

# INTERNATIONAL SCHOOL OF TANGANYIKA

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## APPROVED MINUTES BOARD OF DIRECTORS MEETING 29<sup>th</sup> OCTOBER 2009 5.00 p.m. ADMIN CONFERENCE ROOM

### ATTENDANCE:

Name	Yes	AP	Name	Yes	AP	Name	Yes	AP
Amy Carr	x		Pragnesh Udeshi	x		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, Susan Peacock, Tom Pado, Nazir Thawer, Jason Grandbois, Andrew Buckman

**Teachers Representatives:** Cody Taggart, Kate Gunn

**Apologies:** Akshay Shah (Out of town)

**In Attendance:** \* Claudia Kennedy (MYP Coordinator)

The meeting opened at 5.05pm

The Chair started the meeting by welcoming Kate Gunn, the new TA representative to the Board.

### 1. KEY PERFORMANCE INDICATOR – IB REPORT

Claudia Kennedy, the IB Coordinator, presented a power point on the MYP and the recent MYP assessment by the IBO. The presentation included: Talking the (MYP) Talk, MYP Model, Links to PYP and DP, How did our students do?, How did IST do?, What's the Plan? and What do Teachers Need?. The commendations and recommendations from the MYP Assessment are being shared with parents through the newsletter and on the website.

### 2. REPORTS

- i. **Elementary School Report:** The Elementary Principal presented the attached report on Parent Teacher Conferences, the Visiting Author, H1N1 Absences, Elementary Staffing Breakdown, Activities on Campus and Other Happenings. She was pleased to inform the Board that almost all ES faculty staff are returning for the next academic year.

- ii. **Secondary School Report:** The SS Principal presented his attached report on First Term Reports, Parent Conferences, Principal's Coffee and Secondary School Parent Meeting, Counselling Workshops, College/University Visits, Math Department Courses and Groupings, Grade 6 English and Grade 7A English, ISSEA and Eligibility and Up and forthcoming Secondary School Events. He reiterated that student participation in events to represent the school is dependent on effort in the classroom as shown in a minimum achievement grade. Recent questions on this concerning ISSEA had highlighted the need to reemphasise this in the community and look at ways to strengthen parent/school communication on such matters; such as mid-term alerts to parents.
- iii. **Facilities Report:** The Convenor of the Facilities Working Group (FWG) presented the attached report on the Elementary Pool Project, Staff Housing and Science Building. The construction of new faculty housing is ahead of schedule. The FWG will meet the TA Executive members to discuss housing matters. The ES pool renovation is behind schedule but is anticipated to be completed a couple of weeks after 31<sup>st</sup> October. The Chair commended the FWG on their hard work towards these projects.
- iv. **Teachers' Association (TA) Report:** Cody Taggart (SS TA Representative) presented the attached report on Salary and Benefits Response from Teachers, October 5<sup>th</sup> Full Faculty Meeting and TA Housing Allocation System Review. He conveyed the gratitude of the faculty on the next academic year's salary and benefit package.
- v. **Monthly Financial Reports:** The GMFA presented the attached report including Income and Expenditure Indicators, Balance Sheet Indicators, and Enrollment Indicators.
- vi. **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.
- vii. **Admissions Report:** The Director informed the Board that the overall admission situation continues to be very robust reaching 1026 students at of October 23<sup>rd</sup>. All grades are mostly full. Applications forms for 2010-2011 have been updated and posted on the website.
- viii. **Additional Information:** The Director also updated on the recent AISA visit to Lusaka by the Director, SS Principal, ES Principal, ES Vice Principal and six faculty members. The ES Vice Principal also gave a short update of his visit. The SS Principal said that the experience shared at AISA was excellent.  
The Board Chair congratulated the Director on taking up the position of Executive Chair for Heads of International Schools of Southern and East African League (ISSEA) and Vice-Chair of Association of International Schools of Africa (AISA).  
**The Board Chair advised that it has been concluded that there is no longer a need for the group on H1N1 to meet regularly.** Vaccine availability will be monitored. All pregnant teachers are now back in the classroom, except for 2 who have other medical conditions.

### 3. ACTION ITEMS

#### i. Approval of the Minutes of the Meeting held on September 24, 2009

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

Motion proposed by: *Pragnesh Udeshi*      Seconded by: *Harish Bhatt*

- ii. The Board approved letters of commendation to be sent to the following people: Ms Claudia Kennedy (MYP Coordinator), Ms. Miranda Naiman, Dr Peter McElroy (CDC), Dr Belia Klassens (IST Clinic) and Dr Ype Smit (IST Clinic).

**4. DISCUSSION ITEMS**

- i. **Land Dispute Update:** This was presented by the Convenor of the Land Dispute Working Group. He informed the Board that the group had met with the Lawyer to discuss several issues. An official letter signed by a number of Ambassadors and United Nations Heads of Agency was sent to the President's office expressing their concern for IST land revocation
- ii. **Science Lab Dedication;** The Chair informed that the Ministry of Education has confirmed his availability for the opening of the Science Laboratory on Thursday 26<sup>th</sup> November 2009. She called for the involvement of the science faculty in making plans for the visit.
- iii. **Approved Provider List:** The GMFA presented the list as per the attachment. After some discussion, it was decided to rename the list as *List of Satisfactory Service Providers as of October 2009* New providers will be added if required in accordance with the approved Financial Authority Matrix.
- iv. **Board Open Forum:** The Chair informed that the Upcoming Board Open Forum is scheduled for November 18<sup>th</sup> 2009 at the Secondary School. The Executive Committee is planning a short presentation which will be discussed in the upcoming EXCO meeting.

The meeting closed at 6.45 p.m. following a Closed Session.

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**Amy Carr**  
**Chair**

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**Beverly Brar**  
**Secretary**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**