**TBS Board of Governors**  
**Annual General Meeting Minutes**  
**29th September 2015**

**Present:** All Governors, SMT and Parents in attendance

**Apologies:** Mamta Gurung

### Matters arising

<table>
<thead>
<tr>
<th>1 Welcome and Agenda (By ISc)</th>
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<td>The Chair of Governors outlined the purpose and plan of the meeting:</td>
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<td>- To conduct the formal business of the AGM in reporting back to the parent body on progress over the 2014-15 academic year</td>
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<td>- Update on key issues facing the school</td>
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<td>- Provide an opportunity for parents, staff and board members to consider and discuss</td>
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<td>- Update on Board membership changes &amp; elections</td>
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<td>- Review of 2014-15</td>
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**Action**

### 2 Principal's Report (by JMo)

The Principal outlined progress in 2014-15 and the key issues facing the school in 2015-16

### 3 Finance Report (by URa)

Mr Rajbhandary went through the details of the finance report. The headlines

- The school is in good financial health
- Student numbers last year meant a surplus was created
- The current surplus would be required if there were a force majeure to pay salaries and school closing costs
- Full audits were carried out during the year and parents have received a summary of the school finances

### 4 Chair of Governors and Incoming Chair - Update on membership changes

Membership changes have been as follows

1. 2 new parent governors were duly elected - Professor Tim Gocher and Mrs Nita Bhave
2. Mr Guy Harrison, the ex-officio representative of the patron has returned to the UK and his successor Ms. Alison McEwan has agreed to join the board
3. Mr Ivan Scott has completed his term as a parent Governor so resigns as Chair of Governors and is succeeded by Ms. Kirsteen Merrilees. The Vice Chair position is taken by Mr. Chris Decker
4. The BGN liaison role remains vacant after the return to the UK of Col. Sean Harris OBE

The Chair of Governors thanked the school and staff for their earthquake provision and introduced the following items under the heading ‘securing the future’ as he handed over to the new Chair.

The key aims for the year are:

- Securing full legal status and registration with the Ministry of Education
- Secure more appropriate legal counsel
- Set up a not-for-profit company to be able to own our own land
- Invest in the current site and seek extended leases
- Commission seismic survey on buildings with recommendations for improving safety on current site

### 5 Legal Report (by CDe & ASh)

The Legal team updated the Parent body on recent developments:

- Hired Pioneer Law Associates as new legal counsel
- On 25 January 2015, MoE authorised TBS to operate up to secondary level under the Education Act of 2028 with these provisos
  - Staff and teachers should pay tax according to Nepali law.
  - School should employ staff with visas in accordance with Nepali law.
Annual audit  
Representative from MoE should sit on the BoG  
Cannot operate any programme without permission from national or international board.  
Yearly progress report to MoE  
MoE, as necessary, will inspect the school  
School should complete directions given by the Nepal Government.

The Way forward for 2015-16 was outlined

- TBS operates under a memorandum of understanding but this needs to change.  
- TBS will become a not-for-profit company in accordance with Nepal law.  
- Once TBS is registered, obtain properly recognized legal ownership over the land TBS purchased some years back.  
- The lease on the current site has been extended for five years.

6 Buildings Report (by KMe)

The response to the earth quake was outlined

- Damage and Rapid Vulnerability Assessment was carried out swiftly  
- Significant cracks in two primate wings – closed (Yellow) as a precaution  
- Foundation toilet building – partial collapsed, demolish (Red)  
- Hairline cracks in other buildings – not structural, safe to use (Green)  
- Pavements damaged through ground movement, re-laid  
- Most wall furniture fixed to walls, some items fell off shelves, otherwise precautions worked well.
- School re-opened quickly – only 2 days missed
- Decision to teach outdoors in the main – fear from parents rather than unsafe buildings  
- New covered areas worked well

Current works were also described:

- Updated vulnerability assessment ✓  
- Repair, retrofit, strengthening designs ✓  
- New classrooms ✓  
- To replaced closed rooms during recovery works

Last minute finishing works nearly done –

- Cover for external stairs will be completed soon  
- Protection over sticking out bolts is being finalised  
- Addition of ICT server room is being completed  
- Negotiate and sign Repair / Retrofit Contract (this week)  
- H&S during works – contract clauses (with penalties)  
- Maintaining safe environment for children – activity planning will be around the school day  
- Noise and dust control during school hours will be insisted upon  
- Safe storage of equipment, tools, materials will be insisted upon  
- Compulsory use of PPE by workers  
- Musical classrooms – trying to plan for least impact, but your children may need to move rooms once or twice during the works

We will continue to monitor health and safety on the site and some parents will be consulted on discussions about WiFi etc as we move forward.

