**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 24th October 2022**

**Attended by:** Jenni Barr (Chair), Ann Hale (Minutes), Ian Brown, Ivor Butchart, Sheila Macleod, Janine Mitchell, Fraser Boyd

**Apologies:** Paul Christmas, George Bond, Neil Kitching

**Minutes of meeting held 5th September 2022 :** Accepted

**Janine Mitchell was welcomed to the meeting.**

She gave an outline of her background and research at Stirling University which leads into connections with Malawi and Likhubula in particular. She is fully funded to visit Malawi and has agreed to join Jenni in visiting Likhubula on behalf of the Partnership while following up her own research.

Janine has submitted a project to the Scottish Graduate School of Arts and Humanities to fund a 3 month (equivalent) internship to support the Partnership in organizing and developing our archive. In addition she suggested preparing an oral archive consisting of individual experiences of Malawi by those involved with the Partnership.

**Action:** Janine to join our group. **Ann** to add her to the contact list for communications. **Ian** to add her to the WhatsApp group.

**Finance:**

Neil sends apologies. He is swamped with domestic responsibilities just now. Will provide a budget update in due course.

**Bursars:**

**Action:** Confirmation of new Bursars Budget for 2022-23 based on allocated schools. Share with both communities. **(Ian)**

It was noted that 4 of the 5 new bursars have been allocated to boarding schools.

The Steering Committee have taken the decision to go ahead with the exclusion of 2 bursars. They are concerned to set an example and encourage responsible behaviour to bursars. Note was taken of our concerns but in the event it is their decision.

**Tertiary Education and Support:**

Yamikani has completed his course and a letter from him has been received.

A reply will be sent acknowledging the letter and wishing him well **(Ann)**

Davie Mvula is on his final attachment and no further funding is required.

Aubrey, Aubrey and Marvellous have been accounted for in the budget.

Discussion about how to respond to approaches from individuals in Malawi to individuals in Dunblane for funding.

**Action:** Draft a formal template letter responding to a funding request from an individual for use when the occasion arises. **(Paul and Jenni)**

Talk this through with the Likhubula Committee )**Jenni / WhatsApp**

**2023 Committee visit to Likhubula:**

**Personnel:** Jenni and Janine will represent the committee. Schedule arranged with Dom Webb of Orbis Travel. Accommodation – a self-catering chalet at Likhubula House. Grace Bandawe House, Blantyre, 15th June. Package includes a vehicle with driver and cost of petrol.

**Cost :** £1565p.p. This cost from the partnership account is only for one individual as Janine is fully-funded separately.

Flights have been arranged and paid for at £1232p.p. Flights have been arranged through Trailfinders, BA and Ethiopian Airlines via Addis Ababa. Jenni’s flights paid from Partnership account to be reimbursed by Faithshare. (Janine is fully-funded for flight and trip.)

Visa for Jenni, £50, and petty cash to be provided by the Partnership.

Vaccinations, anti-malarials and comprehensive travel insurance are self-funded, also 2 days rest and research before flying home.

**Dates:** Depart Edinburgh 5th June 2023. Arrive Likhubula late 6th June. 1 week in Likhubula followed by a few days leisure and research.

Return 17th June.

**Action:** Let Steering Committee know we are visiting and when**. (Jenni)**

**BB Visit 2024 update:**

Fundraising for the roof repair to the Mary’s Meals building has begun with a successful Porridge Day and other fundraising ideas are underway.

Fraser is liaising with Orbis Travel and Classrooms for Malawi. Decisions to be made as to purpose and format of the BB visit in 2024.

Suggestion made that Fraser contact Carol Findlay at Faithshare for possible support.

**Liaison with DHS:** Revisit this item in January 2023.

**McLaren High School project:**

Ann visited the boys. They are participating in a competition for money from the school for a global or community project. If they win they wish to donate to the Partnership. Watch this space!

**Mvano:**

Enquire via WhatsApp about needs and communication.

**Publicity and Communication:**

WhatsApp meeting with Likhubula arranged for 2pm 30th October. Decide who makes the call. 30 mins max. **Jenni and Fraser.**

**Archiving of material (Janine**) Copy photos of bursars etc **(Fraser)**

**Cathedral Display Boards:** New photos with information for notice boards. (**Fraser to supply to Ivor)**

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**Events in Scotland:**

**Mary’s Meals** 20 Year celebration 12th November 1-4pm at Glasgow Caledonian Uni. Check Mary’s Meals webpage to register.

**SMP** AGM and StAndrews celebration 26th November afternoon and evening. City Chambers, High Street, Edinburgh.

**Safeguarding:**

Fully compliant.

**Trustee Decisions:**

Decision has been made to go ahead with the 2023 visit and arrangements for travel, accommodation etc have been made. 1 person is fully funded. Faithshare for flights.

Partnership to fund accommodation for 1 person plus vehicle, driver and petrol. Agreed in principle. To be paid in due course.

**AOB:** Jenni recommends World Time Buddy for checking times internationally.

**Actions:**

* Janine to join our group. Add to contact list for communications**. (Ann) Completed**
* Add Janine to the WhatsApp group. **(Ian) Completed**
* Check state of our account with Neil and include in minutes (**Ann)**
* Confirmation of new Bursars Budget for 2022-23 based on allocated schools. **(Ian)**
* A reply will be sent acknowledging Yamikani’s letter and wishing him well .(**Ann**)
* Let Steering Committee know of our visit in 2023 with dates. **(Jenni)**
* WhatsApp meeting with Likhubula arranged for 2pm 30th October. Decide who calls. 30 mins max. **Jenni and Fraser.**
* Draft a formal template letter responding to a funding request from an individual for use when the occasion arises. **(Paul and Jenni)** Talk this through with the Likhubula Committee )**Jenni / WhatsApp**
* Update Display boards **( Ivor)** New photos with information for notice boards. (**Fraser to supply to Ivor) Jenni** select some Covid pics and send to Ivor for display boards.

**Date of next Meeting:** 5th December, Jenni to chair