



**Minutes of the Banjul American International School (BAIS) Board of Directors (BD) Meeting**

**Date:** 16th June 2017

**Start Time:** 3:30pm

**Location:** BAIS Library

**BAIS Board Members Present:** Joan Vives Tomas (JVT) Chair, Crystal Okebe (CO), Amine Saad (AS), Edith Nkamla Mbekou (ENM) and Martin Antonio (MA) recorder


**BAIS Teachers Present:** Caleb Steindam(CS), James Keeghan (JK), Elin Jacobson (EJ), Stacy York (SY), Edward Badjie (EB)

**Apologies for Absence:** Stephane Banna (SB)

1. **Welcome:** JVT welcomed new Board Members; SB, MA and AS. US Ambassador's representative yet to be appointed
2. **Minutes of the Last Meeting:** Approved without any amendments.
3. **Matters Arising from the Minutes:**

<b>Reports by Director, Board Chair, Treasurer, Committees, and PTO</b>	
<p><b>PTO report:</b> (Caleb read the PTO report on Behalf of the PTO Chair). PTO had a successful year with various organised activities including</p> <ol style="list-style-type: none"> <li>1. A successful movie night on the night of 19<sup>th</sup> May 2017 (after AGM)</li> <li>2. American embassy can no-longer assist with lending equipment for movie nights so PTO is considering purchasing its own sound system with microphone to be used for movie nights etc.</li> <li>3. PTO donated two tricycles to the pre-K play area</li> <li>4. Parents social night was a big success</li> </ol> <p><b>Planned events for (2017/18) academic year</b></p> <ol style="list-style-type: none"> <li>5. Fund raising: Bake sale, ice pop sale after celebration of learning</li> <li>6. Interschool sports day; planned for mid-Feb 2018</li> <li>7. Parents social nights (eg trivia night)</li> <li>8. Fund raising targeting parents and friends</li> <li>9. Upcoming events: celebration for children on Halloween, Christmas and Easter talent show</li> <li>10. Not succeeded in nominating new PTO executives member so Muna Affara and Barbara Banda will continue running the PTO until a new election is held in the new school year</li> </ol>	<b>CS and All</b>
<p><b>School report:</b></p> <ol style="list-style-type: none"> <li>1. Service learning project: Student council donated equipment</li> <li>2. After school activities: volleyball, BAIS year book</li> <li>3. Middle school trip to MRC Field Station, Keneba: five students attended, slept under the stars, performed DNA extraction, science teacher planned primatologist as a guest teacher</li> <li>4. Student council end of year party</li> <li>5. Spirit week</li> <li>6. French; working towards AERO World Language Standards</li> <li>7. BAIS faculty finalising 3rd trimester report cards</li> <li>8. Student Led portfolio conferences planned for 20<sup>th</sup> June 2017</li> <li>9. End of year party planned at Ocean Bay</li> </ol>	<b>EB and All</b>

<p><b>Director's report:</b></p> <ol style="list-style-type: none"> <li>1. Current enrolment: 46</li> <li>2. Need to attract more middle school students</li> <li>3. Learnt a lot this year even though new staffs were employed.</li> <li>4. GTI- success- thanks to faculty</li> <li>5. Stephanie Budd, Scott Hemsey, and Amal Alfa to attend AERO and JOSTIconferences in the US</li> </ol>	CS and All
<p><b>Financial report: Members considered the latest financial update School</b></p> <ol style="list-style-type: none"> <li>1. <b>Development fee:</b> A total of \$52,246 was received for the school development fee in 2016/17 academic year. In line with school policy, the board approved the transfer of 50% (\$26,123) of the development fee to the reserve account.</li> <li>2. <b>Investment income:</b> The board approved investment of \$250,000 from reserve in certificate of deposit with TD Bank for 9 months at 0.65%.</li> <li>3. <b>Summary of all bank balances as at June 15, 2017 are as follows:</b> <ol style="list-style-type: none"> <li>I. TD Bank Reserve account - \$279,224.65</li> <li>II. TD Bank Operational account - \$168,662.43</li> <li>III. Ecobank Dollar account - \$13,078.44</li> <li>IV. Ecobank Fixed Deposit account – D1,000,000.00</li> <li>V. Ecobank Operational account – D5, 246,199.98.</li> <li>VI. \$100,000 was transferred from TD Bank Operational to Ecobank Operational A/C to take care of all expenses (including June/July salaries) till school resumes. This explains the large amount in Ecobank Operational A/C</li> <li>VII. Ecobank charges: Exceeded budget due to a 1% Ecobank charge incurred on transfers. Leah is negotiating this with the bank.</li> </ol> </li> </ol>	CO and All
<p><b>Policies:</b></p> <ol style="list-style-type: none"> <li>1. BAIS-BD voted unanimously to adopt two policy documents/manual as official school policy including a) BAIS Governing Policy and b) Child Protection Policy</li> <li>2. All approved policies will be interpreted by Gambian law</li> <li>3. Scholarships to students: to be discussed</li> <li>4. BAIS is non-for-profit organisation and as such registered as a Ltd Society</li> <li>5. Data encryption to be considered for student's personal information-needs further discussion</li> <li>6. AGM as the highest authority needs to be included in the policy</li> <li>7. Policy on complainant procedure to be developed.</li> <li>8. Chair can speak for the board but not take decision</li> <li>9. Circulate Student handbook</li> <li>10. Board meeting/retreat to be planned in Oct 2017</li> <li>11. All board members MUST complete Confidentiality agreement</li> <li>12. Postpone election for Board positions till sept –approved</li> </ol>	CS and All
<p><b>Marketing</b> BAIS needs to revamp its marketing strategy (including a new website) to attract more students especially middle school students. Beta version of the website looks really great and was commended by the Board.</p>	JK & SY  All
<p><b>Facilities</b> BAIS needs to consider Energy saving the use of solar energy</p>	JVT
<p><b>Goals for 2017/18 year:</b></p> <ul style="list-style-type: none"> <li>• Complete all major policy manuals</li> <li>• Review staff contracts</li> </ul>	JVT and All

<ul style="list-style-type: none"> <li>• Review Personal committee package</li> <li>• Solar energy committee</li> <li>• Decide what to do with BAIS land at Turntable - not much wish to relocate to the site</li> <li>• Review/develop new BAIS Strategic plan</li> <li>• Make a decision on applying for the International Baccalaureate (IB) high school diploma programme- This is costly but would be first IB World School in The Gambia- a lot of investment</li> </ul>	
<p><b>Subcommittee:</b> Appointment for board subcommittees was deferred to the next meeting. The roles are as follows</p> <ol style="list-style-type: none"> <li>1. HR</li> <li>2. Board governance</li> <li>3. Facilities</li> <li>4. Marketing</li> <li>5. Finance</li> <li>6. Child protection</li> <li>7. Strategic planning</li> <li>8. Health &amp; safety- fire safety</li> </ol>	JVT and All
<p><b>Farewell:</b> The board thanked and presented a ‘certificate of appreciation’ to the outgoing member, ENM for services to BAIS</p>	

Next Board meeting will be held in Sept 2017, but the date will be decided via doodle poll

Meeting Adjourned until September 20th at 4 pm executive session and 4.30 open session ( BAIS library).