

Minutes of the Open Session of the BMIS Board meeting held on 28th January 2020

Present:

S. Stapleton	SS	Vice Chair
M. Nambiar	MN	Board Member
K. Bosscher	KB	Board Member
G. Cornella	GC	Board Member
A. Chitulu	AC	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
C. Almeida	CA	PTA
A. Herselman	AH	PTA
S. Ahmed	SA	PTA

Apologies:

G. Bizzaro	GB	Chairman
A. Mulemba	AM	Board Member

Time	Agenda Item	Minutes
6.32 (3)	Welcome	GB welcomed all present. He extended a special welcome to the three PTA committee members and asked them to introduce themselves. He also asked everyone around the table to make brief introductions.
6.35 (5)	Approval of Agenda	<p>Agenda was presented and adopted unanimously.</p> <p>PTA added the following three items to be discussed at the end:</p> <ul style="list-style-type: none"> • PTA related to forums and workshops • Position of Community Liaison • PTA fundraising <p>Also added for discussion at the end were the following items:</p> <ul style="list-style-type: none"> • Potential for school closure • Possibility of Board training

	Approval of the Minutes of the previous meeting	The minutes of the 29 th October meeting were approved
6.40 (50)	Matters arising from previous meeting <ul style="list-style-type: none"> • 30th October Parents Association Meeting 	<p>SS explained that as one of the action points resulting from the Parents Association meeting, the Board had proposed that it would offer the upper hall, once every or every other month for any parents who have a particular discussion topic and would want to encourage other parents to attend. An announcement about the meeting will be carried in Mawa and/or Tikambe. A Board member will be present at the meeting to listen/observe and bring feedback to the Board. In response, SA explained that so far parents had reached out and had registered their appreciation for this opportunity.</p> <p>It was agreed that the meeting should take place on the 13th of February at 6.30pm and a Board member will be present at the meeting. Details about the meeting will be announced in both Tikambe and Mawa. PTA will reach out to parents and also help organise the meeting. Parents who have a particular topic they want discussed will be encouraged to send an email to PTA or to the Board. SS will help draft a short presentation about the Board including information regarding the three Parents Association Meetings, profiles of the Board members, and the three Board committees.</p> <p>Topics that have so far been brought to the PTA for which parents would like an opportunity to discuss include:</p> <ul style="list-style-type: none"> • Bullying • Another opportunity to engage with the board following the meeting 30th April meeting • Feedback on the MAP testing <p>SA explained that PTA had decided to adopt the position of Community Liaison which already existed within the PTA where parents could go to should they wish to express their concerns. A dedicated email account which will be monitored by SA and AH has been created for that purpose.</p>

	<ul style="list-style-type: none"> • Director Recruitment • Teacher Recruitment • Accreditation Update Additional Academic Items Report <ul style="list-style-type: none"> • Student Numbers 	<p>The Board went through an exhaustive process of reviewing resumes and doing a prequalification to identify candidates. More than a dozen candidates were invited to submit three ten-minute videos each which the selection committee reviewed. Four candidates were identified and invited to the school. Parents and teachers had an opportunity to meet them. The Board conducted extensive interviews with them and in the end the position was offered to Mr Brian Allen beginning August 2020.</p> <p>NB reported that teacher recruitment was going well. Only four positions out of twelve were still left open. All positions should be filled in a month's time.</p> <p>In response to a question from GC about whether the school conducted exit interviews on the twelve teachers who are leaving, NB said that exit interviews had been carried out. NB further explained that two of the teachers leaving were actually retiring.</p> <p>The Board learnt that all reports have now been received and that BMIS is now fully accredited. SS congratulated NB and his team. NB noted that it is going to be a lengthy exercise to decode everything that has been written by the accrediting organisations. He noted that CIS alone has 70 different standards and each has comments against them. The NEASC report is a different set of standards and the IB have different set of standards for each of the three programs. There is need to now try to rationalise all the feedback and put it into an action plan moving forward. The CIS report has reflected a few hiccups which the school has already started acting on and should be completed in about a week.</p> <p>NB said he anticipates that the action plan will be ready in the next couple of months at which time a summary will also be ready for presentation to the Board.</p> <p>The January enrolment figures showed a net drop of two students to 713. This figure is still higher than the budgeted figure of 683 and will result in a slightly reduced surplus by</p>
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<p>7.47 (20)</p>	<p>Administrative Report</p> <ul style="list-style-type: none"> • Invoicing and debtors • Cafeteria • Three-month exclusion policy 	<p>WH reported that the outstanding debt from previous months accrued from beginning of the year currently at \$53,000.</p> <p>It was noted that the cafeteria continues to operate at a loss. In the past, the cafeteria operated on profit, but a decision was made a few years ago to refocus the menu and offer healthier food and since then it has been a loss because despite making a surplus on the cost of goods, all the administrative costs have been on the school.</p> <p>It was agreed that Policy Committee may have to review whether the school should continue subsidising the cafeteria or not and let it start running at a profit.</p> <p>Students whose fees have not been paid by the agreed deadline are normally excluded from school until fees are paid. The excluded student's place can be held open for a period of three months. The Policy Committee will review this Three-month Exclusion policy to determine whether it should remain in force or not and report to the Board.</p>
<p>8.07 (15)</p>	<p>PTA Agenda Items</p> <ul style="list-style-type: none"> • PTA Related Forums • PTA Fundraising • Inter-sporting Activities 	<p>Issue already discussed under "Matters arising from the 30th October meeting".</p> <p>CA said PTA would like feedback on particular projects that the school would like them help fund. It was suggested that perhaps taking this back to the students and ask them what they would like to see more of. CA noted that when PTA has something that they are working towards, parents are a lot more committed and involved.</p> <p>As part of their fundraising initiatives, PTA wanted the Board to authorise sale of alcohol at the swimming gala on 8th February just like Blantyre schools do when they host similar events. After a lengthy discussion on the matter the Board, through a show of hands, voted for the idea of having a bar set up on the date to sell drinks including alcohol.</p>

<p>8.22 (33)</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • School Orders • Board Training • School Closure 	<p>This year's school orders are expected to arrive in a weeks' time, two months ahead when compared to last year.</p> <p>The Board agreed that NB should get in touch with a Board Trainer, Andy Paige Smith, currently Director at the International School of Johannesburg to come in to conduct a one-day Board training session in September. It was noted that with the new Director coming in in August, the training will be helpful and useful</p> <p>The Board determined that in the interest of security, the school should remain closed on Monday 3rd February so that parents and children are not required to travel to and from school. This follows a notification that the Constitutional Court ruling will be issued on this day. If the problem is likely to be on Tuesday the school will send out a message to parents to that effect. All staff, except security staff, will not be required to come to work.</p>
<p>8.55</p>	<p>Date of next meeting</p>	<p>The meeting closed at 8.55 pm. The next meeting will be held on 25th February 2020 at 6.30pm in the School Library.</p>

Signed:.....

Date:.....