quite a few capacity challenges. Being a fairly small school, it was difficult to adequately accommodate thirteen visitors with four separate meeting rooms and numerous staff involved in meetings during the course of the school day.</p> <p>Despite the challenges the visitors recognised some of the real strengths BMIS has in its programs including Service Learning, along with the Approaches to Learning (ATLs), and the curriculum model.</p> <p>While the visitors only gave a verbal feedback at the end of their visit, the full report is expected towards the end of December.</p> <p>NB noted that since the next visit will only take place in 2024 the two key issues which will have to be deliberated on and decisions will have to be made over the next three or four years are (a) whether we still need two accrediting bodies (NEASC and CIS) especially now that they are</p>

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running separate protocols; and (b) whether to keep the visits synchronised considering the capacity issues that the school faced with the recent visit.

The Board discussed the issues from the last Parents Association meeting of 30th April again and agreed on the following action items for the 30th October meeting:

1. On the BMIS website, the Board section should have:

- Board members profiles
- Agenda of upcoming meeting
- Approved minutes
- Board email address

2. A meeting room should be made available at least once every two months to parents who would want to get together and discuss particular topics. Parents can send an email to the Board with information regarding the date and time of the proposed meeting and the information will be put into Mawa or Tikambe. The Board will ensure that a Board member is present at the meeting to hear their concerns and bring those concerns back to the Board.

2. The Board email address is an opportunity for parents to forward issues that they think the Board should be looking at.

3. The PTA will continue to be a platform for parents and teachers to work together, to build the community and fundraising, but it is also a means to cycle feedback to the administration and the Board.

4. The PA is a forum for parents to bring ideas forward. At the PA meeting mechanisms that parents can use to bring ideas forward will be presented.

5. Any additional issues will be discussed at the end around the tables that will be provided for that purpose.

The Board agreed on the following format for the Parents Association meeting:

- Remarks by the Board Chair
- Update of Director recruitment by GB
- Presentation of proposed 2019/20 budget by GC
 - Overview of the finance process
 - Financial context of the 2019/20 Budget

	<p>Proposed 2019/20 Budget</p>	<ul style="list-style-type: none"> ○ Overview of expenses compared to previous years ○ Key lessons learnt ○ Why audited accounts are not ready on time – common practice in Malawi ○ Request parents to approve 2019/20 budget ● Accreditation update by NB ● Feedback from the 30th April PA meeting by SS <ul style="list-style-type: none"> ○ Background ○ Proposals for mechanisms parents can use to bring ideas forward: <ul style="list-style-type: none"> ▪ New Board email address ▪ Coffee mornings ▪ Meeting room ▪ Grievance process ▪ Board meeting <ul style="list-style-type: none"> ● Who attends which session? ● How meetings are conducted ● Agenda, minutes, and Board member profiles on the website <p>GC presented the budget that the Finance Committee was proposing for the Board to approve and which if approved would be presented to the PA for approval the following day. The following were the main key aspects of the budget:</p> <ul style="list-style-type: none"> ● Conservative in the revenue assumptions <ul style="list-style-type: none"> ○ Conservative student numbers ● No exchange rate gains included ● Includes a significant saving of the utilities (internet) ● \$50,000 contingency for unexpected items has been included ● A higher depreciation has been assumed <p>The Board unanimously approved the proposed budget for presentation to the PA. GC then went ahead to present to the Board what he had planned to present to the parents at the PA meeting.</p>
	<p>Swimming Pool Use by Community</p>	<p>The Board discussed the demand by parent swimmers to meet the Board to present their request to use the pool during holiday times. It was agreed that the issue be shifted to the Policy Committee who should arrange to meet with the concerned parents on 12th November 2019 at 7.30 am.</p>

8.50	Date of next meeting	The meeting closed at 8.50 pm. The next meeting will be held on 26 th November 2019 at 6.30pm in the School Library.
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Signed:.....

Date:.....