



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

American International School of Abuja
Draft Minutes of the Board of Governors Meeting
September 7, 2023 17:05

1.0 Attendance

Present:

Ndubisi Anyanwu	President
Jyoti Jnana	Secretary
Laurel Rushton	Vice-President
Jehanne Tamli	Member
Derek Worman	Treasurer
Mahawa Wheeler	Member
Sandra Spadoni	Member
Greg Hughes	Head of School
Wayne Burnett	Early Childhood/Elementary Principal
Gregg Shoultz	MS/HS Principal

Notes taken by:

Secretary - Jyoti Jnana

Open Session

Child Protection

- ❖ The HOS discussed recent developments at AISA in terms of Child Protection issues, including the deportation of one of the new teachers.
- ❖ An action plan was being developed to further bolster the school's child protection profile throughout the course of the year.

Air Quality

- ❖ The HOS discussed changes to the AISA Hot and Extreme Weather Guidelines with an additional emphasis on Air Quality.
- ❖ Additional discussion on this topic was scheduled for the closed session.



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

Facilities Update

- ❖ The HOS gave an update in relation to the recently completed basketball court covering, the status of the acoustics upgrade in the MPH and continued planning with regards to the safe haven.

Alumni Association

- ❖ The HOS presented a request from one of our parents, Mrs. Farida Balarabe in relation to the formation of an Alumni Association.
- ❖ Mrs. Balarabe was present in the meeting and discussed how the Alumni Association will help AISA while outlining the advantages of this Association in terms of networking, the mentoring to juniors graduates and philanthropic services like scholarship and donations etc.
- ❖ The matter was referred to the closed session for further discussion.

Closed Session

- Election of Officers for the 2023/2024 School Board

The following Executive Officers were elected for the 2023/2024 school year;

- | | |
|-------------------|----------------|
| ❖ Ndubisi Anyanwu | President |
| ❖ Laurel Rushton | Vice-President |
| ❖ Derek Worman | Treasurer |
| ❖ Jyoti Jnana | Secretary |



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

Formation of the Board Committees

The following Board Committee were formed for the 2023/2024 school year;

❖ Governance Committee	Mahawa Wheeler - Chair
❖ Policy Committee	Sandra Spadoni - Chair
❖ Finance Committee	Derek Worman - Chair
❖ Security Committee	Greg Hughes - Chair

Matters Arising from the Open Session

Child Protection

- ❖ The HOS presented an action plan that would help guide the school in terms of its ongoing commitment to improving Child Protection at AISA. This plan included the partnership with an outside agency to further assist with teacher screening.
- ❖ The Board were given further details regarding recent background checks and the challenges that occur once the authorities become aware of potential criminal behaviour after the checks have taken place.

Air Quality

- ❖ The Board discussed a draft document that had been formulated by Laurie Rushton that dealt specifically with the issue of Air Quality
- ❖ This document would be referred to the Policy Committee, for further review prior to inclusion into the broader Extreme Weather Policy.

Alumni Association

- ❖ The board agreed in principal with the formation of the Alumni Association, but requested that the HOS work with Mrs. Balarabe in terms of clarifying the following;
 - Amount of time required for a person to qualify as an alumni



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

- Access rights to campus

- Finance Report
 - ❖ Finance Committee had its regular meeting on Sep 1st, pertinent financial details from this meeting were presented by the AISA Business Manager for the period ending July 2023.
 - ❖ It is expected that our external audit review will conclude just after the Oct 2023 break

- Administrative Report
 - ❖ The HOS presented the Administrative Report which included further discussion on the Teacher Advisory Council
 - ❖ Discussion took place regarding recruitment and the downsizing of the administrative team along with other priorities at AISA such as facilities.
 - ❖ A recommendation was made to consider more balancing financial investments between facilities projects and investments for education quality improvement outcomes.
 - ❖ This matter was referred for further discussion at the Board Retreat.

- Facilities Report
 - ❖ The HOS gave an additional update in relation to facilities upgrades and requested consideration of an extension to the newly completed basketball cover in the form of a viewing deck.
 - ❖ The Board decided that this matter would be addressed in the future in the broader context of Facility Upgrades.

- Board Retreat
 - ❖ The consensus was to work towards hosting the Board retreat on Saturday October, 21st full day in person.
 - ❖ The preference was to look towards bringing a consultant into Nigeria to facilitate this process in person.



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

Respectfully Submitted:

Signed by Board President:

Secretary: