



Minutes of the Open Session of the BMIS Board Meeting

Held on 25 February 2020 at 6.30pm
School Library

Present

G. Bizzaro	GB	Chairman
S. Stapleton	SS	V. Chair
E. Moyo	EM	Board Member
G. Cornella	GC	Board Member
M. Nambiar	MN	Board Member
K. Bosscher	KB	Board Member
A. Chitulu	AC	Board Member
N. Bishop	NB	Director
E. Engel	EE	Primary Head
O. Williams	OW	Secondary Head
W. Horea	WH	Business Manager
A. Herselman	AH	PTA
S. Ahmed	SA	PTA

Apologies

C. Almeida	CA	PTA
M. Pickard	MP	Board Member

Absent

A. Mulemba	AM	Board Member
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Time	Agenda Item	Minutes
6.34 (1)	Welcome	GB welcomed all present.
6.35 (3)	Approval of Agenda	Agenda was presented and adopted.

	Approval of the Minutes of the previous meeting	<p>The minutes of the 28th January meeting were accepted as the true and correct record with the following clarification from SS:</p> <p><i>“Policy Committee will review the policy only if NB and his team wants them to do so”.</i></p>
6.38 (11)	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> • Procurement Procedures 	<p>Following up on a question about procurement procedures during the previous Board meeting, NB referred members to a document on procurement procedures which had been sent together with the Board report. He explained that the school follows the procedures document but there was need to go through and review it to ensure that the school is actually following the procedures fully.</p> <p>Regarding budget overspends, it was agreed that any non-budgeted purchases exceeding \$10,000 would have to be referred to the Board for approval.</p>
6.49 (21)	<p>Director’s Report</p> <ul style="list-style-type: none"> • Accreditation 	<p>The results of the accreditation will be celebrated with the community through the February Issue of Tikambe.</p> <p>From the Board’s perspective, a few things to focus on include:</p> <ul style="list-style-type: none"> • Review the guiding statements with the wider stakeholder input into that process • Reflect on Board functions and communication with the Parent’s Association • Board self-review (need to try to get a bit more buy-in from Board members in terms of individual roles and what they are doing, and collectively as the Board and setting appropriate goals and targets for the Board). This will be a good exercise to go through with the Board trainer to set some strategic goals for the Board itself and to look at this review process. <p>Summary of accreditation reports will be posted on the web. For a detailed report, an inquiry would have to be made with the school.</p>

	<ul style="list-style-type: none">• Recruitment • Corona Virus	<p>All positions have been filled except one in Primary (Year 3). It is expected that it will be finalised before the next Board meeting.</p> <p>NB to provide a summary of demographics pertaining to teachers who are leaving this year and those coming in next year.</p> <p>Regarding Brian Allen's visit to Malawi NB explained that there was need to set up a handover visit and that April, preferably when school is in session, would be the best time. Brian has been asked to provide suitable dates.</p> <p>With the rapid spread of the Corona Virus, some parents are concerned about the international school trips such as the Ski trip to France and the complications with Ethiopian Airlines for those passing through Addis considering that ET is still flying into China. It was noted that there are two considerations for the Board on which decisions need to be made:</p> <ul style="list-style-type: none">• whether to allow students to go on a school organized trip to a place where there is a big potential for exposure or cancel the trip, in which case a lot of parents will be expecting the school to reimburse their expenses;• and, whether to let anyone who travels to an area that is felt to be dangerous come back straight into school or ask them to self-quarantine first. <p>The Board deliberated on the matter and agreed that the trips should go ahead but an advisory should go out to parents to say that at the end of the day it is their decision but the school will continue to closely monitor the situation and make decisions accordingly. Parents will also be advised to monitor their children and keep them home if they are sick. Advice will also include information for those going out for holidays.</p> <p>NB said the school is currently putting together some plans so that it is prepared in the event that there was need to shut the school and use the available platforms such as ManageBac and SeeSaw to get the materials out to students to enable them study at a distance.</p>
7.10 (20)	Informational Reports: Community	

	<ul style="list-style-type: none"> Refreshment Sales During School Events 	<p>During the last Board meeting it was agreed to allow PTA to sell refreshments including alcohol at the Interschools Swimming gala. However, some parents had voiced their concerns about glass bottles around the poolside although disputed there were bottles sold. There was also an outside booking for a rugby tournament (not related to PTA) where after the event the school found out that some parents had set up a stall to sell refreshments including alcohol and that students were selling alcohol and potentially consuming alcohol. NB noted that while it may be too early for a debate as to whether or not this was a good decision, Board members need to be aware that this is causing some concern within the community. There is therefore need to balance the positive benefits of the alcohol sales and the potential downside.</p> <p>After a lengthy discussion, it was agreed that the issue be put forward as a proposal for voting at the next meeting.</p> <p>Related to this, AH proposed that as a way of making good revenue, the school needed to think about selling food at evening events. AH asked to discuss the idea with the cafeteria manager.</p>
	<ul style="list-style-type: none"> Perimeter Wall Damage 	<p>NB reported that two sections of the perimeter wall had collapsed. It is hard to say whether this was caused by the erosion of the footings or excess water buildup. Last year, two sections at the far corner of the perimeter wall also collapsed. Repairs will have to wait until the rains have subsided. SS and NB will meet to discuss what assistance the US Embassy can provide.</p> <p>NB further reported that seven switches had been lost in the storm the night before the meeting. It is expected that the school will spend about MWK5.5 to replace the switches.</p>
7.30 (10)	Administration Report	There were no substantial matters arising from the administration report
7.40 (15)	Finance Committee Report	There were no matters arising from the Finance report.
7.55 (37)	Report from PTA Following Parents' Open Forum	AS thanked the Board for facilitating the meeting. There were about 23 participants. MN and KB attended the meeting and talked about the Board functions.

		AS presented the minutes which were discussed with the Board point by point. The Minutes, as well as the initial responses from the Board and administration will be made available on the BMIS website. The next Parents Forum will take place in April following the school holiday. Details of the meeting will be advised.
8.32	Date of next meeting	There being no other business, the meeting closed at 8.32 pm. The next meeting will be held on 31 st March 2020 at 6.30pm in the School Library.

Signed:.....

Date:.....