



Minutes of the Open Session Board Meeting

Held on 28 November 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
L. Phiri	LP	Head of Operations
S. Soko	SS	Head of Finance
C. Honde	CH	Secretary to the Board
C. Lifa	CL	BMIS ICT
C. Mponda	CM	BMIS ICT

Apologies

U. Roxo	UC	Board Member
A. Veen	AV	Board Member
E. Engel	EE	Primary Principal

Time	Agenda Item	Minutes
6.07pm	Welcome	AM welcomed all members present and went ahead to introduce Chikondi Lifa and Chancy Mtambo from the IT Department who had been invited to come and provide an update on the SchoolBase, a management information system.
	Approval of agenda	<p>The Board agreed to defer item 2d, Director's Goals, from the Consent Agenda because some board members had requested that they spend a bit more time to go through it. Monday 4th December was set as the deadline by which the board members should add their input.</p> <p>Having removed item 2d, the Board approved the following Consent Agenda:</p> <ul style="list-style-type: none"> Board Minutes 231031

		<ul style="list-style-type: none"> • Matters Arising • Operations Report • Upcoming Events
	<p>SchoolBase</p>	<p>Background SchoolBase, which was initialized in January 2023, integrates the main student related systems such as ManageBac, on the academic side, and QuickBooks, on the finance side. The purpose of this project was to integrate a relationship between admissions, operations, accounting and academics. The idea was to achieve a seamless and centralized management of student data in all the school's main systems.</p> <p>Modules SchoolBase has a number of modules and allows for many more. Admission is the main module and it constitutes the central management of student data. The FeeMaster module is responsible for the generation of school fee invoices and allows for multiple currencies. It is capable of publishing invoices to the Parent Portal for parents to access. Admissions, FeeMaster, and Clinic modules have since been fully implemented. The HR and Parent Portal modules will be finalised in January 2024. There are plans to integrate the uniform shop and the library, and add more modules along the way. It is expected that an API will be implemented in July and this will allow for automatic synchronization of data between systems. The aim is to fully automate the integration between Managebac and SchoolBase so that all the systems have the same data.</p> <p>Data integrity Having made sure that the data in ManageBac and SchoolBase was 100% accurate and up to date, the second stage was to eliminate any other data entry points to ensure that any new applications were coming through the online application portal straight into SchoolBase and thereby eliminating the use of GoogleDocs</p> <p>Data storage, backup and security SchoolBase servers are hosted in the UK where backups are also done. Being a shared platform, Furlong Business Solutions, the host company, manages the data backups and these are bound to the UK General Data Protection Regulation (GDPR), and the UK's data protection Act. BMIS will be getting periodic updates and if there is any breach or potential breach of data, the school is supposed to report that to Furlong Business Solutions. Internally the school has put controls in place where a lot of data is hidden and only accessible to those who are authorised to see it and they see only what they are entitled to.</p> <p>Subscription</p>

		<p>Current subscription expires in December and is due for renewal in January at \$15433. This amount is \$4000 less than the initial subscription and this is due to the fact last year's subscription included the onboarding, the actual customizations and other things that needed to be done to implement the system.</p> <p>BB congratulated the IT team and encouraged them to continue improving the system and implementing more modules. He noted that it has taken the school a long time to reach here and therefore very exciting that come January the full system function will be seen.</p>
	<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 	There were no substantial matters arising from the Primary Head's report.
	<ul style="list-style-type: none"> • 2024-2025 Calendar 	AM presented the 2024/25 calendar for board approval. He explained that by policy, the school is supposed to have 180 tuition days. In the three years from 2020/21 to 2022/23, tuition days have ranged from 171 to 179. The calendar for the current academic year has 180 days and therefore meeting the requirement. After discussing the calendar at length, it was agreed that it should be circulated to the board members to allow for everyone to scrutinize it and give their input by Friday 1 st December.
	<ul style="list-style-type: none"> • Accreditation Update 	Domain A is almost complete. The school will have to submit this, and all the financials, school context, and school overview. The school is on target to have everything complete by the end of the semester. The intention is to submit early, at the end of the semester, which also means that the school will get feedback early and that feedback will inform the rest of the domains. All the domains have begun work and are on target thanks to Lesley who is the accreditation coordinator. A response to the CIS community survey will have to be done by the 29 th of January.
	<ul style="list-style-type: none"> • 80th Anniversary 	Committees have been set up and they will all be meeting before the end of semester to sort out their planning. The alumni week has been set for week beginning 19 th August. At its last meeting, the 80 th Anniversary Committee agreed to involve parents, students, and teachers in the preparations.

		The committee will be coming up with events for the teachers and the students, leading up to the celebration week on August 19. As far as the preparations are going, the committee is on target and knows where it wants to go.
7.27 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 communicated in due course.

Signed:.....(Board Chair)

Date:.....

Before SchoolBase was introduced, school fees invoices were generated in QuickBooks. However, in order to eliminate the few problems that were resulting from lack of communication between ManageBac and QuickBooks, SchoolBase was initialised in January 2023.