



The British School Kathmandu

Report on Board of Governor Sub Committee work carried out
in 2007/8 including the Principal's report

In autumn 2007 parents received the objectives of the four TBS Board Sub Committees. This paper contains the Principal's Report for 2007/8 and also reports from Sub Committees for Human Resources, Finance, Parent Liaison and Marketing, and Building Maintenance on the work which they have carried out during the past year.

Inevitably a large proportion of the Board's work during the past year has been related to the issue of relocation. A report from the temporary New Site Sub Committee will form a major agenda item at the AGM on 16th June.

Principal's Report

Introduction

Even after my many years of teaching there is always a slight tinge of sadness about the end of each academic year as so often we say farewell to many families who have become true friends of TBS along with staff who move on to new challenges. Mixed with this tinge of sadness is pride. I am proud of all the children who have shared their time with us. I suppose as the A levels culminate British education in schools I cannot but feel very proud as we see students who have been with us since Primary days head off from the Sixth Form to Universities around the world. They have grown into intelligent, forward thinking, confident adults who are prepared to grasp the challenges that will undoubtedly cross their paths. We wish them all the very best for the future.

In the Fortieth Anniversary year of TBS there has been so much to look forward to and much has been achieved. We have secured the land upon which to build a wonderful purpose built school for today's young people and for those future generations to come. This is a splendid challenge and one which we have all undertaken with great enthusiasm. Every Head knows that they, along with the Board of Governors, are just custodians of a school at anytime but the school will remain for tomorrows youth and the families here in Kathmandu for many years to come.

Change must be recognised as a time for growth and a time to move on. To those families, students and members of staff who leave us this year, I hope that as you move to another place, environment, school or place of further education you will be very happy and remember us just as we will always remember you. In particular we will be losing our longest serving member of British staff Mr Graeme Cutting who started working part time at the school in September 1988 so has served the school community for half of its life. We wish Graeme, his wife Yuko and Anna and James a happy transition to their new life in England.

We all realise in the lives of children stability is essential and the full commitment of the staff, the parent body and the Board of Governors, enables change to take place within the TBS family without any detrimental effect on the children's learning.

Overall we can say that another very successful academic year at TBS has passed for the students.

Staff changes

Sadly Miss Clare Brennan leaves us to enable her to be closer to home.

Miss Becci Lee will be joining us in Year 1.

Miss Jane Gogarty leaves us after six years of sterling service and wish her and her two children well for the future. We welcome Mr Ian Bothwell as the new MFL teacher. We will also be introducing Spanish in the new academic year.

Miss Lucy Thomson returns to Scotland and want to applaud Miss Thomson for all the innovations she has shared with all our students whilst being here with us. Mr Lee Simpson joins us as the new Art and Design teacher.

Our longest serving teacher Mr Graeme Cutting and our inspiring Creative Arts Coordinator leaves after twenty amazing years at TBS. Miss Sarah Hill replaces him. Sarah is no stranger to TBS serving time here in her GAP year. She says Graeme inspired her and she is now a fully fledged Music teacher. We hope to see Graeme and Yuko at the opening of the new school.

Mr Andrew Geen joined us mid year to aid with the Year 6 bulge and will remain with us this time to aid with the Year 3 bulge and some PE.

Mr Andy Bottomer leaves for Europe with his wife Kathy and son Joe. We wish them all well for the future. Mrs Christine Beech joined the TA Team back in the autumn and heads back home this July. We have enjoyed having Christine and her two children with us at TBS.

Miss Ishwari Rajak, Mrs Chaya Adikary and Miss Neesha Rajak all left for adventures new.

To all those who left us this year we will remember you and wish you all well for the future.

Mrs Gunjana Tandukar joined the Administration staff.

Mr Rohit Sigdel joined the ICT department as ICT Assistant.

Mr Rajendra Prajapati joined the Art department as Art Assistant and has made a huge contribution to the ceramics department.

Community Links

As always throughout the year, we have enjoyed a number of activities which have embraced the children and staff in both the community of Kathmandu and further afield as, when sending children out on field and sports trips, we reach out to a wider group of people within Nepal, and Asia.

