

International School of Tanganyika
BOARD OF DIRECTORS MEETING
December 05, 2012, 5.00 P.M. At IST Secondary Campus B4
AGENDA (with Closed Session)

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Apologies for Absence | Chair |
| 2. Approval of Minutes of November 08, 2012* | Chair |
| 3. Matters Arising from the previous Meeting | |
| i. Update on Teacher retention for 2013-14 | |
| 4. Decisions required by the Board at this meeting | |
| <i>Consent:</i> | |
| i. Approval of one company Kilombero Sugar Company, to be approved as a grant giving agency to IST | Director |
| ii. Note of Change of practice of circulation of Board Papers to adhere to current policy | Chair |
| <i>Decisions:</i> | |
| I. Approve Salary & Benefits Funding Allocation for Teacher Assistant & Support Staff Sy 2013-14 ** | Finance Comm. |
| II. Approve Funding Allocation for Overseas orders- SY 2013-14** | Finance Comm. |
| III. Approve Statutory Audited Accounts of IST Ltd-July 21 st 2012** | Finance Comm. |
| IV. Approve ICT Network Upgrade** | Finance Comm. |
| V. Approval to incur expenditure to replace damaged cable at Elementary Campus* | Building & Facilities Committee |
| VI. Approval to appoint APC architect to proceed with the Development as proposed in previous meeting with Board Members & SMG | Building & Facilities Committee |
| VII. Proposed Process to select and approve Site Planning Architect | Building & Facilities Committee |
| IX. Approval of revision of Section 4.1.1.1 to go for Community Consultation | HR Committee |
| X. Approval of School policies on Director Policies* | HR Committee |
| 5. I. Reports from Sub Committee | Chair |
| II. Mid year progress Report on Committee Action Plans | Governance Comm. |
| 6. Report from the Director | Director |
| I. KPI : University Acceptances* | |
| II. General report including Admissions, TRA* | Director |
| III. Proposal for Policy review - 4.7.13 | Director |
| IV. Proposal for Policy review – 4.4.7 | Director |
| V. Proposal for Policy Review - | |
| 7. Any Other Business | |

*Attachments

** Refer to 15th Nov Finance Committee Papers



**DRAFT MINUTES
IST BOARD OF DIRECTORS MEETING
8 November 2012**

Secondary Campus, Conference Room B4, 5:00pm

ATTENDANCE:

Name	Yes	AP	Name	Yes	AP	Name	Yes	AP
Adam Fuller	X		Brent Chism	X		Manisha Tanna	X	
Anastasia Melis	X		Harish Bhatt	X		Sara Collins	X	
Anne Schram	X		Lauren Hendricks	X		Umi Punja	X	
Avinash Jha		X						

AP – Apologies

Quorum

Y N

Others Present

Administrators: Martin Hall, Alan Lorenzini, Liz Andrews, Nazir Thawer, Deb Backlund, Claudia Kennedy

Teachers Representatives: John Kernis, apologies from Aurora Risdon

EPN Rep: Lynn Edwards.

The meeting opened at 5.00 pm

1) Apologies for Absence

Avinash Jha, Aurora Rison and Rob Ainslie sent apologies and were not able to attend.

2) Approval of Minutes of September 20, 2012 Meeting

Minutes were approved with no changes.

Proposed by: Anastasia Melis Seconded by: Anne Schram

All in favour.

3) Matters arising from the previous meeting

a) Update on convenors

<i>Executive Committee</i>	<i>Harish Bhatt</i>
<i>Finance Committee</i>	<i>Lauren Hendricks</i>
<i>Governance Committee</i>	<i>Manisha Tanna</i>
<i>Education Committee</i>	<i>Sara Collins</i>
<i>Policy Committee</i>	<i>Anne Schram</i>
<i>Building and Facilities Committee</i>	<i>Adam Fuller</i>
<i>Human Resources Committee</i>	<i>Anastasia Melis</i>
<i>Strategic Planning Working Group</i>	<i>Brent Chism</i>

b) Board to meet with the Teachers Association.

The Board Chair and Secretary met with the representatives of the Teachers Association to clarify the role of the representatives to the Board. There were four aspects of this role:

- 1) bring teachers views to the Board and vice versa;
- 2) the representatives can participate and express views at the meetings as other attendees, they do not have voting capacity;
- 3) the TA report, while it had been submitted in the past, is mainly operational in nature so these items would be better directed to the Director rather than the Board. The TA is

- encouraged to have regular meetings with the Director. If the TA need to make a presentation to the Board for some reason, that opportunity could be availed;
- 4) the TA has been a positive stakeholder in the school and their contributions have been valued. It is hoped to continue to have a productive relationship
The same clarification of roles is requested from the Parent Network representatives.

4) Decisions required by the Board at this meeting

Decisions:

I. Approve School Calendar 2013-14 (*Attachment 1*)

Suggested that colour coding be revised for community to easily recognize school holidays especially in the context of term beginning and ending as well as professional development days. No other changes to the calendar as proposed.

Proposed by: Lauren Hendricks Seconded by: Sara Collins

All in favour.

