

**ACAMIS Annual General Meeting**  
**15:00-16:30 March 13<sup>th</sup> 2010, Canadian International School of Hong Kong**

Attendance: School Heads or Authorised Deputies from 23 Schools. (*Appendix A*)

Minutes: Taken by Executive Officer, Kate Landau

Meeting Agenda:

**1. President's Report**

Andy Page Smith (APS) made a verbal report on the organisation's growth and development since it started 10 years ago as a sports and activities based group to where we are today not only supporting student activities but networking between ACAMIS schools and organising Professional Development opportunities. APS welcomed our newest member, the American School of Ulaanbaatar.

Future Spring Conferences:

- a) 2011 Spring Conference will take place at Concordia International School Shanghai
- b) 2012 Spring Conference will take place at Dulwich College Beijing.

**2. Approval of Changes to ACAMIS By-Laws/Membership Standards and addition to include Provisional Membership**

- a) Amendments to the ACAMIS Membership Standards were proposed as follows (changes indicated in red):

**ACAMIS Membership Standards**

The following general standards are designed to guide the Executive Board and the ACAMIS general membership in regard to membership decisions. While striving to be an inclusive organization, ACAMIS believes that membership should be extended to those schools it can best serve and that, in return, can contribute to the ACAMIS community.

1. The entire school shall demonstrate a commitment to an international program of high quality delivered in the English language, supported by ongoing improvement efforts. International Schools are defined as preschools, elementary schools and secondary schools of international character located in China, HK SAR, Macau SAR, Province of Taiwan, and Mongolia which offer an educational program in English as the primary language of instruction and which are governed by their own school boards or other competent authorities.
2. The school's mission, program, and system of operation shall be in keeping with appropriate respect for diversity, and pluralism in international education.
3. ACAMIS requires member schools to be committed to a formal process of independent external evaluation of educational provision, governance, management and infrastructural operation. Such processes must be regularly applied, and should inform and support school improvement. For example, ACAMIS recognizes as a minimum standard for membership:
  - US and International Curriculum Schools: examples include, CIS, WASC, NEASC, Middle States Association Accreditation, or a joint accreditation with NCCT (or candidate status for accreditation, with full accreditation required within five years)

- Canadian Curriculum Schools who are inspected or accredited by an official provincial body: examples include, but are not limited to, Ontario, New Brunswick and Alberta.
- Australian Curriculum Schools: [examples include](#), New South Wales [Board of Studies Institute of Teachers accreditation](#).
- British Curriculum Schools: initial OFSTED report, and commitment to an ongoing OFSTED inspection process which includes one OFSTED Team Visit per five years

The ACAMIS Board may consider applications from schools which can demonstrate commitment to a process of independent qualified external evaluation not indicated above.

The motion to approve the suggested changes (further modified at the meeting to change Institute of Teachers accreditation to Board of Studies) to the ACAMIS By-Laws/Membership Standards was moved by Jim Koerschen and seconded by Anne Fowles. The motion was carried unanimously.

- b) Brian McDouall stated that new schools have the greatest need to be part of an organisation such as ACAMIS and to participate in league events and professional development opportunities.

### **Provisional Membership**

A school which meets all the ACAMIS Membership Standards above with the exception of paragraph 3, but which is committed to putting in place a formal process of independent external evaluation may be admitted into Provisional Membership at the discretion of the Board. Provisional Membership will only be granted on the basis of the presentation of a scheduled plan for the realisation of an evaluation which meets the standards of paragraph 3.

#### **Conditions**

Provisional Membership will normally last for up to one year, and in any case for not more than three years, with the requirement that the school adheres to its schedule for meeting full membership criteria. Any variation to this schedule must be communicated to the President of the Board with specific reasons given for the change.

The Board reserves the right to rescind Provisional Membership at any time should there be sufficient reason to doubt that a school is able to meet its commitment under paragraph 3.

Schools with Provisional Membership must pay the same fee as a Full Member. Where a school is granted Provisional Membership during the academic year, the membership fee will be on a pro rata basis.

Heads or representatives of Provisional Member Schools do not have right to vote or hold office. Provisional Member Schools may not use the ACAMIS logo in promotional materials or for commercial purposes.

The motion to approve the introduction of Provisional Membership was moved by John Godwin and seconded by Tom Ulmet. The motion was carried unanimously.

### **3. ACAMIS Board Election**

Nominations officer, Steve Moody briefed the attendees on the Board election: Stepping down were Andy Page-Smith, John Godwin and Shirley Davis. Two incumbents were running for re-election with the three other vacancies; two of 3 year terms and one of a 2 year term.

The 7 candidates were:

Incumbents:

Anne Fowles, Suzhou Singapore International School

Tom Ulmet, Yew Chung International School of Shanghai

New Candidates

Laurie McLellan, Nanjing International School

Dr Kristina Ann Nefstead, American School of Ulaanbaatar

Tim McDonald, International Academy of Beijing

Jeff Fischmann, Qingdao No.1 International School of Shandong Province

Greg Rayl, International School of Ulaanbaatar

Each candidate present made a brief self-introduction for the election. Apologies for not being able to attend were sent by Laurie McLellan who was introduced by APS and Kristina Nefstead whose introduction was made by Steve Moody.

Secret ballots were returned to Steve Moody. The ballots were counted by Steve Moody and Kate Landau.

Elected Board Directors are:

Anne Fowles, Suzhou Singapore International School

Tom Ulmet, Yew Chung International School of Shanghai

Jeff Fischmann, Qingdao No.1 International School of Shandong Province

Greg Rayl, International School of Ulaanbaatar

Laurie McLellan, Nanjing International School

Steve Moody thanked all the candidates for standing and congratulated those elected.

#### **4. Strategic Plan**

John Godwin (JG) introduced the revised Strategic Plan. He hi-lighted the objectives that have been realigned under 3 main areas (see *Appendix B*) and answered questions from the floor.

#### **5. Financial Report**

ACAMIS Treasurer Dave McMaster summarised ACAMIS finances. He noted that there is no need to increase membership fees next year and that revenue from conferences has helped boost the bank balance. (See Balance Sheet in *Appendix C*)

#### **6. Any Other Business**

APS thanked John Godwin and Shirley Davis for their work on the Board and Anne Fowles thanked APS for his dedication and leadership in moving the Association forward to where it is today.

Anne Fowles thanked ACAMIS for the support of creating an IB Association within the region.

Robert Landau recommended Heads join AISH (Academy of International School Heads)

Jeff Fischmann extended thanks to Dave McMaster and all at the Canadian International School of Hong Kong for their hard work in making the Spring Conference a huge success.

The meeting adjourned at 16.24.