Once again in the Autumn we held the Inter-house swimming Gala for all children at the International club and participated in Little Angels and Lincoln School Galas.

There was also the seventh Awards Celebration for the Secondary Section with the awards being presented by His Excellency, The British Ambassador, Dr Andrew Hall.

The Secondary School Council joined forces with the PTA and a Fashion Show was held with the theme of the "Sixties" to link in with our Fortieth Anniversary year. It was a great event and the stunning looking international student body carried off the event with aplomb. It was such a success that the Primary Student Council wish to hold one themselves during the Creative Arts week.

We were treated again to two Secondary Music Miscellanies during the year one in November and the second in April along with two Primary events during the Family Assemblies, one in November and the second in May. Mr Cutting has inspired our children to perform to the best of their ability and we have enjoyed a variety of performances at all levels. This years Creative Arts week which is scheduled for later this term promises to be another excellent display of the talent nestling here in the school.

In December we held our Christmas Bazaar and families and the PTA participated in another enjoyable event. The school Choir joined with the Kathmandu Chorale in their performances in the school hall.

The Primary Section performed for us lively Christmas productions with Key Stage 1 bringing a taste of traditional tales and Key Stage 2 showing off an adaptation of a William Shakespeare play The Tempest and the Secondary led the end of term Christmas Carol Service.

There was also the Inter-house Tug of War which was great fun for us all.

In February we held a Writers Week which was full of literary activities, interesting story tellers and a celebration of all the talent we have here at TBS.

To continue with the Fortieth Anniversary celebrations we held a fabulous street party in the school grounds on the last Saturday of February as the red white and blue bunting billowed laughter and food was shared amongst all families who attended we snag Happy Birthday to this fine school.

At the end of February we sent the under 13 Team to Bangkok for FOBISSEA (Federation of British International Schools in South and East Asia) Games.

The PTA Spring Fair was also held in March and was another fun packed day which brought the community in through the gates of TBS. We raised funds for the school and for a large number of local charities.

At the end of March the Secondary Section adaptation of "To Sir With Love" was performed by the Secondary students. It was another great opportunity for the students to share their talent with the community.

Once again Sports is a high profile activity and this year has been no exception. We hosted our seventh whole school Sports Day at the National Stadium the event continued to bring together the feeling of sportsmanship, partnership and camaraderie across the whole school. The pupil body also enjoy a variety of fixtures with other schools, football, basketball, netball, and recently a friendly Golf tournament.

The Crazy Hair and Whacky Wear Day which we held on the last day of Easter term was also great fun and enjoyed by everyone.

This May we will be sending a Primary Team to Penang to participate in FOBISSEA (Federation of British International Schools in South and East Asia) Primary Games.

We are delighted to report that again this year all the fieldtrips took place for classes from Nursery to Year 9, some half a day long others last a week. Over the years we have now tailored to perfection to suit the curriculum focus alongside the political climate and fuel situation at the time. They continue to be highlights for all pupils of TBS and always provide us with a wonderful opportunity to work together in a non-school environment.

Charitable Projects

The weekly Tuck Shop, coordinated by Mrs Chand, has also helped a number of local projects which include purchasing tarpaulins, blankets and food for flood victims, clothes for Mary Ward pupils, equipment for the Cerebral Palsy Association and the Down Syndrome unit along with items for the children of TBS. The Primary School Council have also pledged to support the education costs for Bhawana the daughter of one of our Guards which is continuing.

The Primary and Secondary classes from Foundation to 13 each have a community project the details of which are listed below:

Primary Charities:

Year 3 and Nursery - KATS (Year 3 have also supported the Leprosy Centre).

Year 4 - Lubhu School

Year 5 - Matatirtha Vridashram Old People's Home

Year 6, Y2, Y1 and F - have supported the Year 6 Borderlands Dandakateri School Project

Secondary Charities:

Year 7 KAT's

Year 8 Jeevan Kalyan Kendra School
Year 9 Esther Benjamin Trust
Year 10 Down Syndrome Association
Year 11 The Umbrella Association Orphanage
Year 12/13 Shree Vajra Yogini school Salumbatar and Help to Educate -
The students are caring for plants which they hope to sell to raise funds.

