**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 17th April 2023**

**Attendees:** Paul Christmas (Chair), Ann Hale (Minutes), Jenni Barr, Janine Mitchell, Ivor Butchart, Sheila Macleod, Fraser Boyd, Ian Brown, Christine Patterson, Neil Kitching

**Apologies**: George Bond

**Minutes of meeting held 27th February 2023: -** Approved

**Matters Arising:**

* The Fundraising Coffee Morning in March was very successful – well-supported and well received. There have been follow-up donations, a new direct debit and good publicity photos on Facebook.
* Term 3 fees of 1,000,328MK for secondary bursars was transferred and acknowledged.
* £1,060 was transferred for Cyclone Freddie relief.

**Budget and Finance:**

£7,211 Balance to date.

* BB Book Sale and doughnuts generated money for the emergency. Coffee Morning Money raised went into the general fund for bursars. £570 was raised from Just Giving donations.
* Cash Flow issues- September is the key month for outgoings. Tertiary commitments have had an impact and we are only just able to meet our commitments. £1,000 from the BB has helped. Further fundraising is required.
* **Fundraising** discussions around spreading information more widely to churches and schools, a possible Likhubula service and/or Table Top Talk in St. Blanes or Cathedral followed by soup and desserts in Hall. (This was agreed by Colin Renwick. A date to be discussed.) Janine has suggested a sponsored swim the length of Lake Malawi at the University. The BB continues to be involved in raising money for the Partnership.
* **Actions:** Publicity – place the new leaflets in key places, Put the QR code on the display boards. Update the display boards. (Ivor, Fraser, Janine)
* **Policy on Emergency Funding:** Unexpected emergencies should generate an emergency meeting on Zoom or face-to-face to make a committee decision on what to do. Half the trustees need to agree.
* **Standing Orders:** Request donors to review their standing orders. This needs to be done diplomatically via a newsletter with updates on funding. George to be asked to draft a newsletter using Jenni and Fraser’s articles as a basis. Committee to review.
* **Actions:** Ann to ask George. Jenni and Fraser to forward articles to George.
* Paul will approach 2 qualified contacts who might act as **Independent Examiner** to audit our accounts.

**Bursars:**

* Request from Mickly Chikafa to repeat Year 4 to re-sit examinations. What are the costs? Clarification from the committee required. Request via WhatsApp message. **(Ian)**
* No more term fees until September.

**Tertiary Requests:**

* 2 further requests have been made for Prisca Matimati and Josephy Khunle to go to Teacher Training College. Costings were provided:

Per student, cost amounts to 75,000MK for Fees and accommodation, 20,000MK for stationery, 15,000MK for transport, 30,000 for teaching practice. In principle we would like to support but at present our funds do not allow. Could the training be deferred by a year? **Action:** WhatsApp discussion with the committee, explaining our positive interest in teacher training in spite of current financial difficulties. (**Ian)**

* Message received from Isaac Limited who completed a foundation course at Green Malata and is now managing to fund himself through technical college. He is to be congratulated on showing such initiative and determination.

**BB Visit to Malawi:**

A decision may be made following Jenni and Janine’s visit which will provide more information about the current situation in Likhubula.

**2023 Committee visit to Likhubula:**

* Following a modified draft invoice from Orbis Travel, Jenni and Janine made direct enquiries on costings for accommodation, transport etc.

10 nights at Likhubula House + £225

1 night at Grace Bandawe = £24

Transport and fuel = £480

£489 each in total (Janine costed separately for accommodation).

Nat Chalamanda’s sister in Malawi is able to organize the transport from the airport and general transport needs.

This amounted to considerably less that the quote from Orbis Travel and the reduced costs of the visit was welcomed by the committee.

Concerns were raised about safety. Jenni and Janine are both fully insured and Jenni has contacts in the Embassy in Congo who could help out in an emergency.

* Risk Assessment: Janine’s risk assessment from the university can be used as a basis for Jenni.
* Contingency Fund: should be built into the cost of the visit to allow for emergencies.
* Rest and recuperation time should also be built into the programme.

**Action:** An extra Zoom meeting required to quantify requirements and get agreement. Jenni to provide an agenda.

**Janine’s Archiving:**

* Interview schedule arranged from 1st May
* Photos from Jonathan to be sorted.

**Mvano:**

A donation of £350 has been received from the Guild. It was suggested that £100 should be passed to Mvano and the rest into the general fund. Many thanks to the Guild for their generous donation.

**Actions: Neil** to acknowledge receipt of the donation and thank the Guild. **Jenni and Janine** to liaise with Mvano, pass on the donation and receive acknowledgement.

**Safeguarding:** Ongoing. No Issues.

**Agenda Items for Future Meetings:**

* Visit – last minute discussions and arrangements
* Fundraising as a standard item on the agenda.

**Trustee Decisions:**

* Reduced and modified budget for visit sanctioned. Working budget required prior to visit.
* £100 to Mvano agreed. £250 to general fund agreed.
* Neil to transfer agreed amount to Jenni and Janine.

**AOB:** Please add Christine and Janine to the contact list from the Likhubula Committee.

**Actions:**

* Publicity – place the new leaflets in key places, Put the QR code on the display boards. Update the display boards. (**Ivor, Fraser, Janine**)
* **Ann** to ask George to prepare newsletter. If he agrees, **Jenni and Fraser** to forward articles to George.
* Paul to approach 2 qualified contacts who might act as **Independent Examiner** to audit our accounts.
* Costs and clarification re- Mickly Chikafa’s request - WhatsApp message. **(Ian)**
* WhatsApp discussion with the committee, explaining our positive interest in teacher training in spite of current financial difficulties. (**Ian)**
* An extra Zoom meeting required to quantify requirements for Visit and obtain agreement. **All**, **especially Trustees**. **Jenni** to provide an agenda.
* **Neil** to acknowledge receipt of the Guild’s donation and thank the Guild. **Jenni and Janine** to liaise with Mvano, pass on the donation and receive acknowledgement.

**Dates and Chairs of next Meetings:**

Extra Zoom meeting to be arranged.

29th May 2023

Post-visit summer gathering – to be arranged.