**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

**Steering Committee Minutes - 21st February 2018**

**Present:** Stuart Brown (Chair), Ann Hale (Minutes), Ivor Butchart, Iain Smith, Janice Hepburn, Ian Brown, Fiona Anderson, John Kilby

**Apologies:** Neil Kitching, George Bond, Jenni Barr

**Matters Arising:** Ian Brown agreed to coordinate tertiary education items.

Request to change date of next meeting from 28th March (Holy Week) to mid/late April or one week earlier.

Consideration was given to Companies House legislative requirements which were read and discussed. Also OSCR safeguarding requirements. (see Summary of Trustee decisions below.)

**High School Activities:** Nothing new since last meeting. No member of staff has yet volunteered to be the school link person. Iain Smith will raise it again when he meets with the HT. We plan to meet with HT again after Easter break. The Malawi visit will raise the profile. Keep on the agenda.

**Summer visit of Likhubula Ladies to Malawi** – Janice will liaise with the girls who are going out with Glasgow University project. Hope that they will be able to meet with the steering committee as well as visiting the Nurse project.

**Finance:**

Approx. £7890 in the account.

Donation of £500 from the Cathedral Development Fund.

**Action**: **Janice to write letter of thanks .**

Bursars budget up-to-date and within budget.

**Fundraising for visit:** Reminder to use www. easyfundraising.org.uk

SSPCK Award of £1000 towards the visit.

2 Air Fares paid for.

Bookstand not thought to raise sufficient funds to be worthwhile so Cathedral Fund donation instead.

Soup and Sandwich lunch: defer to next meeting. Suggestion to hold it after the Likhubula service. Decision made to hold Soup and Sandwich lunches during the visit, one in St Blane’s and one after the Cathedral service.

**Bursars:** Bursars’ performance reports have been received.

Letters received from Christina, Gift, Davy, Tayamika and Steven Sakari were read out and appreciated. Davy’s food allowance has been slightly modified.

**Action:** Agreement to fund Davy Mvula through tertiary education.Ian B and Fiona to reply with specific comments re-tertiary education.

**Action:** Key statements from the letters to go into the Cathedral magazine and newsletter to show the impact that funding the bursars has achieved. (Janice and Ian B)

Steven Sakari’s request for funding was considered. More information about the course would be welcome. (Information from Steven’s college website- METI College, Blantyre. metimalawi.com

3Year course - Community and Rural Development)

**Action:** Ian B to ask for more information about the course and to check Steven’s prior performance as a bursar.

**Frances Dunbar bequest:** Ann provided information regarding products and costs of schoolgirl packs from Supreme Malawi – approx. £5 per pack p.p. p.a. (See Appendix below for details)

Decision made to provide a pack to each female bursar (Phase 1) and to each girl in Standard 8 classes at Primary School (Phase 2). Does the committee feel that this would be beneficial?

**Action:** Request information from Primary Schools re numbers of girls in Standard 8 classes.

**Likhubula Visit**:

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

Flights - Responsible Safari Company will investigate and purchase flights. Suggested dates of travel have been provided to R.S.C.

Programme agreed including a Thursday visit to Scottish Parliament. A farm visit to be added to the programme. Coordination of programme and preparation of materials still to be done.

**Mvano:** Message received from Mvano. Discussion deferred to next meeting.

**Publicity and Communication:** Thanks to Fiona for article in “The Wire”. To go in Cathedral news as well, April edition.

“Girls Malawi Bound” article to go in March cathedral News (Janice).

Ian B to tidy up and update website.

**Summary of Trustee Decisions: See Appendix 1**

**AOB:** Janice offered to invite Catherine Todd who has expressed an interest in joining the committee. Her strength in computer skills may be useful!

Sunday School letter to Likhubula :

**Action:** **Janice to pass on our agreement to send a group letter/email with all the signed names of Sunday School participants.** Heather Escala is the Sunday School contact. Fiona Anderson agreed to talk to Sunday School before the Malawi visitors arrive.

Ian B reported a tweet from Edward Duncan in Dunblane who has some contact with Malawi.

Date of next meeting to be decided.

9th May, 20th June

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

1. Trustees recognised Companies House Legislative requirements under “Persons with Significant Control” as an organisation. The legislation is designed to avoid one person exercising too much control over an organisation. Similarly the OSCR requirements of “Keeping Beneficiaries, Volunteers and Staff Safe” was understood. A majority of the Committee members, including Trustees, hold PVG certification.
2. Group Agreed to fund David Mvula through tertiary education.
3. Group acknowledged the gift of funding from Dunblane Cathedral Session (Development Fund) of £500 towards the costs of the upcoming visitors (x 3) from Malawi.
4. Sufficient funds are in place to cover the exchange visit.
5. Initial project to support the supply of sanitary and menstrual hygiene products to girls in Likhubula- initially Dunblane Bursary Students- was approved using funding from the Frances Dunbar Legacy. It is intended to widen the recipients to girls in the community.

**APPENDIX 2 - Reply from Supreme Company Malawi**

Thank you for contacting us and fantastic that you and your organization want to support schoolgirls in Malawi.

As you might have read, we’re a social enterprise aiming to bring access to re-usable sanitary pads and Menstrual Hygiene Management education throughout Malawi and sell our pads for cost price.

We offer two sizes, medium and maxi. The maxi size is suitable for the heavy flow days and during the night. We advise 4 or 5 pads per user. The pads can be washed with cold water and green soap and should be dried in direct sunlight. They last for at least one year, with proper care for up to two years.

A pack of 3 medium and 2 maxi pads is 4550 MK **(£4.42**) a piece. A pack of 2 medium pads and 2 maxi pads is 3700 MK **(£3.60**) per piece.  
  
Other items that can be added to the packs are:  
- underwear ( 500 MK a piece) (**48p**)  
- soap (110 MK a piece) (**10p**)  
Shipping costs will be around 10.000 MK **(£9.71**) depending on where the goods should be delivered.   
  
Payment can be done via a bank transfer or Paypal, whichever suits you best.  
  
If you could let me know which items you'd like to add in a pack and where it should be delivered I can send you our quotation. Could you send me your email address?   
  
Please let me know if you have any questions.   
  
Kind regards,  
  
Evelien Post  
Managing Director, Supreme Sanitary Pads  
  
supreme.malawi@outlook.com  
+265 (0) 993 817 289 (also on What's App)  
[www.suprememalawi.com](https://l.facebook.com/l.php?u=http%3A%2F%2Fwww.suprememalawi.com%2F&h=ATPq5aSp8DDytC0UENISCc7KdvpS03b_Hy_YVSRlIp0080XIHeS8ZFZaPek95wOzX5MrLtwRHlYJn8A38ZQqJMDZnfDAPcj5LSQzaWXmnlo3eZU-J7hsqg)