These projects have been supported by collections, sponsored events, performances, cake sales and stalls at the various PTA events through the year. In addition to collecting for these organisations, students have learnt more about the needs of those involved. Some of the orphans supported have come into school on a Saturday for a 'Fun Day' organised by Year 11

Pastoral Care

The sharing of information continues through a number of different ways:

- The weekly news letter sent as a hard copy and as an email letter
- Regular parent teacher appointments
- The termly Topic Talks in the Primary Section
- The weekly Primary Family Assemblies
- The Secondary Section termly assessment sheets
- The termly curriculum information data sent to parents in the Secondary Section
- Curriculum and Topic specific workshops and Secondary Key Stage 3, IGCSE and A Level evenings
- The annual reports sent at the end of the academic year

We urge that parents do come in to school as much as possible as these opportunities to meet staff and share information are crucial if you are to fully support your child.

The weekly Monday assemblies give us an opportunity to invite guest speakers in to share their expertise and experiences with the children. I would like to thank those of you who have contributed to this programme or introduced us to people who have so generously given their time to this programme.

We also celebrate the year past through the TBS Year Book which is a great memento to keep reminding us of friends and days past. This year it also celebrates the forty years of the schools existence.

Health and Safety is an area under constant review.

- We do ask that you keep the school notified of all changes of address and telephone numbers which are vital information should an emergency situation arise.
- A revised electronic system of Risk Assessment and Health and Safety tracking has been deployed across the school
- We have a runner system in place should there be a break down in all communications.
- We continue to practice and review Fire drills, Earthquake procedures and Bomb drills.
- We continue to have First Aid refresher courses for all staff.

The Primary and Secondary Section School Councils are now busy making recommendations for the new school and continue to make recommendations to enhance activities and improve school life in general. The Secondary Section meetings are chaired alternately by the Head Boy and Head Girl.

The House System has continued to bring strong feelings of camaraderie between the children and staff as well as a healthy competitiveness in areas of academics and sports. The termly sports events, where a trophy can be awarded to a house, along with the academic achievements have become very important for our children.

Lastly we would like to say how much we fully appreciate the work of the parent body and PTA here at TBS. We also invite any interested parents to come along and join this dedicated group of parents.

Report of Human Resources Sub Committee

During the past year the HR Sub Committee has carried out work in the following areas:

General staffing issues and recruitment

The Committee has carried out a recruitment process to replace those staff who are leaving in summer 2008 with interviews being held both in the UK and in Kathmandu. We are delighted that all of those offered posts have accepted and TBS now has a full compliment of teaching staff for the

2008/9 session.

Review of senior management structure

The committee has reviewed the senior management structure of the school in the light of the school's increasing growth.

Performance Monitoring

The committee reviewed new UK guidelines on Performance Monitoring and produced a paper for the Board summarising these changes and suggesting their implications for TBS. In particular these included a greater emphasis on classroom observation and ways of improving monitoring procedures for senior staff and head teachers. In the light of this review two specific developments have been made to TBS Performance Monitoring:

1. Further guidance on how to carry out classroom observation has been suggested and another possible format for recording classroom observation has been drawn up.
2. During the 07/08 session the school piloted a '360 review procedure' for both the Principal and for members of the senior management team. This involved sending out detailed performance monitoring review forms for all of these staff to all members of the Board, all teaching staff and a random selection of one in seven parents. In general responses received were very positive and when certain specific concerns were raised these have been addressed in individual senior staff targets. Members of the senior management team welcomed this process and it has been agreed to repeat it next year.

Both of these changes have been written up into a revised Performance Monitoring Policy which has been approved by the senior management team.

Reissuing of teaching staff contracts

The Human Resources Committee have produced a paper for the Board spelling out more clearly the criteria used for reissuing a new contract. This was accepted by the Board and is now being used when decisions about reissuing contracts take place.

Report of parents' liaison and marketing sub committee

1. Parents' Liaison Sub-committee report.

The aim of this sub-committee is to act as a link between the Board of

Governors and the parent body.

