**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 21st June 2021**

 **(Meeting held online via Zoom)**

1. **Attendees**: Jenni Barr (Chair), George Bond (Minutes), Fiona Anderson, Ann Hale, Neil Kitching,

**Apologies:** Stuart Brown, Ian Brown,Fraser Boyd

1. **Minutes** of 10th May were accepted
2. **Partnerships:**
* **a. IWT-Thondwe Link**

Action rests with Denis Robson to propose dates for an on-line meeting

* **b. Bike2Malawi**

Jenni and Ann updated the committee on the bike ride to Braco on 6th June and their continuing progress to reach the Bike2Malawi target of 500 miles each by 3rd August. To date some £1150 (plus gift aid) had been received with further donations promised. Ann encouraged all committee members to notify their contacts about this initiative and to send a link to them for donations to help meet the target of £2000.

The committee and Likubula congratulated Jenni and Ann on their excellent efforts.

1. **Covid-19 Update:**

Covid cases in Malawi remain low but vaccination progress was slow and concern still exists that the situation could change for the worse.

The committee discussed the request from Likhubula for a further provision of 3,000 face masks and recognized their rationale and need to increase the local supply. It was agreed to make available a further £1500 for mask provision for pupils, plus a small amount to include bursars and Likhubula committee members.

**Action: Neil to arrange transfer of funds to Likhubula**

1. **Finance:**

Neil presented the latest budget figures which remained in a very healthy position. £1610 had been raised from the Covid appeal between Jan and April plus the funds (see para 3b) from the bike ride.

Neil confirmed that he had responded to Iain Smith’s daughter about the funds received following his funeral (though he had not received a reply) and he had also acknowledged the £100 received from the Guild.

Fiona confirmed that the funds in the Jane McManus scholarship had now all been accounted for and committed in support of Aubrey and Yamakani.

The audit of the 2020 accounts had been completed and the committee formally approved the accounts.

**Action: George to present audited accounts to Companies House/OSCR**

There was no further information on a future visit to Likhubula but it was agreed to keep this item on the agenda.

1. **Bursars:**

Term 4 results were awaited and questions remained about **the** performance of female bursars (seven out of eight girls had failed) in Term 3, plus the suspension of Nelson Ntungama. It was agreed to ask Likhubula for clarification on these results.

**Action: George to follow-up with Likhubula**

Fiona proposed that we should send our thanks to Likhubula schools and our bursars for the hard work and resilience they have shown during the very challenging circumstances of the past year. The committee fully agreed with this suggestion.

1. **Tertiary Education & Support:**

The committee formally endorsed the decision taken ex-cttee to fund a suitable laptop for Aubrey Telera (to the value of £410) in support of his university studies. They noted with appreciation his recent letter of thanks to Dunblane.

Fiona updated the committee on her note to DHS, BB (Fraser) and Jane McManus family about how we have used the funds in the Jane McManus Scholarship to support Aubrey Telera and Yamakani Hamson and the good progress that they are making

The committee re-iterated the need to obtain a clearer copy of the recent letter from Gift Jubeck.

**Action: George to request another copy of the letter from Gift**

The Committee reviewed the latest draft Memorandum of Understanding of Objectives, Roles and Responsibilities. It was agreed to retain words on provision of infrastructure but to emphasise the exceptional nature of such funding and to include comments on tertiary students being expected to pay something back to the Likhubula community. George would update the draft and re-circulate together with a proposed covering letter to Likhubula for comments

It was also agreed that all committee members should be asked to endorse the draft MOU prior to transmission to Likhubula.

**Action:**

**George – to update draft MOU and re-circulate for comment with covering letter to Likhubula**

**All – to provide comments/agreement**

1. **Liaison with DHS**

Nothing new to report

1. **Mvano:**

Nothing new to report

1. **Publicity and Communications:**

Jenni continues to feed material to Ian to update our website. The committee also commended Neil for his recent article in the Cathedral Magazine

1. **Safeguarding Policy:**

Standing item on agenda. No issues raised.

1. **Trustee Decisions**:
* Transfer of £2K to Likhubula to cover facemask provision and laptop for Aubrey Telera
* Approved 2020 audited accounts
1. **AOB:**
* Jenni, Fiona and Ann agreed to meet on 23rd July to prepare a proposal to the committee for the retention and archiving of photographs and other documents

**Action: Jenni, Fiona, Ann to propose strategy for managing photographs and documents**

* Jenni highlighted a need to agree a procedure for monitoring/replying to Likhubula requests received between committee meetings. She proposed that the ‘incoming’ chair could take the lead. George agreed to place this item on the agenda for the next meeting.

**Action: George to raise new Agenda item**

* It was also agreed to discuss future arrangements for committee meetings once the Covid restrictions were lifted.

1. **Date of Next Meeting:** Mon 23rd Aug – Ivor to chair