**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 7th January 2015**

**1) Present:**

Tom Smith (Chair), Stuart Brown,Jenni Barr, Christy Cunningham, Alba Escala**,** George Bond**,** Neil Kitching, Audrey Cooper, Ian Brown, Ann Hale, Fiona Anderson, John Kilby

Apologies: Iain Smith, Anne McKewan, Colin Renwick, Katrina Glen

**2**) **Minutes** of the meeting held on 10th November 2014 were approved.

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

 Meeting with Morrison’s Academy - Fiona advised that she had invited Peter Ludgrove of Morrison’s to attend our next meeting on the 4th March

**4) Finance:**

Neil advised that as at 31st Dec the current balance stood at £3508. Standing Orders provided an income of approx. £5K pa with a further £1K of gift aid pa. Neil had separately provided an accounts summary showing income and expenditure for 2009-14.

It was noted that the number of standing orders ( with gift aid) was disappointingly low and this should be a major push  in the fundraising meeting with the coffee morning providing an occasion to promote this.

The Committee agreed the draft policy statement on Tertiary Education, which would remain as an internal document for the Committee’s future guidance.

**Action: George to include a copy of the document on the Committee page of the Dunblane-Likhubula website.**

**5) High School Activities**

DHS reported that the Coffee Morning held on 15th November raised a total of £600.

Briefings had been given to the School Chaplains, Primary School Heads/Deputy Heads and a further briefing was planned for the School Assembly later this week. DHS had also signed up as Youth Members of the Scotland-Malawi Partnership.

DHS reviewed the options between the Government Hospital and the Mission Hospital for the proposed nursing project but reported that they were having difficulty making contact with either to discuss the proposal. The committee undertook to summarise and re-confirm contact names and addresses for potential contacts in Malawi.

**Action: Jenni/Audrey to summarise contact names and addresses**

**6) Bursars and Further Education.**

The Committee agreed that pen-profiles of all 15 Bursars would be useful as well as photographs for the 4th year individuals.

**Action: Jenni to request pen-profiles for all Bursars and 4th year photographs.**

The committee agreed to forward £1100 to Malawi to cover Bursar costs for the next period and fees for the recently advised Accountancy course for Gift, noting that he was due to commence this course imminently.

**Action: Neil to forward £1100 to Malawi**

Audrey provided an updated spreadsheet (see attached) with the latest Bursar exam results noting that all students had failed Maths. It was agreed to try and establish if there was any specific reason for these results.

**Action: Jenni to ask Mr Nyambala about the exam results.**

**7)** **2015 Visit to Malawi**

No further information was available about a DHS sponsored visit to Malawi. The Committee agreed however that a further visit to Malawi should be made in 2016 and planning should commence to support that initiative.

**8) Coffee Morning**

The committee discussed the initial actions needed for the Coffee Morning on 25th April:

Tom to place advert in cathedral newsletter

DHS to provide Fiona with template for Posters and Tickets

DHS to organize Baking

John K to arrange Bacon and Egg Rolls

George to arrange advert in The Wire

Stuart to provide Chocolate Fountain

Neil to arrange Gift Aid forms

**9) Link with Mvano:**

Nothing further to report. Action continued with the Guild to contact Likhubula CCAP and to consider transferring monies to the Dunblane-Likhubula general fund

**10) Projects Update:**

**a)** **Fistula.**

Clarification was still awaited from the Malawi Government on their policy towards this work.

**b)** **Goats**.

The Committee agreed that Iain’s draft letter should be forwarded to the whole Committee for comment and review at the next meeting.

**Action: George to circulate draft letter and All to comment**

**11) Publicity and Communications**

**a) Dunblane-Likhubula Web-site**

Ian encouraged committee members to forward new articles for the web-site – Jenni proposed to include articles telling the story of the past ten years.

**b) New Brochure**

Audrey advised that an updated Brochure was now available for distribution.

**c) Briefing to Cathedral & Sponsors**

Jenni had provided a brief to the Session on the Committee’s work. The proposed Brief to Sponsors was agreed with some minor amendments proposed.

**Action: Fiona to finalise Brief and Stuart & Neil to distribute to sponsors.**

**d) Partnership 10th Anniversary**

The proposed Likhubula Service on 1st March will be discussed in detail at the meeting scheduled for 26th January.

**12) Any Other Business:**

Stuart had been in contact with Geraldine Fleming of St Bernadette’s, Motherwell who were looking to provide support to the Mulanje Community and had arranged for some Malawians to visit Scotland later this year. He had invited them to come to one of our meetings to share information.

**13) Dates of next meetings – all to commence at 7.30pm**

* Mon 26th Jan, Helen Lamb Room – Likhubula Service planning mtg
* Wed 4th March, Leighton Room - Audrey to Chair