

'You are not born for yourself, but for the world'

NOTICE OF MEETING

Dear Association Member,

Notice is hereby given that the Annual General Meeting of the International School Association will be held at the ISS Main Hall on Wednesday 3rd December 2014 at 18:00hrs for the following purposes:

1. To approve the Minutes of the Previous Annual General Meeting
2. To receive the Chairperson's Report
3. To receive the Headmaster's Report
4. To receive the Treasurer's Report
5. To receive and, if thought fit, adopt the Auditor's Reports together with the Financial Statements for the year ended 31st August 2014
6. To re-appoint the Auditors
7. To elect a new Board of Governors

By order of the Board

Patrick Bonnelame
Secretary of the Board of Governors
13th November 2014

**ANNUAL GENERAL MEETING OF THE INTERNATIONAL SCHOOL
ASSOCIATION**

PROXY FORM

I, the undersigned (Name of the member), hereby appoint
..... (Name of Proxy) to be my proxy to:

- attend the Annual General Meeting of the Association
- and to vote at the meeting

to be held on Wednesday 3rd December 2014, at 6.00pm

Signature

PLEASE NOTE: This form must be completed and returned to the Secretary of the Board of Governors, care of the School office. It must be handed into the School by 6pm on Monday, 1st December 2014.

YOUR PROXY: You may appoint any Association Member who will be present at the AGM as your proxy. This includes the existing board members and Mr Karl Wilkinson as he is also an Association Member.

ANNUAL GENERAL MEETING ON THE 3rd DECEMBER 2014, AT 6.00 PM
NOMINATION FORM FOR THE ELECTION TO THE BOARD OF GOVERNORS

1. NAME OF NOMINEE

HOME ADDRESS TELEPHONE

BUSINESS / PROFESSION

BUSINESS ADDRESS TELEPHONE NO

LIKELY DATE OF DEPARTURE FROM SEYCHELLES (If applicable)

2. NOMINATION IS SUPPORTED BY:

NAME SIGNATURE

NAME SIGNATURE

(Nominations must be supported by two Parents / Guardians of pupils presently enrolled in the School).

3. I hereby declare my interest and availability to serve as a member of the Board of Governors of the International School, Seychelles as Chairman () Secretary () Treasurer () or Governor (). Please tick in appropriate brackets.

Signature of Nominee

4. INFORMATION ON NOMINEE

A. Educational Background

B. Training and experience related to service as a member of a School Board of Governors.

C. Additional comments

(THIS NOMINATION SHOULD BE DELIVERED TO THE CHAIRMAN OR SECRETARY OF THE BOARD AT THE SCHOOL OFFICE).

PLEASE NOTE: This form must be completed and returned to the secretary of the Board of Governors, care of the School office, it must be handed into the school by 6 pm on **Monday, 1st December 2014.**

RECEIVED BY **DATE**

AGENDA

The Agenda for the Annual General Meeting will be as follows:

1. Opening remarks
2. Adoption of Minutes of the last Annual General Meeting held on Monday 25th November 2013
3. Chairperson's Report
4. Headmaster's Report
5. Treasurer's Report
6. Matters arising and questions from Association Members
7. Adoption of the Audited Financial Statements and the Budget
8. Re-appointment of the Auditors
9. Election of a new Board of Governors
10. Close of meeting

ISS AGM December 3, 2014

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INTERNATIONAL SCHOOL ASSOCIATION HELD ON MONDAY 25th NOVEMBER 2013 AT 18:00 HRS AT THE INTERNATIONAL SCHOOL HALL.

PRESENT: **Chairperson:** Laura Alcindor Valabhji **Hon. Treasurer:** Rajeeva Jayatilake **Secretary:** Patrick Bonnelame **Members:** Nilesh Kerai, Hermann Holst, Raja Ramani, Eileen Houareau, Lindsay Skoll **Head Teacher:** Karl Wilkinson

ABSENT: None

Purpose of Meeting:

1. To approve the Minutes of the Previous Annual General Meeting
2. To receive the Chairperson's Report
3. To receive the Headmaster's Report
4. To receive the Treasurer's Report
5. To receive and, if thought fit, adopt the Auditor's Reports together with the Financial Statements for the year ended 31st August 2013
6. To re-appoint the Auditors
7. To elect a new Board of Governors

The Annual General Meeting started with a welcome by the Secretary who then proceeded to assess the presence of paid-up members in accordance with Article 21 of the Constitution. There were 127 paid-up members physically present. 65 paid-up members were represented by proxy. This made a total attendance of 192. This was in excess of the quorum of 20% of paid-up members required under Article 21.

