**BIGGAR/MALAWI PARTNERSHIP – GROUP PLANNING MEETING – WEDNESDAY 30TH JANUARY – CONFERENCE ROOM**

Present: M. Durrington, C. Campbell, M. McGhee (Minutes), R. Gibby, E. Clingan, D Robson (IWT International Rotary), G. Burnside (SMP), M. Fucella, Coll. McCail, Emillie Jo Galbraith, Jonathan Shilliday, Henry Holme, Sarah Lyon, Pepper Suddall, Tatiana Duzy, Hamish Mellanby, Lily Billclif, Ben Coulter.

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| Agenda Item | Discussion  | Action Points |
| Goal of Trip | * MD welcomed the group and thanked everyone for their attendance. He asked Gemma to give an overview of how we should start.
* GB stated that its really important for pupils/staff who are involved in a partnership such as this to think about the potential trip with their hands, hearts and head. What skills and experiences are you taking with you- this can be a useful starting point.
* DR added in that it is also important to consult the partner school and see what they need/want/expect. This is a ‘dignified partnership’ or a ‘friendship with a purpose.’
 | * Staff (MD, MM & EC) to work with Malawi Group/Interested Pupils to start to think about goals of trip
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| Trip/ Provider | * EC asked to have an idea/clarification of what this trip would look like.
* DR stated that there are numerous projects ongoing including building of teachers’ accommodation, building of clinics, Presbytery building of a hen house to help local children etc. There are 2000 pupils in the school with only 38 teachers so it is a very different culture and experience from our own.
* GB stated that it is very variable but gave the following ideas:
	+ **Itinerary=** each travel company can provide a different itinerary but often it works out that the trip would usually be 10 days/2 weeks. There would be a day/2 days of rest/ visit to town/city at the beginning followed by 5 days within the school/community and then a weekend activity such as safari before spending a few more days with the school. There are obviously many ways to structure the trip depending on goals/budget/travel itinerary.
	+ **Accommodation**= again, can vary. There are 20 spaces in the Presbytery for a small group. There is a local accommodation made up of dormitories that many other schools use, e.g. George Watsons College in Edinburgh but it would be important to book this far in advance as it can get busy.
	+ **Flights**= Can often be 3 flights- Edinburgh- London- North Africa- Malawi which can be overnight and travelling would be in excess of 16 hours. The Malawi Partnership is looking into chartering flights from June 2020 and this could be the perfect opportunity for us to use & this would be approx. 9 hour flight.
	+ **Cost=** GB reluctant to give a figure as it can really vary so much. Pupils stated the 2020 trip to India is in the region of £3,500-4,000. DR stated that he believed the figure would be around the £2000 mark. Really it’s the cost of the flights/transfers and activities that cost as accommodation is very cheap out there.
* MD pointed out that he had already contacted a provider for a quote, but this was obviously difficult without more specific details. This will have to be clarified once we know what the cost and timing of the trip will be and he will liaise with Gemma for support in this regard.
 | * Staff (MD, MM & EC) to speak to Head Teacher of Biggar High School and decide upon a suitable time
* MD to report back to group about the costings/sample itinerary from any travel company contacted
* MD to liaise with Gemma regarding other options for trip including chartered flights and ask for a contact for Penicuik High School.
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| Finance/fundraising | * EC stated that she had concerns regarding the concept of ‘Fundraising’ for this type of trip. The school raises a lot of money in terms of charities etc. Given this is a project to be taken seriously, she believes that the pupils should have to ‘earn’ money for it and that this in itself is a valuable part of the experience.
* CM also brought up the fact that there is a trip going to the Himalayas from BHS and they will also be doing fundraising.
* GB mentioned that there are different options of raising revenue including small social enterprises within the school and applications to possible funding bodies linked to SMP, dependent on the goals/objectives of this trip.
 | * All group to think about possible ways to raise revenue
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| A.O.B | * MM asked the group that in terms of the trip, we will have to decide which year group that the trip will be aimed at and think about making it a two-year cycle. This will make it more manageable and would raise the profile of the Partnership throughout the school.
* Both the Summer holidays or October Week were suggested as a possible time as this would avoid time out of school, particularly for seniors.
* DR said that a smaller group, particularly on a first time out, would be a better idea and more manageable. Its better to have more dedicated group of individuals. We could use the experience of Penicuik High School that are going out this summer and who have a link with a school close to ours.
* MD added that a timeline of how everything would be in place for the target date including interim payments Certainly would need this once full costs and details known – remembering that visas will have to be bought and malaria tablets/other necessary inoculations that also have a cost.
* MD asked group to vote for the logo that they preferred that would represent the partnership. The vote was a tie and when called in to make an executive decision, A. Rose decided that it would be a good idea to merge both images into one if possible.
* Group reminded of upcoming Youth Congress that our school will be taking part in. Group asked if we could record some Scottish poetry/songs to send to our partner school. C Campbell going to work with her S2 class on producing poetry. Gemma and Catriona discussed this further at the end of the meeting.
 | * MD to make contact with Penicuik High School to share knowledge of area/ how they approached the project
* MD to speak to tech department about making the logo online- being able to produce it more easily
* DR to take a copy out of the logo out to St Anthony’s and share with Head Teacher and pupils
* Once date is confirmed, a timeline will have to be drawn up by group at a further meeting.
* C. Campbell to work on Scottish poetry with S2 class
* M. McGhee to discuss possible recording of Scottish music by choir with AS of Music Department
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