**DUNBLANE – LIKHUBULA PARTNERSHIP**

**A Scotland-Malawi Partnership - Scottish Charity Number SCO 38877**

**Steering Committee Minutes - 19th August 2015**

**1) Present:**

Stuart Brown (Chairperson**),** Jenni Barr, George Bond, Anne Hale, John Kilby, Ann McKewan, Colin Renwick, Ivor Butchart, Ian Brown, Jean Rutherford, Catriona Glen, Christy Cunningham, Alba Escala

**Apologies:** Tom Smith, Audrey Cooper, Fiona Anderson, Neil Kitching, Iain Smith

**2) Minutes** of the meeting held on 8th July 2015 were approved.

**3)** **Matters Arising**:

All covered under relevant Agenda Items below.

**4) Finance:**

Neil had separately advised a current bank balance of £14017 consisting of -

nurse fund £3618

guild £235

bursaries £1440

appeal fund £2500 approx.

SMP houses grant £5000  (£3000-£2500 spent)

unrestricted £5784

The Committee requested to see a spreadsheet detailing current balances, commitments, restrictions and forecast income over the next 12 months to help with making decisions on future plans and opportunities

**Action: Neil to prepare finance spreadsheet on income and expenditure**

**5) Emergency Support**

The Committee noted the latest position on the new House construction programme and in particular the interim report from Will Leschen who had visited Likhubula recently. His comments on the delays and apparent lack of support from Village Chiefs were concerning. After discussion it was agreed to write directly to Village Chiefs (copy to Akimu Maula and Philip Ngoliwa) outlining the importance of their support and the need to meet the agreed timescales.

**Action: Stuart to prepare letter to Village Chiefs**

Likhubula continued to request more food aid and the Committee discussed what could or should be done on this difficult topic.

It was agreed to set up a small sub-committee to review the situation and consider Will Leschen’s full visit report when this became available together with feedback from Carol Finlay’s current visit.

**Action: Jenni, Colin, Iain, John & Ivor to form sub-committee to meet with Will Leschen / Carol Finlay and consider way-ahead on Emergency Support for Likhubula.**

**6) High School Activities**

Anne McK advised that the letter to Mulanje District Hospital about the Nurse Project had now been despatched and Carol Finlay also had a copy for Mulanje Mission Hospital. It was proposed that the DHS should plan to meet with Carol Finlay when she returned from Malawi to get any feedback on the Nurse Project proposals.

**Action: DHS to arrange to talk to Carol Finlay to discuss feedback on the Nurse proposals.**

It was noted that Judith and Christina were due to return to Malawi soon and could also perhaps be of help in providing advice for developing the Nurse Project.

It was agreed that any update on our website needed to be carefully worded pending a clear response to the proposals and agreement on the way-ahead.

**7) Bursars**

The Committee commended Fiona for preparing the contact letters to each of the Bursars and Audrey for a very detailed and helpful summary on the recent Bursar results. The Committee discussed the overall ‘picture’ that these latest results and Mr Nyambalo’s report presented including the recommendations that he has made to try and improve the Bursars’s results. Issues of Sustainability, ‘Even-handedness’, Practicality and perceptions of ‘Favouritism’, all contributed to difficult decisions on the best or most effective ‘way-ahead’

It was agreed that this complex issue would benefit from nominated lead/leads to focus on Bursar issues and draw together the various strands. The committee agreed to ask for two volunteers who would be willing to take the lead for this area of business.

**Action: Committee members to consider volunteering to take the lead on Bursar issues.**

**Action: Stuart to reply to Mr Nyambalo and ask for his views on how best to implement the recommendations in his recent report.**

It remained difficult to get a clear picture on tertiary education requirements for Christina and Gift but attempts would continue to clarify their position and needs.

**8) Updates**

No new information was available on Mvano, Fistula Programme and Goats

**9) Publicity & Communications**

**a) Briefing to Sponsors**

Stuart confirmed that he had sent letters to 56 sponsors to update them on our activities and thank them for their help

**b) Cathedral Web-Site**

It was agreed to update the Cathedral web-site with the latest Likhubula contact information and a link to the current Likhubula web-site.

**Action: Jenni/Ian B to update Cathedral web-site**

**c) Data Protection Requirements**

Stuart advised the Committee on the requirements to adhere to Data Protection legislation and the importance of accurate content on web-sites and managing personal information properly. He was currently responding to an enquiry from New Zealand concerning support to Likhubula individuals and would prepare a suitable response with Jenni’s assistance.

It was agreed to ask Chris Wilson to attend the next meeting and give the Committee an update on Data Protection and what needs to be done on Cathedral Records including early correspondence on the Likhubula Steering Group.

**Action: Stuart/Jenni to respond to New Zealand Enquiry**

**Action: Ian B to update Cathedral web-site**

**Action: George to invite Chris Wilson to attend next Steering Group meeting**

**10) 2016 Visit to Malawi.**

George had initiated action with Carol Finlay to apply to the Church of Scotland for financial support for the planned visit to Malawi next year.

PMN: Application Form now received – deadline for consideration/approval at next meeting of CofS Local Development Cttee is 4th Sept

**11) Any Other Business**

a) Fiona had identified an opportunity under the UN’s Sustainable Development Goals programme which would involve us and our partner in Malawi being photographed with one of the Global Goal with the images to be used on the web, on printed promotional materials and in the media. The Committee agreed this would be a worthwhile initiative to pursue to help promote our Dunblane-Likhubula Partnership and endorsed Fiona’s proposal to take the lead and support this request.

**Action: Fiona to lead on the UN Development Goal programme**

b) Ian B advised that the 10th Anniversary SMP AGM was due to be held on 3rd October at Stewart Melville’s school in Edinburgh and invited Committee members to attend. Details were available on the SMP web-site.

c)The SMP are running a photo competition as part of its 10th Anniversary to show what ‘Partnership in Practice’ looks like. The Committee endorsed Ian’s proposal to send in a suitable photos for consideration

**Dates of Next Meetings**

30th Sept – Tom to Chair

11th Nov –

6th Jan -