Board of Governors Annual Report to Parents 2011-12

Principals report

Introduction.

Each year when I sit down to write my annual report for you I like to reflect on the year that has passed and recall all that has occurred in the last twelve months to share with you. TBS is certainly a busy place and staff work very hard to make education here challenging and engaging for all the students in our care.

As always the list is varied:

- we have had to cope, like the rest of the country, with the lack of electricity and struggled to source fuel to maintain the running of the two school generators
- escalating prices
- as always, we have had some difficult decisions to make but always try and make informed resolutions for the benefit of the whole school
- we have had many happy events to enjoy with some interesting visitors
- we have had some sadness and some disappointments
- political instability and conflict resulting in bandhs

The two main areas, which remain constant, are that

- we continue to overcome difficulties and celebrate success together by supporting one another as a Team throughout the school and in the community
- we are sure of the full commitment of the staff, our children, the parent body and the Board of Governors, who work hard to support TBS throughout.

Each year, indeed almost every term, we know we are scheduled for a turnover of pupils, families and at times teachers, and this year is no exception. Now as we also send our A level students off to universities around the globe I hope that they will continue to flourish and do well as they begin a new route in the wide pathways of the adult world.

We know, as expatriates, we must always recognise change as a time for growth and a time to move on. To those families and members of staff who leave us this year, I hope that as you move to another place, environment and school you will be very happy and remember us just as we will always remember you.

During the year Staff Changes

We welcomed to the Team of Teachers Assistants Miss Omica Tamang, Mrs Suchitra Kulung, Mrs Jyoti Jha, Miss Pooja Manandhar and Miss Saraswoti Maharjan.
Mrs Sushma Gurung joined the Administration Team at the front desk.
Mr Basanta Silwal joined as Senior Accountant.
Mr Prakash Neupane – joined the Team of Gardeners.

Staffing continues to be an issue, as it is difficult to predict the number of students in each class, even at this late date prior to school closing. TBS is not unique in this as we face the same problems as all other international independent schools but of course as Governors of TBS we are very cautious at this time of economic crisis and cutbacks.

In January and May we recruited the following new UK trained teachers. They will take up their posts in August. They are:

- Mrs Jeanette Fanthome
- Mr Simon Rimmington
- Mr James Dunwell
- Mr Matthew Phillips
- Mr William Rigby
- Ms Louise Garner
- Ms Abigail Buckland
- Ms Katy Gawne
Ms Rebecca Salmons
Mrs Ruth Greener has already joined the staff during the year.
Mr James Bevan takes up the post of Head of Sixth Form in August.

I would like to express my gratitude to all the staff at TBS for their excellent work and for their understanding of the difficulties that we have had to face over the years.

We unfortunately have to say goodbye to some members of staff, who leave TBS at the end of this academic year. They are:

- Mrs Andrea Lord
- Mrs Kerry Aryal
- Miss Vikki Esplin
- Miss Natasha Mann
- Mr Paul Horstead
- Ms Aileen Devonport
- Mr Tom McAndrew
- Mr Matthew Baker
- Ms Josie Whelan
- Mr Lee Simpson
- Mr Tony George
- Mr Barry Lord
- Mr Paul Seston

We also said farewell to Mr Gyan Aryal and Mr Paul Robertson during the year.

The staff leaving will be missed by us all, and we wish all of them every success in their future endeavours. A very big Thank-You is due to them for their excellent service to TBS and commitment to our children.

**Community Links.**

As always we have enjoyed a number of activities throughout the year, which have embraced the children, staff, and in both the community of Kathmandu and further afield.

This year we have taken a number of students to both FOBISSEA (Federation of British International Schools in South and East Asia) Primary Games for the various age groups around Asia. I know talking with some students, who are now in the Sixth Form, and leaving this year, for them the Games was huge fun and will be a wonderful memory for always.

In the autumn we held the tenth Awards Celebration for the Secondary Section with awards being presented by Rotarian, Mrs Preeti Shah, a well-known parent and strong supporter of charitable organisations in Kathmandu.

In November we saw the students in the Secondary Section working with the Shakespeare Wallahs presenting the Revue. In December the Early Years and Key Stage 1 children performed messages of love and fun for the Christmas shows. In spring we feasted on a colourful and lusty performance of Hoodwinked. The productions were a great success and once again I sincerely thank the staff and students for providing such fun entertainment to families and friends here in Kathmandu.

The Musical and performing opportunities continue to be a highlight for the students and the links with Kathmandu Jazz Conservatory, Kathmandu International Music Society and Kathmandu Orchestra all enrich their performance skills. We were delighted to have participated in the Tri School Music weekend hosted by Lincoln and we hope this will become an annual fixture. The school choir have also been busy performing at various events throughout the year.