The Secretary declared the Annual General Meeting opened at 18:10 hrs.

The minutes of the previous Annual General Meeting was approved with the proviso that it is recorded in the minutes that the members were expecting the whole minutes of the meetings of the Board Of Governors to be made available to them, whilst the proposed minutes was saying that the Board would make available extracts of the Board Meetings.

Chairperson's Report

The approval of the minutes was followed by the Chairperson's Report. The Chairperson started her report by apologizing to members for the infringement of the privacy of Association members after a member of staff had distributed an email in which the addresses of Association members had been revealed.

The Chairperson went on to condemn the action of Mr. Geoffrey Gold and an anonymous user who had taken advantage of this breach of privacy to send an email directly to Association members. The Chairperson stressed that this type of behavior should not be condoned and must not be repeated.

In her report the Chairperson informed the Association that during the past financial year, the Board had successfully stabilized the finances of the Association and the accounts were now showing a surplus. She continued that as an association there was a need to build up a reserve fund to be used to finance capital projects.

The Chairperson also stressed that from a stable financial base the school was better placed to look at the other areas of the school that required urgent attention. These areas included the provision of continuous external assessment from EC to seniors; more teaching and learning resources; providing every child with their own workbook to reduce the photocopying cost. The Chairperson said that a stable financial base also allows the School to undertake a salary revision exercise to ensure that all members of staff are where they should be on the salary scale. A stable financial base has also allowed the School to provide for an end of contract payment for local expats.

The Chairperson then explained to the members the ongoing recruitment and staffing process. She informed the members that the School had recruited a qualified Exams officer as well as a Literacy and Numeracy coordinator. The meeting was informed that the Special Needs (SEN) assistants' pool had been further reinforced with new staff, all qualified with Bachelor degrees. The SEN department now had a qualified speech therapist as well as a qualified counselor.

The Chairperson informed the members that the previous Business Manager post had been restructured into a multiple roles:

- Finance management
- Administration and HR management
- Admissions and procurement
- Site management
- Receptionist

The members were informed that a Personal Assistant had been appointed to handle the affairs of the Association. It was reported that the School had also invested in a 15-seater minibus to ease the pressure on the coaster.

The Chairperson informed the meeting that the Board had organized 2 informative meetings during the past year but they had both been poorly attended. She told the meeting that work was underway to redevelop the school's website to improve communications within the ISS community. The meeting was informed that an sms option was also being looked at. The Isams information management system was now ready for deployment throughout the school. This was expected to greatly enhance the way student data and information was managed.

The members were informed that the Board had successfully applied for and obtained charity status for the Association. The application for CSR status was now in process.

The Chairperson informed the members that after the Government had agreed to lease the ex-Maritime School to the ISS to be converted into the Junior wing of the school, as was reported in the minutes of the last AGM, the Government had now informed the Board that there are plans for a through road which will go right past that property thus making it unsuitable for the original purpose. The Chairperson reassured the Association members, that the Board's efforts to continuously extend and upgrade the facilities at the School would continue. In this regard the members were informed that the Board had commissioned an as-built plan so that together with the Senior Leadership Team an exercise would be carried to identify how and where new facilities and extensions can be put in place on the school premises.

The members were informed of the work that had already been carried out. These included the installation of new perimeter fencing; the covering of open drains and the erection of the staircase at the EC building for which the School is grateful to Allied Builders who carried out the works for free.

The Chairperson informed the meeting that the Board had made no provision for an increase in school fees as the Board believed that with the existing fees and with proper controls it can fund the proposed budget.

The members were informed that during the last year, the Board had held 12 board meetings. The Chairperson proposed that the next Board Of Governors should meet twice a month – one meeting for governors only and one with the school leadership team.

