



AFNORTH International School

Ferd. Bolstraat 1 – 6445 EE Brunssum – The Netherlands – www.afnorth-is.com

Board of Governors Meeting Discussion summary	
Tuesday 16 May 2023	2023.05.16

Ser.	Item	Email To BOG
	Welcome Overview Program & Agenda The Chair of the BOG, opened the meeting and welcomed everyone present, especially the representative of the COM JFCHQ Brunssum. The Canadian Governor joined the meeting digitally. The Directorate secretary was absent and replaced. Also welcome to a special guest, representative of Dodea HQ General Council.	
1	Matters arising from the minutes. APPROVAL and Signing of MINUTES 12 December 2022, dated 20.09.2022 A motion was made by the US Governor and seconded by the UK Governor to approve the minutes held on 12 December 2022. Final copy is dated 20.09.2022 All Members Agreed. The Chair of the BOG signed the minutes	no 1
1.2	Presenting BOG Minutes public/online It is common within the UK and the USA to publicize the minutes of the Governance meetings as public monies are being used. This could be achieved via the school's website under a sub-section school governance. If possible, the minutes should be made public within a month after the meeting was held. A digital BOG approval would be necessary to secure agreement and approval of the minutes. The intent would be for this to become standard and ongoing practice starting after this meeting. A motion was made by the UK Governor and seconded by the US Governor to approve publicizing the BOG minutes on the AIS school's website/school governance starting after this meeting.	
2	History of the school The Board acknowledges the importance of the document and agrees it to be an additional informative document to the meetings. It is a working document.	
3	Review Policies – Procedures – SOP's	no1
3.1	Draft 2010.011 PRO-Financial Management	



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	Motion by the US Governor to accept the ratification of the 2010.011 PRO-Financial Management. second by the UK Governor.	
3.2	SOP Budget related invoices Motion to approve the SOP Budget Related Invoices through the accounting system of the Finance Manager by the German Governor. Second by the UK Governor.	
3.3	SOP – Petty Cash Adjustment: Petty Cash will be audited by the Finance Manager and the Chair of the Financial Advisers at least twice a year. One audit will always take place at the end of the Financial Year. Motion to approve and adjust SOP Petty Cash by the UK Governor, second by the German Governor.	
4	Director's Information Items	no1
4.1	LWR report The Assistant Director informs the Board of the LWR enclosed report. The Board agrees to: - create a new full-time position within the Directorate personnel chapter, to guarantee continuation of services. - fill the Partner Language position of one departing teacher, - Start the process of hiring an additional custodian, - Continue to look for: 1. a swim instructor on JFC HQ Payroll, 2. the use of an internal US colleague, 3. hiring a swim instructor on the AIS Payroll. Motion to approve the changes to the LWR personnel by the UK Governor, second the US Governor.	
4.2	LWR Pensions Indexation The Assistant Director explained the current situation regarding the indexation of the pension funds. Indexation is a legal obligation and therefore the Board will possibly have to make an additional call for funds to support this requirement. AIS cooperates with JFC HQ in this issue. NATO is favorably looking for confirmation from AIS regarding its share of the total payment.	
4.3	Taxi contract This contract provides transportation for after school activities and Belgian resident transportation. The contract consists of 9 minivans per school day based on daily needs. Students need to scan bus pass prior to using this service. There will be a new contractor. Motion to approve the new contract by the UK Governor, seconded by the German Governor.	
4.4	Invictus Games – 9 – 16 September 2023 AIS has been invited by NATO to attend the Games in Duesseldorf on September 14 with the JFC Brunssum delegation. BOG fully supports attendance.	
4.5	Cleaning BOG acknowledges the need for extra cleaning of classrooms occupied by younger students. Directorate is tasked to investigate possible solutions.	



