ICSA Board of Directors Minutes of Meeting

General Board Meeting
Wednesday, November 22, 2023

Present:
Ms. Joan DARKORTEY; Trustee, President/Chair
Ms. Carina SUGDEN; Trustee, Vice President/Vice Chair
Ms. Brenna WONGUE; Trustee
Ms. Amber McCUE, Trustee, Secretary, US Embassy representative
Mr. Michael BREECE; Head of School
Dr. Anne LIHAU – N'KANZA; Trustee (virtual)
Mr. Henry ROBERTS; Trustee (virtual)
Ms. Nicole SHABANI; Trustee, US Embassy representative (virtual)
Ms. Naomi W. N. MONOBOLOU; Trustee, Treasurer (virtual)

Not in attendance:
Mr. Jean François LE BIHAN; Trustee

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1. **Call Meeting to Order**
   - The meeting was called to order at 6:05 pm by Board Chair

2. **Approval of Minutes**
   - Minutes from the October General Board Meeting were approved virtually (before this meeting).
     - The October minutes were provided to ICSA Comms to post on the website
   - The deadline to review minutes from the November AGM is today were approved virtually (before this meeting).
     - AGM minutes will be provided to ICSA Comms to post on the website tomorrow.

3. **Correspondence**
   - Request from teacher to revisit the policy relating to the automatic conversion of international contracts to local contracts after seven years, and consider amending the policy..
     - Head of School proactively completed a survey of international schools about the subject
     - Head of School to make policy recommendations (can engage Governance Committee) and submit back to the full Board
   - Email from community member

4. **Directors Report - Highlights by Michael Breece**
   - The previously agreed expectation is that Board members read the Director's Report in advance
     - MSA Accreditation decision includes a call to action for the Board is to build a succession plan
     - Africa Cup of Nations (Confederation of African Football) security discussion

5. **Positions for Next Year, Next Year's Budget - Discussion Led by Head of School**
   - Requested positions for approval:
     - Vice Principal (one approved previously, one still open for approval)
     - 2 Learning Support positions (One learning support teacher per Lower School grade)
     - Data Analyst

- Head of School prepared a draft 5-year operation plan
- **Board Chair requested approval for the positions listed above with confirmation of the Finance Committee in their next meeting -** Board approval granted

6. Board Reports

6. 1 Governance Committee - Discussion Led by Carina Sugden

- Board Calendar needs to be finalized
- **Board Goals:** Review Board Goals 2023-24 doc, finalize in December meeting

6.2 Finance Committee - Discussion Led by Naomi Monobolou

- Overall update from Treasurer
- Confirmation of upcoming meetings with the Finance Committee

6.3 Facilities Task Force - Discussion Led by Michael Breece

- Presentation during AGM confirmed the step we are at.
- Board Chair thanked Michael for his time and attention on this project and for making it an inclusive process.

6.4 Child Protection Policy Review Project - Discussion Led by Michael Breece

- Board Chair is planning to set a meeting with those who will be involved in CP review.

7. Curriculum Review

- Academics are a topic of ongoing discussion in the community and the Head of School will be bringing topics to us to review.
- Board Chair proposes a separate one-hour meeting to share and discuss curriculum strategies and go forward with plans with us (content as well as community communications)

8. Generative Discussion - What are our benchmarking schools and how does this relate to our Strategic Plan

- Discussion around what schools we want to benchmark against as we look to evaluate our decisions
- **Head of School requested we ask for any data the Board would like to have so he can seek it out in advance.**

8. AGM Reflection (including comms, and after-action review)

- Board members shared that feedback received on the AGM had been overwhelmingly positive so far .
- Follow Up:
  - AGM Minutes to be shared with the community
  - A survey to be sent to the community
  - Flash

9. AOB

- Board goals/ action plans for 2024
  - Set goals by end of December
- Board member requested update on VAT / MOU
  - Both in progress
- Deloitte original/full report requested
  - Head of School to share with Board
- Board member requested archived Board literature for prior board years
  - Project will commence around this as document sharing has historically been a challenge
- Confirm 2023-2024 Policy Reviews
  - Need to set full calendar for school year of what we will review when, see draft schedule to be approved at next meeting
  - With upcoming local events top of mind, Emergency Preparedness Review proposed for

December

- Board/HOS Coffee w/ Community (confirm date)
    - Friday Flash addition
    - Coffee Chat Agenda
- PTO presentation to Board
    - Email sent to PTO to invite them to the meeting in December as a follow up to their request for the same and for the Board's interest in hearing their plans so we can be aligned as an organization
- Board Member's email to the Board
    - Discussion around email and request to all Board members to read and reflect on email. Board member agreed.

10. Date of Next Board Meeting

- The next regular Board meeting will be held on Wednesday, December 13, 2023

11. Adjournment of Session

- Meeting was adjourned at 8.44pm

Board Secretary

Amber McCue