The Chairperson informed the association members that all of the existing board members would be standing again for election, with the exception of Eileen Houareau who was no longer eligible to stand and Mr. Raja Ramani who was stepping down. The Chairperson took the opportunity to thank both Mrs. Houareau and Mr. Ramani for their invaluable contribution.

The Chairperson concluded her report by thanking all parents, association members and friends of ISS for their help and dedication.

Head Teacher's report

The Chairperson's report was followed by the Head Teacher's report.

The Head Teacher started his report by stating that in his opinion the ISS was a successful school that had been underperforming over the past years. He stated that in his view there had been 5-years of leadership change which had created issues of trust between the board, the teachers, the parents and the association members. He stated that in his view this would take time to resolve.

He said that there was a conflict between two schools of thought: those who longed for the Good old days and those who thought that the school was full of problems. The Head Teacher pointed out that the School had the potential for success.

He said that since his arrival, together with the senior leadership team, they have had to make their own judgment and have listened to all views. He pointed out that there were a number of policies and practices that are not in place yet. In spite of that he said that together with his team, they had built on the previous year's development plan.

The Head Teacher informed the members that the prime focus was on learning. He said that the Senior Leadership Team had started with baseline assessment of students. According to the Head Teacher this had not existed before. The Probe reading assessment has been done and CAT4 tests had been carried out during the preceding month. He said that ISA tests had also been done and these provided a valuable comparator with different schools around the world. He said that the School will also be using SAT tests but not in the way it had been done before as a lot of security protocols will be followed.

The Head Teacher informed the members that Phonics had been introduced and gradually phonics will be moved down the school. He said that he was proposing the investment of approximately 200000 rupees in literacy and numeracy programmes from EC all the way to Y6. The Head Teacher pointed out that the Special Needs team still needed to be expanded especially for the higher classes. He said that there was a need to develop softer skills such as communication, teamwork and creativity.

The Head Teacher informed the Association members that the Senior Leadership Team had observed the teaching staff. He said that the observations showed that some teachers were truly outstanding, most were good but some also had concerns. He said that the results of the observation will be fed into a performance management system that will help solve the nasty allegations that were circulating.

The Head Teacher then talked about the Isams system. He said that it would support the learning and teaching process, despite occasional glitches and problems. He said that Isams was a management system from which information will be available at the click of a button. The Head Teacher reassured the members that soon all parents will be able to access Isams.

The Head Teacher informed the association members that policies were now being collated and will be made public. The members were informed that the Senior Leadership had identified a number of requirements through surveys carried out. These included the need to carry out a site survey from which to develop a coherent strategic plan. He said that the astro turf would be implemented as soon as possible but not before the site plan was ready.

The Head Teacher pointed out that other issues coming out of the surveys indicated the need to tackle the parking situation, increasing more shaded and eating areas. He said that communication with the ISS Community was not very good at the moment but he was looking at improving on that.

The Head Teacher completed his report by pointing out that the biggest problem facing the school was that people were using the school for their own personal confrontations and this was spilling over into the staff room. He said that this had to stop. The Head Teacher said that the ISS was giving the members' children a good education and they were going on to universities. He said that there needs to be a highly successful and united ISS school community and that changes won't happen overnight. He concluded by asking the members to let the children be their focus.

Treasurer's report

After the Head Teacher's report, the Treasurer presented his report to the Association members. He reported that internal control procedures were implemented last year and this had resulted in an improvement in the cash position compared to last year. In his view, this will contribute towards long term stability and allow for investment in capital projects at the School.

The treasurer pointed out that again the last financial year has ended with a surplus in income over expenditure. A surplus had also been forecasted in the proposed annual budget. The Treasurer informed the Association members that, consequently, the Board had again not proposed an increase in school fees.

The Association members were informed that the School will be investing in a new vehicle to take the load off the 30-seater bus. The new vehicle will be of multi-purpose utility and will be used mainly for shorter runs and errands in town. The School had a choice between a small truck, a car or a 15-seater bus and it was decided that a mini bus was the best option.

Discussions from the Floor

After the presentation of the Treasurer's report the Association put their questions to the Board. One member wanted to know why the carol concert was held at the International Conference Centre and not at the ISS. The parent was of the view that the intimacy is lost at the International Conference Centre.