The main work this year has been to:

- Maintain a link between the Board and the parent body. We sent a letter to the parent body to clarify the role of the Board within the school, explain the different channels of communication between parents and the school and to give a brief overview of the current Board. This communication was well received and provided parents with an operational framework for concerns.
- We have continued to support the PTA and ensure a link between the PTA and the Board. This has been done through attendance at PTA meetings and communication with PTA members. Either SW or CS attended each PTA meeting, which proved very helpful as an open forum for exchanging ideas.
- The limited school bus service was greatly improved this year by securing a deal for new buses. We are grateful to Miss Stahpit for her support.

2. Marketing report.

- a. TBS Senior Management has continued to market the school efficiently, using a combination of the following media:
 - **TBS website** The Board were aware that there were some issues concerning the accessibility of the website. These were temporarily addressed with the assistance of Mr Peter Oatley. The website will be fully revamped once the school moves to the new premises. TBS website is linked to FOBISSEA and BISW (British International Schools Worldwide) websites.
 - TBS has an entry in **BISW handbook**. The handbook is given to organisations like FCO, and is used by schools in many countries to advise parents leaving one country for another.
 - TBS has a good **information pack**, which new parents appreciate.
 - **TBS Yearbook**. Widely distributed around Kathmandu.
- b. Overall, TBS marketing is effective and meets the needs of the school. Besides continuing current practices, we have focused on the following areas:
 - Identifying administrators in all UN agencies, bilateral donor agencies, large international NGOs, and diplomatic missions, ensuring that they are well briefed on the attractions of TBS. We will cultivate these links to ensure that TBS is seen as a top choice for parents arriving. This is best done by providing links through the TBS website which we are working on.
 - Raising the profile of the school by inviting local press to cover some of TBS events such as the Christmas Play and Sports

Day.

Report of Building Maintenance Sub-Committee

Role

To maintain a safe, secure, stimulating and aesthetically pleasing environment for the students and staff by planning and managing the upkeep and improvements of the school's physical facilities and grounds within the resources available.

Report

Given that the school will move to new premises, no new projects have been undertaken other than those necessary to ensure the school remains a safe environment for staff, teachers and pupils. Some minor repairs to playground equipment have been made and a number of dead trees have been pruned during this reporting period.

Finance Sub Committee

Financial Statements 2007-08

Within the Budget Sheet for Fiscal Year 2008-09 a Provisional Financial Statement as anticipated at the end of this term is presented. The 'Actuals', together with the Auditor's Report, will be available to you at the beginning of the new academic and fiscal year.

Five Year Financial Forecast and The Budget for 2008-09

A Five-Year Financial Forecast (in GBP £) of The British School, incorporating the Budget for the Academic Year 2008-09 will be presented. This Five-Year Financial Forecast is prepared to provide a greater clarity and an improved accountability to the parent body in the financial affairs of The British School

There is a budget being prepared solely related to the new site which is separate from the schools running costs.

Below are given some explanatory notes on the Five-Year Financial Forecast:

- ◆ In order to make the Forecast more "User-Friendly" and not to

overburden you with detailed calculations, only the Summary Sheets have been presented. All amounts are in GBP £. If you are interested in the detailed calculations, these can be provided through the school's financial department;

- ◆ It is important to note that this is a Five-Year Financial Forecast, of which only the Budget for the next Academic Year 2008/09 is solid. The other four years' projections are much more unpredictable. There are many uncertainties that will need to be addressed when the time comes. However, this forecast is indicative of where The British School is heading, financially speaking of course;
- ◆ An effort has been made to keep the fee increases to an absolute minimum. Using more conservatively estimated enrolment figures as in comparison to previous estimates, and taking reduced, but still reasonable expenditures as a base, the fee increase for the academic year 2008/09 has been set at 5% across the school which means an increase in Nursery fees of £15 per term. KS1 and 2 £50 pounds a term, KS3 and 4 £60 per term and £70 for KS5.
- ◆ The Exchange Rate for the coming academic year has been set at NRs. 130.- to GBP £ 1.-, which will be adjusted if the market rates vary more than NRs. 5.- either way.
- ◆ The overall financial situation of The British School is good. Obviously this year the Capital fund was used to service the purchasing of the land for the new property and subsequent costs.

I am grateful for the assistance given to me by the Administrative / Finance Department, and the Finance Committee members, for their observations and guidance.

The Financial Sheets will be available at the meeting.