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4.6	Field trip budget BOG was updated on the availability of funds and the inflation impact on bus operating costs.	
4.7	Update Calendar SY2023-2024 – for information Motion to add the unidentified US professional learning days as outlined by DODEA into the AIS calendar by the US Governor, seconded by the UK Governor.	
5	Ongoing Projects	
5.1	IT Infrastructure: Phase 4 Hardware – POC consultant Survey indicated no need for Chrome books and COWS.	
5.2	Security Camera update – CCTV Some safety cameras need to be replaced to uphold AIS safety and security. Motion to allocate previously reserved funds for prioritizing possible replacement of security cameras awaiting Host Nation implementation of the electronic surveillance system at JFC HQ, which includes AIS, by the US Governor, seconded by the UK Governor.	
5.3	Renovation of Roof update The Assistant Director informs BOG on the ongoing project. Currently red wing construction. Top and middle roofs are finished. Costs are less than expected.	
5.4	Science Labs room B2.12 & B2.14 SY 22/23, B2.15 & B2.20 SY 721731-M25 The Assistant Director informs that classrooms B2.15 and B 2.20 will be renovated during the summer break.	
5.5	Replacement wooden ceilings Some have already been replaced. Project will be continued as funds are available.	
5.6	Domotica house automating system Installation is planned for this summer.	
5.7	Ongoing maintenance – Track Next phase will be to see if we can receive support from the DVD (Dienst Vastgoed Domeinen) in negotiating with Provincial authorities. Issue seems to be related to change in groundwater levels	
6	Community Links	
6.1	SNR meeting 2 March 2023 AIS reconvened the annual SNR meetings from pre covid days. This year some 22 SNRs were represented. They were updated on school issues regarding eligibility and enrollment. There was a Q&A session followed by a tour of the school and lunch. The shared information was valued by the attendees.	
6.2	JFC HQ Brunssum Update The COM representative announced the 70 th anniversary of JFCHQ Brunssum to be celebrated on 23 June. He also confirmed the positive impression of the SNR meeting at AIS and proposed that the next step would be a SNR workgroup to further determine the educational needs of the various nationalities. The BOG agreed.	



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7	Future planning major projects	
7.1	Library renovation 721731-M28 A proposal will have to be made for the next BOG meeting in November.	
7.2	Renovation barriers The Directorate suggested to have some external advice from the Branch Head SES (Security and Emergency Services), to be shared at the next BOG meeting.	
7.3	Tech rooms 721731-M26 Status Quo. No further updates.	
8	Financial Matters	
8.1	Draft Minutes of Financial Advisors Meeting 16 March 2023 The Chair of the Financial Advisors elaborated on the draft minutes to be approved in the next Financial Advisory Meeting.	
8.2	Current status: Bi-Monthly: February-March SY 2022/2023 Budget The Finance Manager informs BOG that she is on track regarding the budget.	
8.3	Tuition Fees SY 2023/2024 New tuition fees have been received; German tuition fees will be received later this week. Known tuition fees have been added to the AIS website.	
8.4	10-year Budget Forecast and Budget Plan version 20.04.2023 A Budget Forecast is a living document that will be amended when needed. Forecast is reviewed on a yearly basis.	
9	Financial Advisors recommendations/proposals:	
9.1	Draft Expenditure Forecast 2023/2024 21 February 2023 BOG was made aware of some major costs in the future such as pension indexation, library renovation costs, additional science room renovations. The German Governor stated that the costs for the library renovation should be circumscribed and kept in view. Motion to accept Draft Expenditure Forecast 2023/2024 by the UK Governor, seconded by the US Governor.	
9.2	Roof Funding Plan The last part of the roof renovation to be discussed at the next BOG meeting.	
10	Any Other Business	
	BOG discussion on sports participation for international students. The BOG reached an agreement, wherein international students can participate in the offered sports programs. The Directorate will collect the fees from these international students. Implementation would be in the SY 2023 -2024.	
	Student Registration System The Assistant Director gave an update. Implementation forecast SY 2024/2025.	



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11	DATE AND VENUE OF THE NEXT MEETING 6 & 7 November 2023	