



Minutes of the Open Session Board Meeting

Held on 31st October 2023 at 6.00pm

Present

B. Bijl	BB	Board Chair
R. Kanaan	RK	Board Member
A. Mahomed	AM	Board Member
K. McCarthy	KM	Board Member
H. Schellenger	HS	Board Member
R. Khan	RKH	Board Member
L. Kakhome	LK	Board Member
A. C. Moody	AM	Director
L. Peacock	LP	Secondary Principal
E. Engel	EE	Primary Principal
L. Hughes	LH	Candidate for Primary Principal
L. Phiri	LP	Head of Operations
S. Soko	SS	Head of Finance
C. Honde	CH	Secretary to the Board

Apologies

U. Roxo	UC	Board Member
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Absent

A. Veen	AV	Board Member
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Time	Agenda Item	Minutes
6.02pm	Welcome	<p>AM welcomed all members present and introduced Lisa Hayes, the candidate for the Primary Principal position. He asked Lisa to say something about herself.</p> <p>BB introduced the school senior leadership team and then asked the board members to introduce themselves.</p>
	Approval of agenda	<p>The Board accepted the following Consent Agenda:</p> <ul style="list-style-type: none"> • Board Minutes 230928 • Matters Arising • Operations Report • CIS community Survey • Upcoming Events

	Board Minutes	The Board approved the minutes of the meeting held on 29 th September 2023.
	<ul style="list-style-type: none"> Matters Arising 	<p>The following were matters arising from the previous meetings:</p> <ol style="list-style-type: none"> Schoolbase implementation - Ongoing IT Infrastructure upgrade - Complete Strategic plan - For approval Board self-evaluation - In progress CIS/NEASC Evaluation visit - In progress IT review - Pending Communications review - For review Capital development fund policy - Complete Road works - Complete Roof leaks – block 1 - Complete Capital Development Plan review - In progress PTA elections - Complete Area 46 Properties - In progress Director evaluation - In progress Sports Kits – numbers and costs - In progress Website redesign - Pending Vehicle replacement plan - Complete CIS Community Survey - Pending
	<ul style="list-style-type: none"> Primary Head's Report 	There were no substantial matters arising from the Primary Head's report.
	<ul style="list-style-type: none"> Secondary Principal report 	<p>Teaching and Learning</p> <ul style="list-style-type: none"> CIS Teaching and Learning Continuum <p>Following on from the joint preparatory visit, the school was asked to focus on areas of Intercultural Awareness, Global Citizenship, and High-Quality Learning, and to do a sheer definition of those, guided by the CIS Teaching and Learning Continuum.</p> <p>There are four different stages of the process namely integration, embedment, transformation, and transfer. The idea that focuses on the Intercultural Awareness is that every department, every teacher in the primary, and every team, will decide on one area that they want to develop with their Intercultural Awareness.</p> <p><i>Integration</i> This is where there is a little bit of cultural awareness but does not go very much anywhere with learning.</p>

		<p><i>Embedment</i> Embedment is where you have bits of intercultural awareness scattered throughout the curriculum but it does not extend to any great degree.</p> <p><i>Transformation</i> This is where you really horn in Intercultural Awareness into the curriculum and students can have deeper learning from the interactions within it.</p> <p><i>Transfer</i> Transfer is the ideal place to be. This is where ideas are transferred between different subject areas and it becomes sustainable.</p> <p>At the end of the year, each department will be able to show their growth and where they are on the continuum. Each department will produce a chart which will determine their goal and track their growth on the continuum.</p> <p>During tutor period, students have been engaged in unpacking the definitions and doing a whole range of different activities that are suited to the different age levels. After the December break, the Schol Principals will be doing interactive parent workshops based upon this year’s definitions so by the time they come at the beginning of next academic year the school should have really tangible and explicit information in place for them to show that development.</p>
	<ul style="list-style-type: none"> • Accreditation Update 	<p>AM presented the accreditation update.</p> <p><i>Workshops with staff</i> The school has now completed the process of defining, and has now got definitions of High Quality Learning, Global Citizenship, and Intercultural Awareness. This process was done consultatively through workshops with staff. These came as a direct result of the preparatory report because the school did not have them in place and had scored low on its own understanding of high-quality learning.</p> <p><i>CIS report tool</i> The school is now loading the CIS reporting tool. There are certain sections that need to be done and some of these, including the School Specific Language, School Context, and Response to the CIS Community Survey, are complete. School Overview and Financial Information are currently in progress.</p>

		<p><i>Domain work</i></p> <p>Domain A is well underway and almost complete. Domain G, (premises and facilities), have started their work. Domain F (staffing) have also started their work. Domain B, which is governance, will meet soon and a report will be presented at the next board meeting.</p> <p>Early feedback</p> <p>The school had to submit certain sections of the report. For Domain A, the School context, School overview, survey results, and financial information have to be submitted on the 29th January 2024. That will be analysed by CIS who will then respond and provide early feedback. Everything is well mapped out with a timeline and the school is currently on target.</p> <p>It was reported that it is a CIS requirement that every board member must undergo a safeguarding course. CIS also requires that all board members must submit a police clearance to the school. Evidence of these two requirements will be needed when submitting the self-study at the end of this academic year.</p>
	<ul style="list-style-type: none"> • BMIS 80th Anniversary 	<p>An organising committee has been set up and its first planning meeting took place on Thursday, 26th October. The committee is composed of volunteers who are a mixture of faculty around the school, staff from the school administration, as well as parents and therefore does represent the school.</p> <p>The following subcommittees were formed:</p> <ol style="list-style-type: none"> 1. Events Committee (specifically looking at events) 2. Marketing and fundraising 3. Merchandise 4. History (looking at the history of the school) 5. Celebrations on the day <p>The committee decided that there will be one week which will be the official week of the celebration. It was also suggested that the celebrations take place at the start of the school year in order to encourage the alumni from overseas to be able to come to Malawi for this week of activities. Leading up to this week, there will be events for the students to get them involved. Other suggestions included a time capsule and planting 80 trees. A list was made of all the suggestions, for</p>

		discussion when the committee meets again on Friday 3 rd November.
6.56 pm	Date of next meeting	There being no other business, the meeting closed at 10.22PM. The date for the next board meeting will be 31 st October.

Signed:.....(Board Chair)

Date:.....