7 Final words

The meeting closed with a summary of the key areas for development over the coming months:

- Complete repair and retrofit works  
- Continue to progress on legal aspects  
- Develop a forum for Parent involvement  
- Update / Re-define the TBS Vision, Core Values, Envisioned Future

Question and Answer session

AGM Q&A Notes - Written Questions - with School Leadership Team Response

1. Car Park

Suggestion about improving car park (not sure what exactly).  
**Response:** we will look into options for improving parking situation.
Some suggestions from private chats include

- Putting a card with driver’s phone number on so you can call them if they’re blocking you in
- Keeping the edge spaces for those who need to park and leave the vehicle; vehicles with drivers to park in the middle or move around as needed to keep traffic flowing.
- Putting cones down the edge to stop drivers parking over the edge of the already narrow footpath

The ‘question’ was bullet point 1. The idea will be part of a wider review of car parking that will be sent to parents.

2. Lease length
Why is the length of lease so short? **Response:** before it was only 3 years so by increasing it to 5 years has been an improvement.

_Governing Body issue so a discussion for the Property Committee_

3. Scholarships
Can TBS support scholarships for needy but academically able Nepali students? **Response:** In principle, yes and the board are in support of the idea. We need to look further into the practicalities and mechanism for setting up such a system.

_Governor level discussion with the Ministry of Educatation_

4. Candidate presentations
Can candidates present their case to parents before the vote in future? **Response:** Yes. This has been done at the AGM in the past but if people have already voted then it does seem a token gesture.

Parents then suggested that the presentations be given a week before the vote so they have time to think about the presentations and how they wish to vote.

_Governor level discussion but in principle action in 2016. SLT suggest videoing these short presentations for the website so all parents can see them?_

5. Musical links
Can TBS develop more links more regularly for TBS students to play in musical ensembles? **Response:** Yes, we are trying to build links with other schools to support this for music and the arts in general. FOBISIA schools have constraints based on musical grades. Discussion continued on to whether TBS offered ABRSM. Music department to disseminate a note on the music curriculum, private lessons on offer and how children can access ABRSM examination boards.

_As per response given in meeting. Music dept are developing FOBISIA and Kathmandu links. Kathmandu Tri-school music festival was changed into an Art Festival at request of other participating schools. However we would like to reinstate it alongside more students events in all areas._

_Exams through ABRSM can be taken in Kathmandu at Nepal Music Centre every November in all instruments. TBS link is via Mrs Lyuba Shrestha who is our piano teacher._

6. Nepal Studies
Can we put Nepal studies and at least conversational Nepali into the curriculum for every student (and make Nepali language lessons more appealing)? **Response:** Yes, we can think about how best to do this and try and introduce something (for next academic year?)

_SLT are supportive of this. The local context is part of the IPC in primary and part of PSHE in secondary. Nepal also used widely as a case study in Geography at all levels. Curriculum review in KS3 will offer further opportunities to develop this._

_Nepali language instruction is part of a wider review of language provision whole school and there is support for this among SLT._

7. Tapestry
Tapestry is great. Can we extend upwards? **Response:** For those not familiar with it Tapestry is a way of sharing photos, video clips etc of what children are doing at school with parents and wider family members. It is aimed at the early years. TBS will look into expanding or finding more suitable similar platforms for older children.

_This is being investigated by school staff._

8. School move / legal status
Is school moving soon? When is the soonest we will move? **Response:** As explained in the presentation we cannot think about moving until we have established ourselves as fully legal entity that has the right to own land. We do not know how long this will take, though we are hopeful things are at least moving in the right direction. Once our legal status is sorted out, we will review the land situation and future plans.

_Governor level discussion._

9. PE classes
Can we have more varied PE in classes rather than one sport per term? **Response:** The PE department will disseminate a note clarifying the range of PE activities covered each term for the different year groups. These will be reviewed with respect to the curriculum for PE and opportunities for wider variety if possible.

