

American School of Brasilia

Board Meeting—September 5, 2012: 18:00-20:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Michael Ellis	ME	May 12 th 2010
Vice President	Mr. David Millward	DM	November 3 rd , 2011
Secretary	Mr. Mark Prescott	MP	December 8 th 2010
Treasurer	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Ms. Marianne Alker	MA	May 12 th 2010
Board Member	Mr. Paul Kennedy	PK	March 16 th 2011
Board Member	Mr. Caio Prado	CP	June 15 th , 2012
Board Member	Mr. Mitch Romero	MR	May 23 rd , 2012
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Joined this session: no one

Attendance

Present:

Signature

Michael Ellis, President

David Millward, Vice President

Pedro Oliveira, Treasurer

Mark Prescott (Secretary)

Caio Prado

Mitch Romero

Board Member Resigning: None

Board Members Absent: Paul Kennedy, Marianne Alker

Call to order at 18:00

1. Minutes of last meeting

- Minutes approved by all

2. Feedback from AASB Governance Conference

- A very useful experience. Three focus areas were discussed:
 1. Board best practices: EAB board members concluded from their experience that the EAB Board is functioning at a good level
 2. 21st Century Schools: There was no real consensus at the conference on what this meant but key requirements were flexibility and training
 3. Exchange of experience with different board members: Issues which it was suggested that we should work more on were (i) training of board members, i.e. going beyond familiarization with the school to training which focused on new members' roles; (ii) ensuring the continued stability and membership of the board

3. Board Goals

- The 2012-13 Board Goals were approved on the basis that the review of the policy manual should be deferred until school year 2013-2014, and that the primary focus of the governance committee should be on board membership

4. Head of School Goals

- The Head of School goals for 2012-13 were approved. It was agreed that Barry's monthly report to the Board should reflect progress against the goals and that he would consider how best to sharpen the indicators through the course of the year.

5. Facilities Committee

- The Board was updated on the first visit to the school of the visioning architects, Flansburgh. Consultations had gone well and the level of engagement by the school was very high. It was agreed that Mitch would send a note to Flansburgh, thanking them for their approach and encouraging them to think imaginatively of suitable solutions based on the consultations.

6. Finance Committee Update

- The Treasurer made a presentation on the latest position on the budget and noted that he had been made aware of hidden liabilities for the school. The Board would be given further information on these and how they would be managed at a subsequent meeting.

7. Annual Report

- The Board discussed issues around the production of the annual report, in particular that under the constitution the report needs to be presented to General Assembly in May, before full data for the year are available. The Board agreed that, following presentation of the latest draft to the GA, the final version would be produced and distributed at the start of the next school year. The Board agreed that the school would use electronic distribution to associates before the GA and would aim to improve the presentation of the report, focusing on what is important and appealing and including through the involvement of students.

8. Other Business

- Risk assessment; Association Fee
- The Board discussed these issues briefly and agreed that a risk assessment would be presented at the next board meeting, including assessments of risk set out by scale of risk and likelihood.

Meeting ended at 20:10

Mr. Michael Ellis

Board President

Mr. Mark Prescott

Board Secretary