



**Report of the Board of Directors Meeting  
Wednesday, September 25th 2019**

**PRESENT**

- |                                |                  |
|--------------------------------|------------------|
| ✓ Mrs Elena Molina             | - President      |
| ✓ Mr Guillaume Dehem           | - Treasurer      |
| ✓ Mrs Raluca Eddon             | - Trustee        |
| ✓ Mrs Adama Traore - Wega      | - Trustee        |
| ✓ Mrs Saija MacArtney          | - Secretary      |
| ✓ Mrs Elizabeth Brogaard-Allen | - Vice-president |
| ✓ Mrs Eugenia M. Bhebhe        | - Trustee        |
| ✓ Mr Seamus Hennessy           | - Director       |

**ABSENT**

- |                    |                            |
|--------------------|----------------------------|
| ✓ Mrs Erin Tyler   | - Trustee / US Embassy rep |
| ✓ Ms Mercy Kpotivi | - Trustee / US Embassy rep |

**1.0 CALL TO ORDER**

The meeting was called to order at 6:06 pm.

**2.0 APPROVAL OF MINUTES**

The minutes of the meeting held on Aug 20 were approved virtually.

**3.0 CORRESPONDENCE**

There was no correspondence about governance issues.

**4.0 DIRECTOR'S REPORT**

**Enrolment**

	Pre-K	KG	1	2	3	4	5	TOT	6	7	8	9	10	11	12	TOT	TOTAL
<b>June 19</b>	17	27	36	36	28	45	42	<b>231</b>	35	45	37	42	35	23	12	<b>229</b>	<b>460</b>
<b>August 19</b>	17	30	30	40	41	25	46	<b>229</b>	44	42	46	32	42	34	21	<b>261</b>	<b>490</b>
<b>September 19</b>	18	32	29	40	37	32	44	<b>232</b>	47	37	43	39	44	33	21	<b>264</b>	<b>496</b>



123 new students and few applications still under review.

Grade 6 is almost at full capacity (47 vs 48) and other grades (as 10, 5 and 8) are getting close to full capacity. The Board wishes therefore to embark in surveys throughout the year to have a sense of how we shall manage this growth in terms of quality and quantity.

#### **4.1 FIXED AGENDA ITEM: SECURITY-CONTINGENCY-EMERGENCY PLAN**

The Board decided to set up a working group and that Administration reverts back with an initial revision of the existing Emergency Plan for November meeting.

#### **4.2 DEBRIEFING ON CAPITAL PROJECTS CARRIED OUT OVER THE SUMMER BREAK**

- a. Canopy over pool – should be completed by the beginning of October. Heavy delays (>2 months) due to contractor performance.
- b. Sample Upper School English room to be created during October break. Will test use for a month or so and then see what changes are necessary before creating other new room interiors.

#### **4.3 SCHOOL MARKETING-NETWORKING**

##### **4.3.1 Visit to Blaise Pascal**

The new Proviseur is very happy to work with us to benefit both schools. We looked at our students being able to study for French projects in their library, their English language students visiting our library, some joint activities and projects, our students being invited to watch French performances and plays and vice versa. Parents from both schools being able to attend meetings with outside visitors (they have someone coming from Sciences Po and we have Dean of Admissions from Columbia etc).

The Board encourages a strong relationship with the Lycee Blaise Pascal. It would especially like to explore how they offer support for kids with special needs.

##### **4.3.2 Visit of Diane Mckoy – October 15&16**

Diane McKoy is the Dean of Admissions at Columbia University in New York. The US State Department pays for her to visit a number of schools in Africa each year. She will be visiting 4 schools this year – Zimbabwe, Namibia, Botswana and ICSA. She gives very good presentations to parents, students and teacher/counselors on applying to US universities in general.

#### **4.4 PRESENTATION OF NEW CURRICULUM/SCHOOL INITIATIVES FROM THE LEADERSHIP**

A. In school PD workshops

Tania Lattanzio in school working on creating curriculum units and Erin Kent will be here from the 19 to 26<sup>th</sup> to work on Literacy across the school.



## B. Blended learning

ICSA has signed up to participate in the Blended Learning group with AISA. There are 32 international schools in the group and they share ideas and practices on how to best make blended learning work in schools. Jacob (US IT) will attend his first full group meeting in Cape Town in November.

### 4.5 PERSONNEL

The SLT (Senior leadership team) has devised an overall plan for recruitment for next year with the idea of broadening ICSA recruitment base. Last year the school attended 3 fairs run by the same organization – this year we will still only attend 3 fairs but each one run by a different organization – this will give us access to 3 databases and more exposure to international teachers as a whole. **23 overseas teacher contracts are up for renewal next year.**

### 4.6 OTHERS- EVALUATION VISIT

MSA (the agency accrediting ICSA) have asked the ICSA Director to lead a team visit to a school in Tunis (IST) at the end of October. That school's accreditation will be based on the report made by the visiting team at the end of the visit. The team looks at every aspect of the school's operation.

## 5.0 Board Report

Committee Chairs are reminded to submit minutes of their meetings as well as agenda prior to Board meetings.

### 5.1 Governance committee

ICSA Board Strategic Plan 2019-2020: working document under process to be presented to October 16th AGM.

### 5.2 Finance Committee

Before auditing accounts, the **Final Financial report on 2018-2019 academic year** shows the school shall be almost at breakeven as opposed to having a large deficit as anticipated. The major contributing factors to the improved bottomline were exchange rate gains, corrections of calculations on salaries budget line, and savings as a result of the 3 year savings plan introduced last year.

**Approval of budget** : Finance Committee shall meet again on Wednesday October 2<sup>nd</sup> to have final review and confirm to the Board its recommendation of the 2019-2020 budget for approval with an anticipated operating surplus above 500K USD.

The Board requested to review the format of executive reports to add a dashboard with key



indicators on budget analysis throughout the year to have a better decision-making tool.

The Board wishes as well to set as one of its priorities this year to revisit the last school Master Plan edited in 2014-2015.

**Auditing firm** for 2018-2019 accounts: after review of offers received it was decided to appoint a new auditor: **Fiduciaire de Conseils et Audit**. Their mission is expected to last 5 weeks.

**Financial Aid** : to be reviewed during the next meeting to evaluate need for policy updates/changes.

### **5.3 Director's Objectives 2019-2020**

The Board is reminded of the fact that the drafting of this document is pending on the Strategic Intents definitions, amongst others.

The Vice-president and the President of the Board will work on a draft, based on the document shared by the Governance Committee to be submitted for endorsement.

### **6.0 Date of Next Board Meeting**

Wednesday, October 16th - AGM (Annual General Meeting of the Association)

### **7.0 Adjournment of Session**

The meeting ended at 8:50pm

## **SUMMARY OF VOTES/DECISIONS**

- Board strategic plan and intentions: to show and explain at AGM on October 16<sup>th</sup>.
- Emergency plan: agreement on setting up working group to revisit existing plan. Deadline for first draft: November 20<sup>th</sup>.
- Auditors appointed for 2018-2019 accounts review.
- 2019-2020 budget to be reviewed in Finance Committee and Board to approve online before AGM.
- Review Financial Executive Report format with dashboard and KPIs for better decision making tool.

*Recording Secretary: Guillaume DEHEM*