*The programme of study for all key stages in PE offers at least 2 sports per term. PE dept are currently reviewing the information they publish to parents.*

10. **Swimming**
What has happened to swimming lessons? **Response:** Swimming lessons will be resumed in April (see school calendar) at the international club. They were stopped before because the IC pool was not maintained well or kept clean.

Further discussion on possibility of accessing Lincoln school pool - heated and open for 10 months of the year, or having one built for TBS. TBS to consider options bearing in mind the cost and anticipated time to stay on present site.

*As discussed in meeting, swimming programme re-starts in April 2016. It was not possible to assess all pools post-earthquake to find one suitable for a Term 1 programme - those assessed were at the time not suitable. International Club, though in need of some work which will hopefully be done by April, remains the favoured choice due to pool, location and space available for changing, etc. PE dept to liaise with International Club.*

*Broad support for a swimming pool at TBS. But questions over whether benefits justified the cost. Social justification could be made if one day per week was for community partner use.*

11. **Toilets**
Any plans to upgrade the other toilets (reference to new foundation toilet block)? **Response:** We hadn’t planned to as we’d been focussing on other work. Further discussion raised items like loose toilet seats, broken handles, ... in which case we can do something about these.

**SLT agree and we will action this.**

**Further discussions**

12. **Parent Forum**

a) **Class Reps**

Some people have been approached to be class reps and will accept if no-one steps forward, but it is not clear when this becomes formalised. The need for class reps is most important at the start of the school year when many new children join school and their parents need help understanding the basics of how things work, etc. There was a suggestion that the class rep change over should happen later in the year with the old rep staying on to provide support in these critical first few weeks.

**Response:** Ms. Mamta Gurung is the Parent Liaison Committee (PLC) chair and we will discuss these suggestions with her and clarify the current status of class reps, and take further measures to fill the missing positions.

*Governor level discussion.*

b) **Parent Forum**

Some schools have a forum where the parents, board members, key staff and interested teachers come together, say, once a term to discuss general issues and suggestions, similar to today’s Q&A discussion. Could we introduce something like this?

**Response:** Yes. Once the new board convenes we can ask the PLC to organise something along these lines and see how it goes.

*Governor level discussion, the School Leadership teams are very happy to make themselves available for any parent group or sessions that parents want.*

c) **New families**

Is there a handbook for new families? When we arrived mid-term we found it quite difficult to find out basic information. **Response:** There is a handbook on the website and all parents should have been given a hard copy when you arrived.

Of the new parents present it seems some had been given the handbook but others hadn’t. We need to have a system to ensure all new parents receive the handbook. Also worth giving the direct link to where it is on the web so all new (and not so new) parents can easily access it.

*Information is available online and is given to all new parents. (Our office staff believe that the pack was given to the husband of the new parent who raised the question). We will now have a checklist for all new parents to sign which has receipt of a handbook on the list so that we can be assured all our office staff do give this out.*

d) **Uniforms & PE Kits**

One parent raised the question of why we don’t have uniforms and his support for them to be introduced. Discussion and a quick ‘hands up’ vote clearly demonstrated that most parents are not in favour of introducing school uniforms.
The discussion also led onto the style and quality of PE kits and the difference in style preference of boys and girls. It was agreed by most that the new shorts were better than the old ones.

A suggestion was also made to have more pictures on the clothes, that could be designed by the children in some form of competition. The principal explained that this was exactly how the new T-Shirt designs had been done, including selection of fabrics etc. Most parents were not aware this process had been followed.

**Action:** Discussion for Governors and amongst parents on uniform

e) Safe Zones and Trees

A request for TBS to get specialist advice on the stability of the tall trees if there were to be another big earthquake and how this might affect our planning of safe zones, etc.

*TBS does use the services of a UK qualified tree surgeon to assess trees and he has indicated no major concerns. April earthquake saw only minor branches damaged across the site. The school has lots of trees and it is difficult to find a location within school not near them. The car park has no tree risk, but is exposed to outside world, close to wall and near electricity cables. Safe zones are used after an earthquake and not before or during, so risk of a tree falling does diminish. Trees will be checked again and would be quickly assessed after any earthquake.*