



**Report of the Board of Directors Meeting
Wednesday February 17, 2021**

Present

✓ Mrs. Elizabeth Brogaard-Allen	-	Chair
✓ Mr. Vivek Saraswat	-	Vice Chair
✓ Mrs. Couro Cheikh Kane	-	Treasurer
✓ Mrs. Adama Traore-Wega	-	Trustee
✓ Ms. Marly Bah	-	Trustee
✓ Ms. April Wells	-	US Embassy Rep. /Trustee
✓ Mr. Stefan Weir	-	US Embassy Rep. /Trustee
✓ Mrs. Sireesha Kumar	-	Secretary
✓ Mr. Seamus Hennessy	-	Director

Absent

✓ Mr. Joachim Lubiba	-	Trustee
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1. Call to Order

The meeting was called to order at 6:05pm.

2. Approval of Minutes

The minutes of the meeting held on January 20 were approved.

3. Correspondence

No Correspondence received since the last meeting.



4. Board Report

a. Governance Committee report

- i.** At this stage the goals are well underway. Reporting on academic performance is good. We still need a system to report on student wellbeing and citizenship.
- ii.** All contracts both local and OSH have been standardized. An MoU has been created to be signed by both the Foundation and the Association to strengthen the legality of the OSH contracts.
- iii.** The architectural firms are almost ready to present short videos of their ideas for campus renovation. They will also hold open zoom meetings for all interested members of the community. We will then need to narrow down choices and work towards a full and detailed plan on the best way forward.

b. Finance Committee report

- i.** \$1.5m will be transferred from the TD Checking account to a money market account to earn interest.
- ii.** The board has decided that there will be no increase in the COLA this year. There is still a good deal of uncertainty around Covid and how this will affect school enrollment in the coming year. In recognition of the hard work and dedication of staff in these difficult times the Board agrees that all entitled staff should still move up one step on the salary scale.
- iii.** The Board has decided not to increase fees in the coming school year.
- iv.** Unpaid tuition is higher than it should be at this stage of the year. In order to ensure stable finances the Director is asked to encourage parents to pay all outstanding amounts as soon as possible and for regular follow up on those families that continue to be delinquent in paying.
- v.** The finance committee continues to work with the Director and the Business Manager to produce a useful budget analysis and monitoring report to more accurately track expenditures throughout the year. The overall aim is to have everything (invoicing, receivables, expenses) connected and online as soon as possible.
- vi.** Registration for next year will begin sooner than in the past. It is imperative that parents pay their readmission fee as soon as possible especially as we have waiting lists for a number of classes.



5. Director's report

The director reported on the following items:

Security-Contingency-Emergency Plan:

Compliance with EU data protection and cyber security. ICSA needs to be more compliant with EU data protection and cyber security laws as we have a considerable number of Europeans in the community. This is also an accreditation requirement. An IT staff member is already qualified to lead this at the school in combination with an outside compliance company.

Covid 19

The board recognizes the work of the principals who currently spend a major portion of their time working on tracking and tracing. They recognize the clarity of the protocols and the excellent level of communication. The board believes that communication is key and says there cannot be enough. The board will provide any help it can in this area.

Personnel

The Job Description for a new Operations Manager is complete and we will begin advertising. We hope to have the person in place before the end of the school year so they can be available to oversee any work that needs to happen during the summer vacation.

Academics

The board is happy to see the DELF being offered to students at ICSA and would like to see the programme expanded to include many more students in the coming years.

6. A.O.B.

- A number of board members have signed up to participate in AISA led board training sessions. This will allow them to work with experts in Governance and with other International School Boards in Africa.
- Nominating Committee and prep for Board elections - two board members were identified and will work to set up a nominating committee to oversee the Board elections for the coming year.
- Publication of Report via ICSA Today - in order to further improve communication, there will be a link on the board section of ICSA today to the monthly board report.

8.0 Date of Next Meeting

March 17, 2021

9.0 Adjournment

The meeting ended at 8:10 pm.