In response the parent was informed that the Carol concert is run by the PTA but it was also made clear that the request to perform at the Conference Centre came clearly from the parents who felt that the size of the venue made it possible to attract more friends and relatives to the show.

Another member pointed out that an analysis of the accounts showed a surplus of 18% above costs. The member continued that the Association is not here to have huge surpluses but that the funds must be reinvested in the school and the children. The member went on further to point out that in his view there was deterioration in standards and the trend was worrying. The member wanted the chair's and the headmaster's assurance that the school was recruiting CIE competent teachers.

In response, the Head Teacher cautioned that nobody should look at data from one year to the next and call it a trend. He then explained that the Cambridge Syllabus is Content Heavy whilst the Syllabus from Other Boards is Content Light but the Standards covered in the different Boards are basically the same standard. He informed the Association members that historically ISS had gone beyond the standard average. He said that at the moment the school had guidelines which gave the management the knowledge of where to pitch. The Head

Teacher clarified that IGCSE is content heavy; usually for students who do not have English as a first language.

The Head Teacher pointed out that only 4 subjects, History, Art and Design, Enterprise, Travel and Tourism, involved course work moderation and to teach them at IGCSE required teachers with CIE qualifications. According to the Head Teacher, for all other subjects, no CIE qualification was required. He stressed that to teach at A Level, apart from qualifications experience was a must.

He said that there had been a lot of good improvements, especially when it came to Safety. One Association member objected to the Head Teacher's comments. The member felt that education had gone down; and that the School should start admitting it has a problem. The member argued that at best Governance and transparency were good but they needed to be improved.

The member stressed that Collaborative leadership was required and pointed out that Bullying had gone up in the school.

Another association member complained of being really irritated and disgusted and stated that the members should be ashamed as parents because of the battlefield atmosphere that prevailed at the School. The member went on to say that there were two sides to every story and nobody had anything to win but our kids have everything to lose. The educational guideline was set by the Head Teacher in place. The Association member urged the other members to let the children be their focus.

Another Association member pointed out that internal politics has always existed in the school. The same member said that in the past there was no possibility of asking questions and that there was no transparency before.

An Association member proposed that the members' efforts should focus on Mr. Wilkinson and assist him to perform his duties as best he can. The member asked that the Association showed unity.

There was a further call from another Association member that the Association puts the focus on education.

An Association member proposed that teachers are taught to greet each other so that our students can follow their example and greet each other too.

Another Association member asked for more communication from the board.

An Association member proposed that the Governing body is professionalized and that Teaching staff be allowed to serve on the governing body.

There was a further proposal from the floor for the setting up of a proper committee to look at staff complaints, recruitments and other such matters.

Adoption of Auditor's Reports together with the Financial Statements for the year ended 31st August 2013

The Auditor's Reports together with the Financial Statements for the year ended 31st August 2013 were adopted.

Re-appointment of Auditors

The Auditors were re-appointed.

Election of a new Board of Governors

The following nominations were received from the floor:

Chair

Laura Valabhji
Francis Mondon

Secretary

Patrick Bonnelame
Amanda Roberts

Treasurer

Rajeeva Jayatilake Unopposed

Members

Nilesh Kerai
Hermann Holst
Muditha Gunatilake
Charles Hammond
Patrick Thomas
Garry Albert
Lucy Barois
Bronson Winslow
Sunil Shah
David Savy

The Association members' votes were distributed as follows:

Chair

Laura Valabhji	107
Francis Mondon	89

Secretary

Patrick Bonnelame	97
Amanda Roberts	94

Treasurer

Rajeeva Jayatilake Unopposed

Members

Nilesh Kerai	103
Hermann Holst	96
Muditha Gunatilake	94
Charles Hammond	110
Patrick Thomas	62
Garry Albert	92
Lucy Barois	110
Bronson Winslow	89
Sunil Shah	101

The new Board of Governors was constituted as follows:

Chair

Laura Valabhji

Secretary

Patrick Bonnelame

Treasurer

Rajeeva Jayatilake

Members

Sunil Shah

Charles Hammond

Lucy Barois

Nilesh Kerai

Hermann Holst

Close of AGM

The Annual General Meeting was declared closed.

Minutes taken by Patrick Bonnelame