

Sir James Henderson School

Summary of the Meeting of the Board of the Association

1 March 2010

The SJHS Association Board met on Monday 1 March 2010.

Legal formalities were completed before the Association Board Meeting such that, *inter alia*, all members of the Association Board have now been appointed members of the Board of Directors of the SJHS S.R.L., the school's operating company.

A surgery was held before the Board meeting which was attended by about 15 parents and by 5 Board members and the Principal. The issues raised included, *inter alia*, support for university applications and career guidance offered by the school, end of year staffing changes and impact on IB programme, as well as discipline in the Upper School. The issues were discussed at the Board Meeting following the surgery and the Board asked the Principal to address such issues in a letter to parents.

The Finance, Building and Education Committees and the Principal presented reports for the month of February.

Finance Committee

The Finance Committee reported that it is currently focused on (i) the execution and finalization of a detailed medium to long term business plan for the school to support an analysis of the potential to raise finance for a new building; (ii) monitoring of the creation of the 2010/11 budget for approval in April 2010 and (iii) a preliminary analysis of the 2010/11 tuition fees and fee structure. The Finance Committee presented the January 2010 cash position versus 2009/10 budget and the outstanding tuition fees owed for the Summer Term (due 9 February 2010).

Building Committee

The Building Committee reported that (i) it had reviewed the report prepared by an external engineering firm on the current school buildings and that a schedule of required maintenance would be prepared for a competitive tendering process for the works to be carried out in the summer of 2010 and (ii) legal advice would be sought from external real estate lawyers selected by the Board in 2009 in terms of ongoing discussions regarding the current lease agreement with the Comune di Milano. The Building Committee provided an update on the status of the search for a potential new site/building and the Board resolved to explore further opportunities.

Education Committee

The Education Committee reported that it reviewed and discussed Management's outline proposals regarding the provision of Italian language and Italian national curriculum (INC) at SJHS from September 2010. Rob Dillow made a presentation to the full Board and the Board resolved for Management to develop the full proposal for review at the next Board meeting.

The Principal's Report

Rob Dillow reported on (i) Finance, including status of contract discussions with suppliers of major items to the school and the 2010/11 budgetary process; (ii) Educational Priorities including, inter alia, further development and consolidation of IB, development of EAL throughout the curriculum, review of Admissions Policy, improvement of management and communication and development of staff performance management, training and retention; (iii) Staffing including appointment (to be confirmed) of highly qualified staff to teach key subjects in the Upper School and to take other important roles and that the selection process for a Deputy Head of Upper School (Academic) is at an advanced stage; and (iv) prospective admissions for September 2010.

The next Board meeting is scheduled for Tuesday 30 March 2010.