**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 2nd May 2018**

**Present:** Stuart Brown (Chair), George Bond (Minutes), Ann Hale, Janice Hepburn, Ian Brown, Fiona Anderson, Catherine Todd,

**1. Welcome & Apologies:** The Chairman welcomed Catherine Todd who was attending for the first time. Absence apologies had been received from John Kilby, Neil Kitching and Jenni Barr

**2. Minutes from the last meeting held on 4th April**  - accepted with the following addition at Para 9

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

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

**4. Likhubula Visit**:

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

**b. Flights:** Flight tickets have been purchased for our three with arrival in Dunblane pm Fri14th Sept and departure pm Thurs 27th. George would initiate action to obtain re-imbursement to Stuart from Church of Scotland World Mission.

George advised that he had written to the Associate Minister about a Cathedral service during the visit and a soup/sandwich lunch but had not yet received a reply. Fiona would pass the email to Mr McKay proposing a meeting to discuss the visit

**Action: George to arrange re-imbursement of flight tickets**

**c. Programme:** The Committee reviewed the draft programme to include initial details of accommodation plans and organization of specific events. It was agreed to arrange a welcome ‘event’ for the visitors on the Friday afternoon with the Saturday set aside to meet and discuss the programme plans. All committee members were requested to review the programme and indicate where they would wish to volunteer to lead on any activity or host overnight accommodation – and / or where they wished to join in any part of the visit.

**Action:**

**All – to review draft programme and offer support for accommodation /activities.**

**George to arrange Leighton room for the Saturday meeting.**

**5. High School Activities:**

There were no significant developments with DHS. Plans were proceeding for Alba’s and Catriona’s visit to Likhubula in the summer

**6. Finance:**

**a.** **Budget Update**. The current financial position remained in good shape overall with some £10,500 available in the bank account.

It was agreed to provide £500 for one further semester for Gift so that he may have a final opportunity to pass all his accountancy exams.

Fiona had spent approximately £30 on motivational cards for the Bursars

**b. 2017 Accounts**. The 2017 Accounts would be forwarded to the Independent Examiner for review.

**7. 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**

**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**

**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:** No further updates

**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.

**10. AOB:** Stuart noted the latest provisions of the General Data Protection Act (GDPR) which would become law on 25th May. This would require a number of actions to ensure we comply with the provisions of the Act including seeking consent for use of personal data. Stuart and George would review and advise on the next steps.

**Action: George & Stuart to review the GDPR and identify necessary actions to ensure compliance.**

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

**12. Dates of Next Meetings:**

 13th June; 18th July; 22nd Aug; 5th Sept

**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