**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

**Steering Committee Minutes - 8th July 2020**

**(Meeting held online via Zoom)**

**Attendees**: Ivor Butchart(Chair), Jenni Barr, George Bond (Minutes), Ann Hale, Stuart Brown, Ian Brown, , Neil Kitching.

**Apologies**: Fiona Anderson

1. **Covid 19.**

Jenni reported on the recent SMP event discussing the latest situation in Malawi - she will forward the minutes when received. Whilst the numbers of Covid-19 cases in the country remained low it was fully expected that these will increase. The SMP Partnership research programme was ongoing.

The Committee discussed the recent Likhbula email about the need for PPE support (masks, soap, sanitiser) and how we could best help with this requirement. It was agreed to ask Likhubula for more information about the need and who would benefit most before considering our options for provision/funding of PPE including the possibility of an online appeal to the Dunblane community for support.

**Action: George to seek further information about PPE needs from Likhubula**

1. **Finance:**

Bank balance stands at £11,588 plus £200 expected from the Woman’s Guild. £520 raised from DHS Likhubula Run was also still expected

Neil confirmed approx. 25-30 Standing Orders were in place with no significant changes in recent months.

2019 Accounts need to be audited. Neil will follow up with Stuart.

 **Action: Neil/ Stuart to organize auditing of accounts.**

Term 2 final financial report for the period up to Easter had now been received from was Likhubula.

Ann queried the process for counter-signing cheques and advising Likhubula. It was agreed to that the procedure should be as follows:

 -Any one of the 4 bank signatories can initiate the process to make a

 payment (usually Neil). Either on receipt of a valid invoice or as a result of

 a decision by the trustees.

 - That person raises a payment on-line and notifies the other 3 bank

 signatories.

 - One of them checks and counter-authorises the payment on-line. That

 person emails the other 3 signatories to confirm that the payment has been

 authorised.

 - Neil will inform Likhubula by What’s App to expect the transfer to their

 funds in 7 to 14 days time.

1. **Bursars:**

Malawi schools are expected to re-open on 17th July. It was agreed to ask Likhubula about new term dates and whether any Term Two exams took place.

The Committee noted that the large intake 0f 10 pupils on 2016 was due to graduate this year and discussed whether it would be appropriate to plan another 10 bursars for this coming year. It was agreed, however, in view of the current Covid situation and possible requirement for additional funds, to maintain the standard recruitment level of 5 Bursars per year.

**Action: Ian to update the Budget projection for the forthcoming school year.**

1. **Tertiary Education:**

The Committee discussed Aubrey Telera’s proposed course now that the full estimated costs of £4k for the four-year programme had been received from Likhubula. It was noted that this would represent the highest level of support given to any individual Bursar and whilst funds were available as part of the Jane McManus teaching scholarship it was agreed to approach the BB and seek their agreement to this proposal.

Longenzo Magumbo’s course at Green Malata should have finished by now and it was agreed to ask Likhubula about his progress.

Likhubula had advised that two students were applying for teacher training and interviews were awaited. The Committee welcomed this advance notice of possible requests for support in the future.

The Committee discussed the merits of awarding successful tertiary students a small grant to purchase suitable tools/equipment to help them in their chosen vocation. It was agreed to consider this further.

1. **DHS Liaison:**

Nothing to report.

1. **Mvano:**

Janice has proposed a response to Mvano following their contact earlier this year. It was agreed to forward this to Mvano subject to any amendment to reflect latest developments

**Action: George to check and forward to Mvano.**

1. **Publicity and Communications:**

Nothing new to report

1. **Safeguarding Policy:**

Ian will place a copy of our Safeguarding policy to place on the website.

There were no Safeguarding issues to report.

1. **Trusee Decisions:**
* To explore the possibility of providing/funding suitable PPE for Likhubula
* Agree funding of Aubrey Telera’s degree course subject to approval from the BB
* To maintain normal intake level of 5 Bursars for the forthcoming academic year
1. **Date of Next meeting: 19th August**