**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 4TH April 2018**

**Present:** Stuart Brown (Chair), George Bond (Minutes), Ann Hale, Janice Hepburn, Ian Brown, John Kilby, Neil Kitching, Jenni Barr

**1. Welcome & Apologies:** Iain Smith, Fiona Anderson, Ivor Butchart,

**2. Minutes from the last meeting held on 21st February** - accepted

**3. Matters Arising:** Covered under the relevant Agenda item below.

**4. High School Activities:**

**a. Lead Contact at DHS** Nothing new since last meeting and no member of staff has yet volunteered to be the school link person. It was agreed to write to the Headteacher reminding him about the forthcoming visit from Likhubula and proposing a meeting in the near future to discuss Likhubula support.

**Action George & Stuart to draft letter to Mr McKay**

**b. Visit to Likhubula / Nurse project**  – Janice is liaising with Alba and Catriona who are going to Likhubula with Glasgow University project in the summer. Hope is that they will be able to meet with the Likhubula steering committee and help preparations for the visit to Dunblane as well as visiting the Nurse project.

**5. Finance:**

**a. Budget Update.** The current financial position remained in good shape overall. The Likhubula committee has requested transfer of the Bursar Fees for the third term and queried available funding for the Development Day. The Committee agreed that the Development Day was a valuable opportunity for all those involved with the Bursars education to meet and provide support to the programme.

**Post-Meeting Note: Stuart and Neil have agreed transfer of £800 to Likhubula to include Bursars’ fees and Development Day costs.**

**b. 2017 Accounts**. Neil summarised the 2017 Report and Financial Statement - approval was given to forward this to the Independent Examiner.

**c. Fundraising for Likhubula visit:** Soup and Sandwich lunch: John stated that one or two Lunches had planned dates but without any associated ‘cause’ – one of these might be possible for a Linkhubla event.

(Note - see actions under para 9 Likhubula Service)

**6. Bursars:**

**a. Performance.** Ian B presented an updated spreadsheet detailing Bursars’ performance and highlighting some issues such as performance at Milonga school, overall attainment on Maths and departure of Mphosa Buleya.

It was agreed to share this spreadsheet with the Likhubula Committee with a view to discussing the issues when they visited Dunblane.

**Action: Ian B to provide spreadsheet information to Likhubula**

**b.Tertiary Education:** Ian would remind the Likhubula Committee that we had agreed to fund Davie Mvula’s course and seek the missing information from Stephen Sakari’s letter. Gift’s performance at the accountancy exam was noted and agreed that we should write to say ‘well-done’

**Action: Ian B to advise Likhubula on Davie Mvula and Stephen Sakari, and write to Gift**

**c. Letters from Bursars:** Fiona had prepared replies to each of the Bursars and these, together with a motivational card, would be sent out by post via Mr Nyambalo

**d. Frances Dunbar bequest:** The committee noted the enthusiastic response from Likhubula to the intended use of the bequest monies for Standard 8 girls and their proposal to include Standard 4 to 7 girls as well. It was agreed to:

* establish how many sanitary packs could be obtained for a) £1,000 and b) £2,000;
* how many girls would be included for all grades
* review again once this information was available with the intention of covering our Bursars first and then expand the provision as funding allowed

**Action: Ann to check cost of provision of packs with Supreme Company Malawi; Ian to contact Likhubula committee re total numbers**

**7. Likhubula Visit**:

**a. Visas and passports:** Passports have been received and visas are underway.

**b. Flights:** Flight details are awaited from Responsible Safari Company. As soon as these are confirmed the detailed planning for the visit can begin.

**c. Programme:** George proposed to use the next meeting to focus on actions required to set up the detailed programme. He would re-circulate the draft programme for information

**Action: Fiona to establish flight dates from RSC; George to re-circulate draft programme**

**8. Updates:**

**a. Mvano:** Janice summarized the recentmessage received from Mvano - fundraising from the mock wedding had allowed the purchase of soap, vaseline and two goats for prisoners. She would respond to Mvano thanking them for the update.

**b. Goats:** John suggested we should get an update on Goats for each meeting

**Action: Ian to request Likhubula to supply this information.**

**9. Publicity and Communication:**

**a. Likhubula Service:** The committee discussed the preferred options for activities before and during the Likhubula visit to ensure we alert the community in advance and optimize the opportunities. It was agreed to:

* arrange a Soup and Sandwich lunch prior to the visit
* request a Likhubula Service in the Cathedral during the visit
* hold a Soup and Sandwich lunch immediately after a Cathedral service

**Action: George and Stuart to draft a letter to the Associate Minister re possible Services and activities**

**b. Magazine Articles:** Ian has forwarded an article for the next issue of The Wire and would include statements from the Bursars letters for the Cathedral Newsletter to show the impact that funding the bursars has achieved.

**Action: Ian to prepare article for Cathedral News**

Janice has forwarded the second of 3 planned articles (with photos) for the May Cathedral Magazine. introducing the readership to Akimu Maula - our second visitor to arrive in September.

**c. Website:** Ian has fixed the members area of the website –new password is UMODZI

**10. AOB:** Stuart noted the latest provisions of the Data Protection Act and possible impact on our Committee procedures.

**11. Summary of Trustee Decisions** – see Appendix 1

**12. Date of Next Meetings:**

The committee requested revised dates for the following two meetings.

**Action: George to re-arrange meeting dates - now to be held 2nd May and 13th June**

**APPENDIX 1 - Summary of Trustee Decisions:**

1. Agreed to provide funds to Likhubula in support of Term 3 Bursars’ costs/expenses
2. Agreed to provide funds to Likhubula in support of Likhubula Development Day
3. Agreed to further develop funding proposals for use of the Frances Dunbar bequest
4. Agreed to present draft 2017 accounts for independent examination