II. Approval of Board Policies: Policy 2.601-2.603 – Board Positions and Committees (*Attachment 2*)

Proposed by: Adam Fuller Seconded by: Umi Punja

All in favour.

III. Approval of release of proposed policies for community consultation. (*Attachment 3*)

First reading of Board Policies

Policies 2.004-2.008 – Board Authority and Responsibilities

Policies 2.100-2.106 – Board Membership. Note the significant change in proposing that the parent representatives from each campus will be elected by the respective Parent Networks. Also, the new policy allows for appointing Board members in the event that a full board (12) is not convened.

Proposed by: Anastasia Melis Seconded by: Brent Chism

All in favour.

5) Chair's Report including Committee Reports

Committee update reports were submitted and there were no questions.

Finance Committee meeting is moved to the 15th November in light of the candidates visiting next week.

Appreciation was given to the Executive Committee and convener of the Governance Committee for the presentation made to the visitors from the accrediting agencies.

6) Report from the Director

KPI: IB MYP Report (*Attachment 4*)

The IB MYP Report was presented. A summary of the report was given highlighting a general trend towards improved scores since 2007 as well as next steps. In addition to actions described for specific subject areas, the report also points to the desire to better understand challenges students face in conducting their own research. It is also important to begin working with alumni to follow up with them to get feedback on the efficacy of the programme with respect to preparing them for their onward paths.

Discussion continued around action items that came out of the last MYP report (2009). A number of those items have already been addressed with other items such as interdisciplinary learning and community & service programmes being addressed as an ongoing process. IST is well positioned for the next evaluation visit.

A question was also raised about the relevance of the MYP for IST students as the most appropriate pre-DP programme. The MYP is considered the best programme for IST students given the breadth of skills that IST students master. The MYP itself is being revised and some of the perceived complexity of the programme will be reduced. Both the MYP and the PYP are geared towards the way students learn best.

Another question was raised regarding the need for investment in the MYP if required. The increase in performance in the MYP results seems to coincide with the time when common planning time was introduced on the secondary campus therefore protecting that common planning time should be a priority. In addition, with the rollout of the revised MYP in 2014 it will be important to set aside funding for additional training so that teachers will be empowered to embrace the changes in the revised MYP. Also, supporting the personal project coordinator will continue to be important.

Regarding the personal project, it was discussed that the personal project is expected to be completed before the December break in Grade 10. A main criterion is that the project is an independent project and the supervisor's role is to guide but not do the work. In a few cases, students have failed to complete milestones thus failing the personal project. Students and parents are well aware of the deadlines, and the supervisors do send alerts to both students and parents when there is a risk of missing the milestones.

Discussion continued around strategies to enhance recruiting and retaining quality teachers in light of the MYP. There is a challenge to find teachers who are familiar with criteria based assessment. The observation was made that with anticipated increased funding allocated towards training in the revised MYP, the school would like to see the return on those investments through teacher retention.

General Report including Admissions

The Director's report included information on the accreditation team visit from CIS and MSA. In addition to the report submitted, the visitors from the accrediting agencies have given some valuable feedback before leaving in the form of an oral report. The feedback has already indicated some areas of improvement which will be taken into account and acted upon. The visitors recognized the advances that have been made in the school since the last visit including governance and financial management. The review of the guiding statements is strongly recommended to be completed before continuing with the reaccreditation process. It is also recommended to hold on setting the strategic plan until the self-study is completed which will need to be planned effectively in view of the self-study not being completed until the next academic year.

The Director updated the Board on the recruitment of a secondary school principal. Three candidates were scheduled to visit as candidates for the role of Secondary Principal, one candidate has just withdrawn due to accepting an offer from another school.

The Director's report also contained information on AISA conference, contract renewals and an update from campuses. A question was raised regarding the contract renewal period. The Director reported that the important information for the senior management team is to know which positions will be vacant for the upcoming school year, to inform recruitment. He intends to review the current system of contract renewal to reflect this goal.

Matters arising: Up-to-date statistics will be provided in the next Board meeting regarding number of returning teachers and number of open positions.

The Director also updated the Board on progress on meeting the Action Plans set for the Director for 2012/13.

A request was made regarding the Enrolment Report to show only the number of newly enrolled students since the last Board meeting so that the Board is aware of only the net change. It was clarified regarding the wait list that the Admissions Director does follow up with those families to confirm which ones have already chosen other schools or have not arrived in Tanzania.

7) Any Other Business

- a) The 2013/14 teachers pay scales and benefits had been approved in the October closed session.
- b) Policy on recruitment of senior management.

Policy 4.1.1.1. (*Attachment 5*) was discussed, considering the rationale that the Director should have the final decision on the appointment of all positions reporting to him as per policy that the Board delegates the operation of the school to the Director. The Board agreed that this will apply to the appointment of the Secondary Campus Principal. The proposed policy change will be drafted and brought before Board as per the Policy on policy development in a timely manner.

Attachment: Refer to November Board Papers

The meeting closed at 6:30pm and was followed by a Closed Session.

Board Chair

Board Secretary

Date

Date