



Minutes of the Open Session Board Meeting

Held on 28th May 2024 at 6.00pm

Present

B. Bijl	BB	Board Member
H. Schellenger	HS	Board Member
R. Khan	RKH	Board Member
L. Kakhome	LK	Board Member
K. McCarthy	KM	Board Member
F. Simama	FS	Board Member
M. Moyo	MM	Board Member
K. Pohl-Munro	KP	Board Member
C. Swart	CS	Board Member
U. Roxo	UC	Outgoing Board Member
A. Veen	AV	Outgoing Board Member
R. Kanaan	RK	Outgoing Board Member
A. C. Moody	AM	Director
L. Peacock	LP	Secondary Principal
E. Engel	EE	Primary Principal
L. Phiri	LP	Head of Operations
C. Honde	CH	Secretary to the Board

Time	Agenda Item	Minutes
6.30pm	Welcome	BB welcomed and thanked everyone for making time to attend the meeting. He extended a special welcome to the new members who were now officially constituted. On behalf of the board, BB thanked all the outgoing members for their commitment and time and tireless effort in their contributions to the board. He then proceeded to ask everyone to introduce themselves for the benefit of the new members.
	Appointment of Board Chairperson	Members agreed reappoint Bouke Bijl as Board Chairperson and to defer nomination of the board vice-chairperson until the next meeting in order to give members some time to think about it.
	Constitution of sub-committees	The constitution of the sub-committees was presented. Members agreed to shift the constitution of the board sub-committees to the online policy review session, scheduled for Tuesday June 4 th .

		<p>The board calendar will be circulated to board members so that members are in line and aligned to the dates.</p> <p>Outgoing members will put together some handover notes of the work they had done in the specific sub-committees for the benefit of the new members.</p>
	Farewell to Eloise Engel	<p>On behalf of the board, BB thanked EE for her valuable input and tireless efforts during her time at BMIS. He said EE's energy was always an inspiration to all. He wished her the best in her new endeavors.</p>
	Approval of agenda	<p>The Board approved the following Consent Agenda:</p> <ul style="list-style-type: none"> • Board Minutes 240305 • Matters Arising • Operations Report • Upcoming Events
	Learning support update	<p>Some few years back the school identified learning support as being one of the areas that needed improvement. In 2021 a three-tier system of support to both learning support teachers and learning support students was developed. The implementation process has been in phases and was completed this year. The department has developed resources, including a student service handbook, student service website, and BMIS accommodation and resource library.</p> <p>To ensure a smooth transition and continuity, the Learning Support Coordinator has been working closely with Educational Support Coordinators, putting in place policies, procedures, and documentation, including the student service handbook. A policy for gifted and talented and related guidelines have been put in place as part of future planning goals.</p>
	IT Update	<p>In 2021 the school embarked on a big program of upgrading the IT for the school. The infrastructure is now fully installed and there has been a lot of key achievements including the upgrade of the campus fiber optic network for faster and more reliable connectivity, installation of more CCTV cameras for enhanced security and monitoring. The school has also finalized the implementation of the SchoolBase, a comprehensive school management system which has helped to streamline administrative processes and improve data management. ClassList, a platform for managing parent communications and events information has enhanced communication and organization within the school community.</p>
	CIS/NEASC	<p>The self-study process is completed and the self-study review is in progress. A meeting has been scheduled, ahead of the accreditation visit, where the GPPC will do a presentation of the work that they have done reviewing policies and the</p>

		<p>Articles of Association. The self-study will be submitted by June 16, well ahead of time. Preparations for the actual accreditation visit are in progress. A total number of 12 visitors consisting of six from the IB, four from CIS, and two from NEASC will be in school for a week from 28th September to 4th October 2024, looking at every aspect of the school.</p> <p>It was agreed that review and approval of the two documents, CIS/NEASC risk assessment plan, and the CIS/NEASC operational plan which had been circulated to the board ahead of the meeting, be tabled at the policy review session in order to give members time to read through and provide comments.</p>
	80 th Update	<p>The school is celebrating the 80th anniversary this year. A committee was appointed within the school to organize celebrations scheduled to take place during the second week of the new academic year. The history narrative, a project where a history museum will be created in the extension of the upper hall is the main task. BMIS has employed external consultants, all BMIS alumni, to come up with the history narrative and to create a museum. They will also create an alumni section on the website so that there is a whole history section about the school. The organizing committee will make a presentation to the board before the school breaks.</p>
	Date of next meeting	<p>There being no other business, the meeting closed at 8.14pm. Date for next meeting will be announced in due course.</p>

Signed:.....

Date:.....