**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 23rd Aug 2021**

 **(Meeting held online via Zoom)**

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

**Apologies:** George Bond, Fraser Boyd

1. **Minutes** of 21st June were accepted
2. **Partnerships:**
* **a. IWT-Thondwe Link**

Stuart has not had a response to his offer of a meeting. Decision made that no further action is necessary. If there is follow-up from Denis it can be pursued.

* **b. Bike2Malawi**

£2,415 in donations have been received. With Gift Aid this will rise to £2,839.

The committee thanked Jenni and Ann for their (phenominal!) achievement at a time when fundraising has been difficult. The committee also expressed thanks to the generous donors.

1. **Covid-19 Update:**

Funds were sent for purchase of facemasks. Photos received showing distribution of facemasks to pupils.

Vaccination progress in Malawi is slow. Uncertainty over numbers of cases going forward.

1. **Finance:**

**Budget Update:** £2000 has been sent out, made up of £1,590 for facemasks and £410 for laptop for Aubrey.

£2,000 has been sent out for fertiliser, early before the price rise. Noted that the number of beneficiaries has fallen to 37, 6 fewer than last year. Future consideration can be given to prioritizing the number of recipients given the rising cost of fertilizer.

Current balance of £9688 boosted by the donation from Bike2Malawi.

Following completion, auditing and approval of 2020 Accounts, have they been presented to Companies House and OSCR? **Action: Neil to check with George.**

**FutureVisit to Likhubula:** 2023 at the earliest, based on circumstances and safety.

**Action: Let the Committee know of our hope to visit in 2023. (Ivor)**

1. **Bursars:**

Need to analyse causes of failures. Sometimes it is only one subject failure e.g.English language. Can we confirm that discretion is used in determining the significance of failures?

More information required about the suspension of Nelson Ntungama. Why was he in trouble at school? Noted that Emily Chamasawa? (Form 4) has dropped out “for reasons outside her control”. Performance of female bursars still a concern.

Has COVID had an effect on pupils’ achievements?

Term2 results due shortly. More detail would be helpful.

**Action: Ian to send a message summarising our discussion on pupils’ achievement.**

1. **Tertiary Education & Support:**

The committee re-iterated the need to obtain a clearer copy of the recent letter from Gift Jubeck. Personal statements from students are much appreciated.

**Action: Request another copy of the letter from Gift (Ivor)**

An ex-bursar, Chifuniro Chalichi, approached Fraser directly suggesting need for help. A request for funding would have to go via the Committee.

Thanks to Committee for sending Term2 statement of accounts.

3 students remaining in Tertiary education: Davie Mvula (Mechanics course), Aubrey and Yamakani (Teacher Training).

Appreciation was expressed for the success of Green Malata College in the quick and efficient processing of students’ qualifications, leading to benefits for the community.

**Action: October new term fees to be sent out soon for tertiary students. (Neil)**

1. **Liaison with DHS**

Nothing new to report

1. **Mvano:**

A letter was received from Mvano. Has it been forwarded to Janice Strathdee?

Is Janice Hepburn still involved with the Guild? Is she still wishing to be involved with the committee? **Ivor to contact Janice.**

Decision to continue to support Mvano via The Guild because of all the good work that they do. They only have a balance of equicalent of £150 to cover their good works. It was noted that we only have a connection with Nansato Mvano. There are other churches with similar groups.

**Memorandum of Understanding:**

The Likhubula Committee have agreed the MOU. They will sign and send back.

**Action: Request that they contribute some text missing from the MOU e.g. What Likhubula can learn from our Partnership. (Ivor)**

1. **Publicity and Communications:**
* **Responses to Likhubula between meetings:** Need to clarify who responds to messages and requests from Likhubula between meetings. Agreed that The Chair of each meeting will monitor, respond or update or delegate to another named committee member. The duty will pass to the Chair of the next meeting on a 2 monthly basis.
* **Summer Newsletter:** Jenni organized a good article in the Stirling Observer. George is preparing a Newsletter for the Partnership to be sent out. The Cathedral have provided good publicity as well.
* **Photograph Archive:** Still to be organized. Jenni, Ann and Fiona to meet. A policy to be created for creating and managing an archive.

Ivor’s Display Boards still to find a home in the Cathedral (delayed by Covid restrictions). Awaiting Covid permission. Ivor plans to update photos for the new display boards to show Likhubula’s response to Covid, along with tertiary achievements and bursars.

1. **Safeguarding Policy:**

Standing item on agenda. No issues raised.

1. **Trustee Decisions**:
* Plan for visit in 2023
* Term1 funds (approx. £3000) for school and college fees to be sent out before next meeting. (School Year starts 18th October). **(Neil requests separation of School and Tertiary fees for accounting purposes).**
1. **AOB:**

**Planning for Future Meetings:**

Cathedral Halls can now be used but with restriction on numbers, individually organized Risk Assessments, contact details of all attendees and adherence to safety rules and guidance.

Ivor has a prepared a Risk Assessment which we could use.

1. **Date of Next Meeting:**  4th Oct - Face to Face– Stuart to Chair, 15th Nov – Zoom – Jenni to Chair, 10th Jan 2022