The recently held Book Week was another huge success along with the other themed weeks over the year of Health and Fitness, Maths and, Enterprise. Thanks to all the parents who supported all the events.

The Queens Diamond Jubilee Street Party was another fun packed day and brought the community in through the gates of TBS. We also handed over cheque to the Kanti Hospital Burns unit from funds reside by the Secondary and Shakespeare Wallah’s ‘Revue’.
We are thrilled to report that again this year all the fieldtrips took place, as always some tailored to suit the political climate 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. The current Year 6 classes are involved in Dandaketeri Primary / Lower Sec School, a school near Borderlands, and are working hard to try and raise funds for sports equipment and materials to refurbish the school as we have done for other schools in the region.

Charitable Projects
The weekly Tuck Shop, coordinated by Mrs Rakhee Singh Khatri, has also helped a number of local projects which include supporting local orphanages, the Kanti Hospital Burns unit, books for the library for Khilang School, Kaski District, and the education costs of the disabled daughter of one of our Guards which the Primary School Council pledged to do 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:
Foundation and Year 1 Khilang School, Kaski District (Becci Lee led) – raising funds to stock new library with books and education material (library was built with funds raised from 3 classes of TBS) – funds from Primary Production also directed here to support the training of Early Years teachers.
Year 2 - Bungamati (Blind School – the Sixth Form are also supporting the school): raising funds for clothes/food/translation to braille
Year 3- ECDC (Early Childhood Development Centre) – centre that educates children whose parents are in prison
Year 4 - any monies raised have been donated to School charity funds
Year 5 - Tharu school in Chitwan – also sponsored by Swiss Air & Tharu Lodge – 2011-2012 fundraising for books
Year 6 Dandaketeri Primary / Lower Sec School. 2011-2012 bought sports equipment (2010-2011 bought equipment and paint) These links have been made during the Borderlands class trip over the years.

Secondary Charities:
Year 7 – Surya Children’s Welfare Centre in Jawlikhel – students provided funds for aesthetic improvements for the centre, food and clothing contributions and books for learning.
Year 8 – AIDS / HIV Charity for children – children born with HIV and rejected by their parents – fund raising for food and running costs for the Hostel.
Year 9 - Just One – continuing to support the Kathmandu street-children charity that looks to offer children the chance to return to education and their family.
Year 10 – Umbrella Orphanage – carrying on from Ian Bothwell’s Y11 work, students to work with the orphanage on parenting activities both at TBS and the orphanage.
Bungamati Art Project – various groups of students lead workshops at the school, allowing them access to creative activities.
Student-led work raising funds for ECDC and Burns Unit in Kantipur Hospital.
Year 11 – Just One - continuing to support (since Y10) the Kathmandu street-children charity that looks to offer children the chance to return to education and their family.
Year 12/13 – Dhading – students work, organise, fundraise and deliver a programme that works to develop the learning experience of three government schools in the Dhading area.
Bungamati – A Sixth Form led project where students have brought art, music and creativity to the disabled children of Bungamati school.

These projects have been supported by collections, sponsored events, performances, cake sales and stalls at the various PTA events through the year. The Secondary students organised the first student coordinated Raffle to raise funds and the second TBS Fashion show both were well supported and raised funds for ECDC. 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 the students with support from staff.
We also collected clothes to distribute to the marginalised people of Nepal both through the Leprosy Mission and local charities.

Pastoral Care.

The sharing of information continues through a number of different ways:
• Regular parent teacher appointments are held across the school and we urge that parents do come in as much as possible as these opportunities to meet staff and share information is crucial if you are to fully support your child.
• The termly Topic Talks in the Primary Section
• The weekly Primary Family Assemblies
• The Secondary Section termly assessments sheets
• The termly curriculum information sent to parents in the Secondary Section
• Curriculum and Topic specific workshops
• KS3, IGCSE and A level information evenings
• The annual reports

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.
• We continue to practice and review Fire drills, Earthquake procedures and Bomb drills
• We have upgraded our text messaging service and methodology of procedures.

The fully established Primary and Secondary Section School Councils who meet regularly with me and Senior staff all help to clarify issues and make TBS a better place for us all. The School Council driven Valentine’s Day rose selling, themed days for end of term and the fostering of links with other schools continues and we have enjoyed some events throughout the year. Our collaborative role with Sunrise Boarding School continues to develop.

The termly House events, where a trophy can be awarded to a House, have become very important for our children. The House system continues to foster healthy competition along with a strong sense of being part of a team.

The Primary children have enjoyed ‘themed days’ during the year and dressed accordingly. We would like to thank all parents for supporting these events.

The staff continue to be keen to invite speakers in to the weekly assemblies to share their expertise and experiences with the children and 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 our students.

