**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 23rd January 2023**

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

**Apologies:** George Bond, Janine Mitchell

**Sad Farewell** to Fiona Anderson who is leaving the committee. Many thanks for her much valued commitment and generous service to the Partnership over several years.

**Warm Welcome** to Christine Patterson who is joining the committee.

**Minutes of meeting held on 5th December 2022 –** accepted

**Finance:**

**Accounts:** Neil’s draft copy of accounts for 2022 were reviewed and accepted.

**Action:** Neil to provide an Accounts pack to James, the Auditor.

**Budget for 2023:** Neil provided an estimated budget for 2023. It highlighted a need for further fundraising. It was pointed out that there is always uncertainty over income from the High School and from donations. His estimate is on the cautious side.

**Fundraising:** Highlighting a need to raise awareness in the community of the Partnership’s work in order to attract more regular contributors. Suggestions were made for a Coffee Morning, an article in The Wire, a stall in the town. 11th March was agreed as a date for the Coffee Morning.

**Actions:** Fraser to book the Cathedral Hall for a Coffee Morning on 11th March from 10am – 12, allowing time for setting up and clearing up time on either side.

BB boys and Guides to be asked to help if required.

Price of tickets - £3 per adult. £2 per child

**Action:** Fraser to organize tickets, card machine and poster.

Someone to alert Rotary and Probus to a forthcoming Coffee Morning.

**Bursars:**

Fees for term 2 were transferred over Christmas and, after some delay, have now been received. There has been a small reduction in Term 3 fees.

**Action:** Ian to update spreadsheet to show previous increase in school fees.

Mr Nyambalo has not been able to send Term 1 reports yet as they had not been issued by schools in time. They will be sent soon for discussion at our next meeting.

**Chalk –**  Jenni to draw attention of SMP to the dire shortage of chalk in schools.

Can chalk be sent out? Banana Box Trust and Classrooms for Malawi were suggested as means of transport. Weight is an issue for carriage on flights.

**Tertiary Education and support**: 3 bursars are being funded – Aubrey Telera, Aubrey Makawa and Marvelous Lemani. No further requests for funding have been made at present. In conversation via WhatsApp the committee were advised that the Partnership cannot fund further university places but will consider college applications on their merits.

**BB Visit to Malawi 2024:**

The purpose of the visit will change from building and re-furbishing classrooms to peer interaction and learning. Fraser is waiting to hear back from Classrooms for Malawi as to what a visit could consist of.

Cost would be approximately £2,700 per head. For some boys part of this would have to come from BB funds.

Decision not yet made on whether a visit will be possible. It depends on successful fundraising which is challenging in the present economic climate. Lots of unknowns at present.

BB Fundraising for repair of the Mary’s Meals roof is continuing.

**2023 Committee visit to Likhubula :**

Jenni and Janine will liaise with the Likhubula committee via WhatsApp on 19th February to discuss plans for a programme.

**Janine’s Internship:**

Internship has been approved starting on 6th February. **Janine** to email copywright and consent forms and participant information sheets to committee.

Plan for Janine to meet and interview Mr Chiromo, Mrs Navaya and Mr Nyambalo as key people in the history of the Partnership.

A group from our committee will support Janine with her internship. To meet at beginning of February. Janine has suggested the following dates : 2nd or 3rd Feb or pm on 6th Feb.

**Jenni** will set up a doodle poll to arrange first meeting with Janine’s support group.

Public Liability and Employers Insurance has been paid to Keagan and Pennycuik for Committee activities and to cover Janine’s internship. Need for this will be reviewed next year. Travel insurance is covered separately by individuals.

**Wonderbags:**

These are developed from a traditional, energy-efficient way of cooking food in straw boxes and can now be made with material, potentially by local tailors.

Jenni will enquire via WhatsApp if these are known about in Malawi.

**Mvano:**

No further messages have been received. Reminder to be sent via WhatsApp?

The Guild to be informed about the forthcoming Coffee Morning.

**Publicity and Communications:**

Summary of WhatsApp conversation on 8th Jan. provided by Neil and Ann.

Request for Partnership T-shirts for 7 Chiefs and 15 Committee members. No definite decision made. Maybe badges instead? Jenni to look into costs.

Dates of SMP Forums: Water Forum on Zoom - 26th Jan. 11am -1pm

Health Forum – Wed 15th Feb 11.30 – 1.30 Edinburgh City Chambers and Zoom

Action: Add Christine to WhatsApp group and email circulation list. Remove Fiona. Ian/Ann

**Website:** Needs updating – **Action** – Ian to link with Janine.

**Display Boards:** Ivor to raise at Management Committee meeting.  Clarify which boards we will be allowed to use in the Cathedral. Need to update display before Coffee Morning - urgent need to update the current photos.

**Attracting New Recruits for Committee: Action** by all committee members!

**The Wire:** Ann will prepare an article for The Wire with updated news of Partnership activities, including BB fundraising for Mary’s Meals, secondary and tertiary bursars, Covid support, Fertiliser etc.

**Jenni** will send a WhatsApp report and photo from our meeting.

**Safeguarding:** Ongoing. No Issues.

**Trustee Decisions:**

Draft Accounts approved.

Transfer of £2080 Term 2 fees approved.

**George** to add Christine and Paul as new Trustees and remove Fiona.

**Actions:**

**Neil** to provide an Accounts pack for James, the Auditor.

**Ivor** to send accounts to Auditor

**Fraser** to book the Cathedral Hall for a Coffee Morning on 11th March

10am – 12, allowing time for setting up and clearing up time on either side.

Also to organize tickets, card machine and poster.

**Ian** to update spreadsheet to show previous increase in school fees.

**Ian** to link with Janine to update website.

**Jenni** to draw attention of SMP to the dire shortage of chalk in schools.

**Jenni** to look into costs of badges for chiefs and committee and investigate Wonderbags..

**Jenni, Ann, Ian** A group from our committee will support Janine with her internship.

**Jenni** will set up a doodle poll to arrange first meeting with Janine’s support group.

**Janine** to email copywright and consent forms and participant information sheets to committee.

**Ivor** to raise Display Boards issue at Cathedral Management Committee meeting.

**All Committee members –** Action to attract new recruits for committee.

**Ann** will prepare an article for The Wire with updated news of Partnership activities, including BB fundraising for Mary’s Meals.

**Jenni** will send a WhatsApp report and photo from our meeting.

**George** to add Paul and Christine as new trustees. Remove Fiona.

**Ian, Ann** Add Christine to WhatsApp group and email circulation list. Remove Fiona.

**Dates and Chairs of next meetings:**

27th Feb 2023 – Fraser to Chair

17th April 2023

29th May 2023

Please keep these dates free if possible!