

# INTERNATIONAL SCHOOLS GROUP

## Saudi Arabia

Dhahran British  
Grammar School

Dhahran Elementary/  
Middle School

Dhahran High School



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

ISG Dammam

ISG Jubail

Yanbu International School

***“Committed to Educational Excellence”***

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### Board Notes from the Regular Meeting of the Board of Trustees International Schools Group 16 November 2008 at 4:00 P.M.

**Members present:** Peter Armstrong, Spin Bennett, Bob Britt, Doug Holroyd, Denise Knapp, Ancel Lewars, Jim Morcom, Carolynn Pettit, Mazen Snobar and Steve Porter.

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

**Apologies for Absence:** Rashed Al-Doulab, Haroon Azam and Eddy van der List

#### 1. WELCOME

President Holroyd welcomed the Members.

#### 2. CONSENT ITEMS

The Agenda was reviewed and approved.

- The Minutes of the Board of Trustees on 20 October, 2008 were approved.
- The Minutes of the HR/C and I Committee on 1 November, 2008 were approved.
- The Minutes of the Facilities and Finance Committee on 10 November, 2008 were approved.

#### 3. RESOLUTIONS Approved

The Board of Trustees accepted the 2007/2008 ISG External Audit Including observation responses and the Bad Debt write-off.

The Board of Trustees approved the development of a bid packet for the ISG Dammam building project.

#### 4. POLICY Review and Amendment

Policy 1020 Instructional Materials	Policy 1050 School Calendars
Policy 1055 School Day	Policy 1060 School Celebrations
Policy 8015 New Construction Plan	Policy 1080 Student Progress Reports to Parents
Policy 2030 Student Dress Code	Policy 2035 Care of School Property by Students
Policy 2070 Student Gifts	Policy 3010 Concerns about C or I Materials
Policy 4006 Contract Signing Bonus	Policy 4010 Professional Staff Positions
Policy 4115 Educational Leave without Pay	Policy 4025 Staff Assignments and Transfers
Policy 6005 Budget Adoption	Policy 7015 Employee Transportation Allowance
Policy 2015 Student Absences	Policy 2090 Fundraising
Policy 2100 Student Publications	Policy 6025 Reserve Funds

***The policies were approved.***

## **5. REPORTS AND COMMUNICATION**

### **ISG Al-Hasa**

The Board of Trustees requested that the Administration ensures that the asset transfer from Bqaiq to Dammam is completed in a cost effective manner and that the Administration confirms the hand over process required by Aramco.

### **Ministry Report**

The Board of Trustees was informed that Norma Hudson, Bill Stapp, and Rashed Al-Doulab were meeting with Dr Khalid al-Suhaim, Director of Private and Foreign Education on Monday 17 November, 2008 at 9.30.

Norma Hudson reported that ISG was following the instructions for admittance by the Ministry of Education.

### **Enrollment Report**

The Current enrollment stands at 3039 students. The next enrollment report will be collected in January and reviewed at the Board of Trustees Meeting.

### **Facilities Task Force Meeting**

Mark Bennett summarized the Facilities Task Force Meeting that was held on Saturday 15 November, 2008 at 4.00 pm in the Boardroom to review options for a new Dammam school.

The Task Force discussed strategies for five possible partners for the Dammam project. The conclusion of the Task Force Meeting was that Board Approval would be sought to distribute a tender package to the five companies and any other interested parties in December.

### **Strategic Plan Task Force Reports**

#### Government Relations Strategic Planning Committee

The Committee was looking forward to the feedback from the meeting being held between Dr Kahlid al-Suhaim, Norma Hudson, Bill Stapp, and Rashed Al-Doulab on Monday 17 November, 2008.

#### Facilities Strategic Planning Committee

Mark Bennett informed the Board that under the new, recently approved Construction Policy a master-plan for all sites will be available by the end of the year.

#### Public Relations Strategic Planning Committee

Bob Britt updated the Board on the recent meeting held with a Public Relations consultant. The Committee felt that the consultant's expertise would help identify ways to promote the work of the Board of Trustees.

The Committee will initially ask the consultant to:

1. Run an audit assessment on the current ISG procedures.
2. Develop and implement improvements and then provide the feedback.

Doug Holroyd thanked Bob Britt and the Committee for their hard work.

## **6. FROM THE SUPERINTENDENT**

Norma Hudson informed the Board of Trustees that the CIS visit is still tentative due to some delays in visa approval.

Norma Hudson delivered a presentation "It's a Paradigm Shift" inspired by Martin Skelton's presentation "How 'Learning Focused Leadership' is Very Different from 'Leadership'", presented at the recent NESAs Fall Leadership Conference held in Amman, Jordan.

## **7. FROM JIM MORCOM**

Jim Morcom summarized his experience at the NESAs Fall Leadership Conference and thanked the Board and Administration for supporting his attendance.

He identified that ISG is currently using the best practices supported and suggested by presenters during the NESAs conference. As the presentation concluded Mr. Morcom commented that as a Board, we need to ensure that as we go forward in strategic planning, our allegiance should be to learning. He also asked how, as a Board, do we know that we are learning? It was suggested that this question be addressed in the Board Self-Assessment at the end of the year.

Doug Holroyd thanked Jim Morcom for sharing his comments and encouraged others to attend future NESAs conferences.

## **8. FROM THE BOARD PRESIDENT**

Doug Holroyd gave a presentation on Board Committees that included:

- The Role of the Committees
- Committee Effectiveness
- Common Board Committees
- Sample Committees and Roles
- Why Committees?
- How to Make Committees Run Efficiently
- Next Step
- Parting Shot for Committees

He informed the Board that he will make a further presentation at the Board of Trustees Meeting in January on Board Assessment. He thanked the Members for a productive session and adjourned the Meeting at 5.52 pm.