Creative Arts week is also a huge success and we look forward to the 2012 week near the end of this term.

We have also fully embraced the Eco project and were awarded the Green Flag last month. This is a prestigious and celebrated symbol of bravely upholding support for the fragile environment. Congratulations to everyone who made the accolade possible.

We enjoyed the second Eco Fair and are keen support this as an annual event. The Eco Teams are continuing to make a difference through the school and making us aware through assembly presentations and holding meetings to make long term plans. We fully embrace this excellent initiative and feel by fostering the children’s understanding about this wonderful, but fragile, world in which we live is critical.

Lastly we would like to say how much we appreciate the work of the parent body and PTA here at TBS.

Human Resources Committee

During 2011/2012 the Human Resource Committee has carried on with its general work of recruiting new staff and dealing with staffing issues as they arise. It has also liaised closely with the Finance Committee to ensure that the school employs the best possible staff within the restrictions of the school budget and continues to offer teaching staff a package comparable to that given by other not for profit overseas international schools.

In addition this year:

• The staff working parties have continued to meet. One group has focused on reviewing the TBS Awards and Rewards policy which have been in place this year, for both Sections.
• TBS has a wide cohort of students and it is crucial that the school meets the full range of learning needs. The range of examinations on offer continue to be student driven within manageable cohorts and have again been reviewed.

• In term four all staff have been involved in peer observation across the school. It is hoped the findings will further enhance the professional development for all staff and provide even wider learning opportunities for all pupils at TBS.

• We have been consolidating the generic initiatives introduced last year, the Comment Based Marking has continued across the school. We have also focused on the meaningful use of data tracking and assessment for learning.

• There has also been a constructive focus on the deployment of Teaching Assistants to ensure individual needs are targeted and staff are suitably versed with student’s needs.

• Exit questionnaires and interviews with SMT (Senior Management Team) have been designed and arranged for staff who leave.

• Based on the replies of the last years monitoring material the parent’s questionnaire is to be sent at the end of this academic year. A questionnaire was also sent out to parents regarding homework at TBS thank you for the responses which staff found very useful.

• This SMT (Senior Management Team) will continue to hold a Termly whole teaching staff Open Agenda meeting where staff may raise issues and discuss in an open forum meeting with the SMT.

Finance Committee

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the School. The committee also reviews the organisation’s financial performance against its goals and proposes. Specific works in the past year has been summarised below:

• The audit of financial year 2010/2011 completed in February 2011 and the report has been submitted and approved by the Board.

• The new auditors have been appointed for financial years 2011/2012 onwards. To improve financial reporting, finance committee has entrusted the new Auditors to carry out a regular quarterly audit. The audit work for the first three quarters of 2011 /2012 has begun. This will also ensure the completion of final audit on time.

• The preparation of budget for 2012/2013 is almost complete. The fee is expected to rise by up to 10% in total.

• We are continuously improving our accounting system. We are looking at developing our asset management and procurement software exclusively for the school.

• The school has maintained a good cash flow and sufficient cash reserves earmarked for deposit and other contingencies. There are no outstanding bank loans.

• Continuous revision of the five-year financial plan as an on-going process in view of the school’s future developments will be maintained.

• Regular liaison with the Human Resources Committee to assess all staff employment contracts in the light of the school’s resources is an on-going process as the two Committees work together.
Buildings and Maintenance Committee

As in the past years with the school’s planned move this committee has restricted its work to essential repairs and the regular maintenance of health and safety standards. We continue to ensure all Firefighting equipment is up to date and regularly serviced.

Repairs to the surface of the volley ball court were made during the Easter holidays. The basketball backboards have also been replaced.

The Tuck shop exterior walls and outside walls in the car park were repainted during the Easter holiday. Some interior walls were also painted.
We will continue to keep the school buildings not only safe for students and staff, but pleasant to look at until we move.

The new Green Field Site

The Land Committee are still addressing the acquisition of the small pockets of land which have to be finalised prior to the building programme’s commencement.
The New Site Committee of the Board, along with the school Administration, have secured extensions on the leases with the current landlords during this interim period.
We would like to again thank the patience of those involved, along with the student body, staff and all parents who have understood the problems we have encountered over the years in our bid to purchase land and build a new school.

Parent Liaison

Communications had been sent to the parents in November 2011 inviting parents to raise any issues with the PLO (Parent Liaison Officer) no issues of concern or problems were reported.
The PLO visited most of the cultural programmes at the school and also visited one sport tournament involving the Sixth Form in which they finished first with a great fighting spirit in the final!
The PLO has regular exchange with the Chairperson of the PTA and the feedback from parents in the last year was shared. Following discussion it was agreed that for new parents joining TBS we would try and include a welcome link for new parents on the TBS homepage. The PLO also joined parents at a regular PTA meeting.