

INTERNATIONAL SCHOOLS GROUP

Saudi Arabia



Dhahran British
Grammar School

Dhahran Elementary/
Middle School

Dhahran High School

ISG Bqaiq

ISG Dammam

ISG Jubail

Yanbu International School

*(ISG is a not-for-profit Educational System for the
Kingdom of Saudi Arabia.)*

“Committed to Educational Excellence”

Board Notes from the Regular Meeting of the Board of Trustees International Schools Group Monday 20 October 2008 at 4:00 P.M.

Members present: Peter Armstrong, Haroon Azam, Spin Bennett, Bob Britt, Doug Holroyd, Eddy van der List, Jim Morcom,Carolynn Pettit and Steve Porter.

ISG staff present: Rashed Al-Doulab, John Chapman, Chris L'Esteve, Norma Hudson, Kelly McDermott, Bill Stapp and David Whitaker.

Apologies for Absence: Denise Knapp, Ancel Lewars and Mazen Snobar.

1. WELCOME

Doug Holroyd welcomed the members to the Board of Trustees Meeting at 4.00 pm..

He requested that the next Board of Trustees Meeting is re-scheduled for another date in November due to scheduling conflicts. The Board members agreed that the next Board of Trustees meeting will be held on Saturday 15 November 2008.

(note: Subsequently changed back to November 16th 2008.)

2. CONSENT ITEMS:

I. AGENDA APPROVAL

The agenda was reviewed and approved.

II. APPROVAL OF MINUTES

- a) The minutes of the Board of Trustees Meeting held on 21 September, 2008 were reviewed and approved.
- b) In the future, first drafts of minutes will be emailed to members for review.

REPORTS AND COMMUNICATION

- a) The draft minutes of the HR/C & I Committee on 11 Oct were reviewed.
- b) The draft minutes of the Facilities & Finance Committee on 13 Oct were reviewed.

3. RESOLUTIONS

The Members discussed and resolved the following:

- a) To notify the National Guard office in Al-Hasa that the Board would not move forward to operate a school in the Al-Hasa / Hofuf communities.
- b) To approve exceptions to policy for several sponsored staff relating to contract extensions.
- c) To approve the calendar parameters for 2009 – 2010.
- d) To approve a change in the employment status of an ISG sponsored teacher.
- e) To commend John Power, Deputy Head Teacher at DBGS for his outstanding dedication and extra work for much of last year, as well as at the start of 08-09 whilst Headteacher Ian Jones was awaiting his visa. Doug Holroyd and Norma Hudson offered to write letters of commendation to Mr. Power.
- f) To approve a compensation package for all staff for 2009 – 2010 after studying the cost projections of the total salaries and benefits. Mark Bennett thanked the Administration for their work. HR Director John Chapman thanked Sandra Taeger for her work on the Compensation Package. Norma Hudson thanked the Board of Trustees for approving the package.
- g) To approve costs of a design phase for ISG Jubail projects.
- h) To approve enclosing the upper shade near the DBGS campus as part of the development of new facilities for the school.
- i) To approve a modified tuition rate for parents affected by the closure of ISG-Abqaiq.
- j) To approve transportation arrangements for staff and students who transferred from ISG-Abqaiq to ISG-Dammam for the remainder of the current school year.

The Members discussed moving to electronic formats for Board Resolutions instead of paper copies.

Doug Holroyd specifically noted and appreciated the work and effort from all Committees and the Administration with regard to recent demanding projects such as Al-Hasa, the compensation package and calendar parameters. He extended his thanks to the HR/C and I Committee members who also attended the Facilities and Finance Committee Meetings to assist with the process.

4. REPORTS AND COMMUNICATION

a) **ISG Abqaiq - Al-Hasa**

Doug Holroyd thanked everyone for handling the staff transfers in a professional manner as well as taking care of the transfer of property.

b) **Ministry Report**

ISG continues to work within the guidelines of the Department of Private and Foreign Education. Norma Hudson will keep the Board informed as information becomes available. Rashed Al-Doulab informed the committee that the local Saudi proprietorship schools are starting to reach their full capacity.

c) **Enrollment Report**

Norma Hudson provided the monthly report on enrollment figures and trends.

d) **ISG-Dammam Task Force Report**

Mark Bennett informed the Board that the Task Force will meet in November prior to the next Board of Trustees Meeting.

e) **Strategic Plan Task Force Reports**

[Government Relations Strategic Planning Meeting](#)

Doug Holroyd summarized Government Relations Strategic Planning Meeting held recently and attended by Rashed, Mazen, Norma, Doug and Bill. Minutes of that meeting were distributed to the Members .

The main areas discussed were:

- Passport/Iqama and Multiple Visa issues
- Ministry Interface
- Licenses
- Continued cooperation with the MOE and Civil Defense.

[Facilities Strategic Planning Committee](#)

Mark Bennett informed the Members that the Facilities Strategic Planning Committee is looking at the strategic aspects of both facilities and finance and that it has been identified that attention to this area is crucial in the next two or three years. This will be the Committee's main focus.

6. FROM THE SUPERINTENDENT

Norma Hudson reflected on what is happening in the world and what is happening at ISG. She intimated that it was important to keep sight of the positives and to keep sight of ISG's Mission – educational excellence. Areas of positives for ISG were indentified including; increasing the distribution of Tehdeed, gains in student achievement, increasing enrollments, Ministry of Education process, Civil Defense progress, Administrator's professional development, NESAs Conference with Board and ISG Educator's attendance and the 2009/2010 compensation package and finally, to remember,..”it is all about the kids”.

7. FROM THE BOARD PRESIDENT

Doug Holroyd informed the members that he was looking forward to attending the NESAs Fall Leadership Conference in Amman, Jordan. Jim Morcom, Norma and 14 ISG educators will also be attending the Conference to be held on 22 – 26 Oct 2008.

Mr. Holroyd also commented on an article that Carolyn Pettit had found in *The Arab News* concerning an increase in tuition fees in local Saudi proprietorship schools. The fees have increased by an average of 25% for this school year and that this has been poorly received in the community.

8. ANY OTHER BUSINESS

- Mark Bennett asked about dates for member participation in the forthcoming accreditation visit for the Dhahran British Grammar School. Those dates have not been determined yet.

- Rashed Al-Doulab provided updates on Civil Defenses clearances at ISG schools.
- Norma Hudson updated the Board on the forthcoming visit from Mary Rabbitt, an Educational Consultant.

The meeting adjourned at 5.13 pm.