

INTERNATIONAL SCHOOL OF TANGANYIKA

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**APPROVED MINUTES
BOARD OF DIRECTORS MEETING
25th November 2009
5.00 p.m. ADMIN CONFERENCE ROOM**

ATTENDANCE:

Name	Yes	AP	Name	Yes	AP	Name	Yes	AP
Amy Carr	x		Pragnesh Udeshi			Salim Ladak	x	
Karin Mader	x		Nina Eshun	x		Noldi Stals	x	
Akshay Shah	x		Harish Bhatt		x	Steef Van den Berg	x	
Beverly Brar	x		Oluseyi Onabanjo	x				

AP – Apologies

Quorum Y N

Others Present

Administrators: David Shawver, Tom Pado, Susan Peacock, Nazir Thawer, Neema Mosha

Teachers Representatives: Cody Taggart, Kate Gunn

Apologies: Harish Bhatt

In Attendance: Jill Lawson (PYP Coordinator, for item 1 only)

The meeting opened at 5.05pm

The Chair started the meeting by welcoming Neema Mosha, the new Communications Manager.

1. KEY PERFORMANCE INDICATOR – PYP REPORT

Jill Lawson, the PYP Coordinator, presented a power point presentation on the PYP Programme. The presentation covered the characteristics, accountability, agreements and the next steps for PYP.

2. REPORTS

- i. Elementary School Report:** The Elementary Principal presented the attached report on Elementary Facilities, Field Trips, English Enrichment Classes, Maternity Leaves, International Day 2009 and Elementary Happenings. The Elementary School Principal also informed the board that the English Enrichment Classes are very successful and are at full capacity; therefore admission to these classes has been closed.
- ii. Secondary School Report:** The SS Principal presented the attached report on Secondary School Parent Teacher Conferences, Mid-Term Effort Review, Student-to-Teacher Feedback, Secondary School Parent Network and Facility Upgrade, Grade 6 ESP, Contracts, Staffing, and Recruiting

and new calendar items. The Secondary School Principal informed the Board of an occurrence of a 9th grade student who brought controlled substance to class. He advised that the student is a first time offender and has been given a 3-week in-school suspension.

- iii. **Facilities Report:** The Convenor of the Facilities Working Group (FWG) presented the attached report on Project Management Processes, Resources, Staff Housing Procurement Issues, and Elementary School Pool Project. It was announced that the Secondary School swimming pool is now open. The next FWG meeting will be held on December 10th, 2009, at 5:30pm.
- iv. **Communications Report:** The Communications Manager presented the attached Communications Report on publications, Sports and Activities Booklet, Recruitment PowerPoint and Brochure, School Newsletters and other issues affecting the office.
- v. **Teachers' Association (TA) Report:** The School Faculty Representatives presented attached report on the TA Housing Allocation System Review and the TA Agenda for next month.
- vi. **Monthly Financial Reports:** The GMFA presented the attached report including Income and Expenditure Indicators, Balance Sheet Indicators, and Enrolment Indicators. Upcoming Financial Reports are to include bullet points to identify important details.
- vii. **Board Chair's Report:** The attached report was presented by the Board Chair summarizing Board activities since the last Board Meeting and upcoming Board activities. Working group and committee convenors were encouraged to utilize their Strategy Playbooks to aid in coordination and assessment of progress on Action Plans. Nasreen Nanji will be thanked for her work as Board minute taker. Neema Mosha will now take on this duty.
- viii. **Admissions Report:** The Director presented the attached Admissions Report. He informed the Board that enrolment is 1030 students as of November 19th, 2009. Grades 5,6, and 7 still have seats available. The IB Diploma Programme has received recognition from University of Dar es Salaam as an entry requirement for undergraduate studies.

3. ACTION ITEMS

Motion: To accept the Board Minutes of September 24, 2009 as presented.

Motion proposed by: *Steef Van den Berg* Seconded by: *Noldi Stals*

i. **Motion: To approve the 2010-2011 Academic Calendar as presented**

Motion proposed by: *Akshay Shah* Seconded by: *Nina Eshun*

ii. **Motion: To approve the new position of GMPO.** Board advised Director on guideline changes to the Recruitment Terms of Reference, being that 10 years experience is preferable, and that the GMPO is responsible for managing within the financial budget. Board to approve GMPO Pay Scale for the period ending July 31st 2011 at pay scale of Principal and GMFA

Motion proposed by: *Steef Van den Berg* Seconded by: *Oluseyi Onabanjo*

iii. **Motion: To approve recruitment of additional eight faculty members for the 2010-11 school year** in anticipation of enrolment of additional 40 fee-paying students.

Motion proposed by: *Beverly Brar* Seconded by: *Steef Van den Berg*

iv. **Motion:** To approve overseas educational orders of up to \$740,000 for the 2010-11 school year.

Motion proposed by: *Noldi Stals*

Seconded by: *Karin Mader*

v. **Motion:** To approve the nomination of Salim Ladak as Board Secretary and as signatory on all IST banking accounts which the previous Secretary was a signatory on.

Motion Proposed by: *Akshay Shah*

Seconded by: *Beverly Brar*

4. DISCUSSION ITEMS

i. **Land Dispute:** This item to be discussed in closed session

ii. **Science Lab Dedication;** The Chair informed the deadline for the opening of the Science Lab would be January. Upon the unavailability of the Minister of Education

The meeting closed at 7:22 p.m. followed by a Closed Session.

Amy Carr
Chair

Salim Ladak
Secretary

Date

Date