



Verdala
INTERNATIONAL SCHOOL

Meeting of the Board of Directors

16 January 2023 - 17:45-18:30

In Person

OPEN SESSION

Present:

David Nyheim - BCH

The Chair

Ben Brown - BBR

Parent Director

Paolo Catalfamo - PCA

Parent Director

Dr. Monika Wohlfeld- MWO

Parent Director (co-opted non-voting)

Totty Aris – HOS

Head of School (non-voting)

Ivan Camilleri - FC

Financial Controller (non-voting)

Richard Price - RPR

Staff Director

Daniel Shrewsbury - DSH

Staff Director

Anthony Sammut - ASA

Board Director, Maltese Government Rep

Tim Cassel -TCA

Board Director, US Embassy Representative

Apologies: Nick Borg - NBO

Parent Director

Guests- Daphne Said DSA

Note to observers: Please do not record the session for GDPR reasons. It will be recorded by the School for minute-taking purposes and then deleted once minutes are confirmed. Board members who have a conflict of interest should flag it now.

1. Approval of Open Minutes, 7th December.2022

Open Minutes Approved by e-vote - **approved**

2. Matters Arising – Action points

1. DMI to work with the Finance Committee to give a breakdown of the budget. **Work in progress and to be carried forward to a meeting later in the year.**
2. DSH to share with the Board the proposal of the Eco Code. **Draft completed and shared - The Leadership team have reviewed and given feedback on further steps (Curriculum integration, Impact on Facilities plan, Approaches to Maintenance, etc.). The Eco-**

committee are taking these under advisement and will look at how surveys can help with the KPIs.

3. The Finance Committee to send their recommendations on the AC works tender.

Completed

3. Information Items

3.1 Head of School Report

HoS highlighted points on the Head of School Report **Appx. 1**

3.2 Good news to report

JAYE students have done very well and are winning awards.

4. Decision Items

None

5. Discussion Items

5.1 Update on VPSO

RPR Meeting next week. RPR is reaching out to Key parents to help with the Governance and Eco side of the VPSO. RPR is hoping to have more structure with Chairs and Co Chairs for events and by February VPSO goals will be clearer. He is working on the transition from his & Nick's roles as Board reps to VPSO Chairs. The VPSO are finalizing the accounts from the Winterfest and will then speak to HoS on the way forward.

The Chair asked RPR what the staff involvement looks like? RPR told the Board that it is poor. He said it would be easier to get staff on Board if the VPSO is broken up into smaller groups for each initiative, for example, VPSO Eco group or VPSO Coffee mornings. RPR feels that the staff need to know what they are signing up for. RPR told the Board that after the meeting in February he will go into round two of recruiting parents and staff to join the VPSO.

5.2 Timeline towards AGM and Board Members signal who is standing for re-election

HoS shared the timeline with the Board, this will be shared with the community via the standard end of January opening of the AGM Election communication. The Chair informed the Board that the following Board members will be standing again:

Ben Brown
Paolo Catalfamo
Monica Wohlfeld (standing instead of being co-opted)

The Chair told the Board that the following Board members will not be standing again and encouraged a teacher representative and a support staff representative to stand for the Board.

Nick Borg
Daniel Shrewsbury
Richard Price

The Chair also told the Board that the Maltese Government rep will be reassigned and a new Government rep to join the Board in due course. HoS informed the Board that TCA will be stepping into the adjudicator for the Board elections in place of ASA.

6. Consent Agenda

None

7. Information Items

7.1 Board self-evaluation process

The Chair told the Board that he will start the Board self-evaluation process over the coming weeks, looking at where the Board is at, regarding the Board goals, and a survey that collates information on how the Board is run. This information will be reported on at the AGM in the Board Chair report.

7.2 Strategic Plan Update:

Teaching & Learning Strand 1.1. Develop a culture of whole school collaborative professional practice Enabling Access to Learning strand. 2.2 Incorporate learning from MSA Action Research Plan (ARP) into school-wide culture.

DSA, in her role as MSA Coordinator, presented the Action Research Project Update, to the Board (**Appx.2**). She highlighted the following areas that are being addressed by the professional learning communities who are working in cross-faculty groups. All teaching staff (Teachers/Teaching Assistants/Learning Support Educators) participate in these groups.

- Concept-based Learning
- Differentiated Instruction Made Practical
- Inquiry-based Learning
- Diversity-Equity-Inclusion
- Visible Thinking Routines
- Positive Discipline
- Peer Instruction
- Flexible Grouping/Collaborative Learning

The Chair asked if the Board had any questions.

ASA thinks this is an excellent approach to teaching and learning. He asked who is involved in the ARP apart from the teaching staff and if there are any outside experts?

DSA The MSA accreditation requires the School to embark on an ARP project as part of our “sustaining excellence” protocol. We are guided regularly by a MSA representative. However, this project must be conducted as a school. We have built a library of books and resources with teachers participating in courses when required to enhance their understanding of a particular research topic.

ASA asked DSA how she went about implementing the ARP project?

DSA We first identified our research question and purpose. We then identified the strategies and then we created learning communities (smaller groups). Each group was guided on what they should be focussing on. The first year was researching the strategy and this year is trying to put it into practice and collate the evidence.

ASA asked that when the group who oversee the project meets up, do they go through the Action Research phases?

DSA We have created something called IMPACT (Implementation/ Material/ Prepare/ Actions/ Connect). When the groups met they followed these expectations and recorded their journey. A Champion group oversees the whole process. This has been a very rewarding experience for our staff who are researching, learning and coming up with pedagogical practices that will impact and improve our student’s experiences at VIS.

HoS told the Board that this has been an exciting collaborative experience for staff and she is very proud of the hard work going into the various projects which is showing real initiative and innovation.

7.3 Committee Reports

- **Executive Committee**

1. The committee met to review the school’s policies and processes.

2. Discussed the process of recruiting and replacing the Board Chair

- **Governance Committee**

The committee discussed:

1. The Statutes Part 1 authorisation and next steps for Part 2 Motions for the AGM
2. The first draft of a whistleblower Policy, it will need some legal clarification
3. Three-point questionnaire - The board to request the Governance to draft questions based around the Strategic direction of the School.
4. Overview of Board Policy review cycle requires updating
5. Changes to the Board Handbook. If approved at the AGM, the changes in the Statutes would need to be reflected in the Board Handbook and Governance Policy.

- **Finance Committee - reported in Closed 16 Jan 2023**

- **Facilities Task Force**

The committee discussed:

1. Awaiting information from the Lands department to continue with the substation work
2. Substation- trenching almost complete apart from the trenching into the ECC
3. Meter room contract has been awarded and works start end of January 2023
4. Ongoing AC units installation taking place in High School
5. New Build - the new cables have been installed and the old cables can now be extracted. The well has been built but still has to be roofed. Once done we can start forming the foundations for the new build
6. General summer works and budget for these works has started with the Principals

- **GDPR**

None

- **HR Task force**

None

8. Other Matters

Action points:

No immediate actions

Meeting end: 18:37