



BOARD OF GOVERNORS

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Kinabalu International School (XUBF01)

Minutes of the 2th Board of Governors' Meeting (2025/2026) of Kinabalu International School (KIS) held on Tuesday 20th January 2026, at 6th Form Centre (Ground Floor) at 1830hrs.

Present	:	Benoit Goossens	(Chairman)	- BG
		Gina Pang	(Vice-Chairwoman)	- GP
		Soyoun Jung	(Secretary)	- SYJ
		Max Sylver Sintia	(Treasurer)	- MSS
		Hiew Teen Hee	(Member)	- HTH
		Sin Jui Fung	(Member)	- SJF
		Paul Robert Rhys James	(Member)	- PJ
		Viknesvaran Thangiah	(Member)	- VT
		Michael Auste	(Member)	- MA

In attendance	:	Sam Gipson	(Principal)	- SG
		Elis Ho	(Office Manager)	- EH
		Charlotte Baker	(Deputy Principal)	- CB
		Thecla Thomas	(Executive Secretary)	- TT
		Siti Naim	(Staff Representative)	- SN

AGENDA

1. Call to Order

A quorum was met, and the meeting was called to order at 1834hrs. SG welcomed all members and new board member MA and introducing SN the new staff representative.

2. Confirmation of Minutes of Meetings:

- Confirmation of Minutes of the 10th Board of Governors Meeting of 2024-2025
The minutes of the meeting on Tuesday, 18th November 2025 were confirmed and accepted by the Board.
- Confirmation of Minutes of the 1st Board of Governors Meeting of 2025-2026
The minutes of the meeting on Friday, 5th December 2025 were confirmed and accepted by the Board.

3. To transact matters arising from previous meetings (Refer to ANNEX 1).

4. To receive reports from the following members:

2526/005 Principal's Report

SG presented the Principal's Report to the Board

1. General School Update

- Return to T2 and new calendar year a success
- 17 new families
- 22+ new students
- On boarding of 5 new staff (2 teachers and 3 TLAs)

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in a caring, respectful environment, challenging students to achieve their full potential as successful global citizens"

2. General Staffing Update

- 5 new staff
 - 2 teachers
 - Blake Squire (Y4)
 - Emily Williamson (Y3 – Anna Gibbons Replacement)
 - Melanie Julius (Y1 – TLA)
 - Amanda Hardizan (F1 – TLA)
 - Leandra Remond (IN Maternity cover)
- Staff movement
 - Sarah Fletcher to Y2
 - Madonna Manson to Y1

3. Recent or Upcoming Staff INSET Sessions / Courses and Conferences

No	Name	Course	Place	Date	Remarks
1.	Jezreel Mangkiu	HLTA Level 4	Online	8 Months duration	
2.	Ratu Thara Hopkins	Practitioner Research Conference	The University of Sheffield, United Kingdom	07 Jan - 16 Jan 2026	
3.	Moana Bagiu	Library & Information Service Online Conference	Online	10 th Jan 2026	
4.	Charmaine Wong	Cambridge International AS & A Level Business	Online	Feb-Mar 2026	
5.	Olivia Jefferson	Cambridge IGCSE Biology	Online	4 Feb – 1 Mar 2026	
6.	Sam Gipson	FOBISIA Conference	Haileybury Almaty International School, Kazakhstan	11 – 14 Mar 2026	
7.	Siti Naim	AIMS School Counselors Network Meeting	Help International School, Subang Bestari, Shah Alam	06 Feb 2026	
8.	Emma Wheatley Matthew Hayward	AIMS Heads Primary Meeting	Crescendo Help, Johor Bahru	23 Jan 2026	
9.	Megan Siddall Cara Morrison Madonna Meson Sarah Fletcher	AIMS KS1 & EYFS Teachers Conference	The International School @ ParkCity, Kuala Lumpur	30 -31 Jan 2026	
10.	Mark Wheatley	Presenting at the 21 st Century Conference	Hong Kong Convention and Exhibition Center	12 – 14 Mar 2026	
11.	Karen Ho	Level Two – Delivering the Award Workshop (DoE)	Online	22 – 23 Jan 2026	

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4. Health & Safety
SG presented the Health & Safety

Safety & Health Update – Astro Turf Field

• **Observation**

- During routine inspection of the astro turf field, it was identified that the edges of the concrete drain cover & retaining wall pose a hazardous risk to students and other users of the facility.
- The sharp and exposed edges increase the likelihood of trips, falls, and injuries, particularly during sports activities and high-traffic usage.

• **Preventive Measure**

- To mitigate this risk, it is recommended to install rubber protective covers along the drain cover edges.
- This measure will:
 - Provide a cushioned barrier against accidental contact.
 - Reduce the chance of cuts, bruises, or impact injuries.
 - Enhance overall safety compliance and demonstrate proactive risk management.

The issue of static electricity on the fences was raised, and it was suggested that the fences be covered with a rubber cover.

Action : EH will liaise with Leonard.

Safety & Health Update – Metal Drain Cover (Path to A Level & Fire Tanks)

Observation

- The metal drain cover located along the path leading to the A Level area and near the Fire Tanks is currently exposed.
- This condition presents a hazard to individuals who may accidentally or intentionally step onto the metal grill.
- Risks include slips, trips, and falls, especially during wet conditions or high foot traffic.

Preventive Measure

- It is advisable to install a rubber cover material on top of the metal grill.
- This intervention will:
 - Provide a non-slip surface to reduce the chance of slipping.
 - Minimize the probability of accidents or tripping.
 - Enhance overall safety compliance and demonstrate proactive hazard control.

5. Site Development Update

SG briefly reported the Site Development update and she informed that

Facility Update – Roof Gutters & Flashings

- Multiple locations across the facility were found to have leaking roof gutters, flashings and rainwater down pipes.
- Continuous observation and monitoring confirmed that these leaks can potentially lead to safety issues, including water seepage, slippery surfaces, and possible structural damage.
- Contractors have been appointed to repair and replace the affected roof gutters, flashings and rainwater down pipes during the Christmas holidays.
- This scheduling ensures minimal disruption to school operations while addressing the urgent safety concerns.
- The appointed contractor has been requested to submit quotations for additional repair works in other areas where leaks have also been identified.
- Upon review and approval of quotations, further repair works will be scheduled to ensure comprehensive coverage and long-term facility safety.

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Facilities Updates- Repainting of Metal Structures & Walls

- During the Christmas holidays, repainting of metal structures (including playground) and walls was successfully carried out.
- The fresh coat of paint has brightened up the areas overall, creating a more welcoming and vibrant atmosphere.
- The improvement has contributed to a renewed school environment when classes resumed, giving staff and students a positive sense of space.
- Enhanced aesthetic appeal across key areas of the school.
- Improved maintenance and protection of metal structures against wear and weathering.
- Boosted the school's overall ambience, aligning with efforts to maintain a safe, clean, and inspiring environment.
- Repainting works will be extended to other parts of the school during the next long school holidays.
- Priority will be given to areas with visible wear and tear to ensure consistency and long-term upkeep.

Facility Update – School Upgrades During Christmas Holidays

- Secondary Library Upgrade: Improvements carried out to enhance functionality and learning environment.
- Artificial Grass Installation (EYFS Area): Provides a safer, cleaner, and more engaging play surface for early years students.
- Drama Room Flooring: New flooring installed to improve aesthetics, durability, and performance safety.
- Uniform Room Upgrade (1st Floor Office): Refurbished to streamline operations and improve accessibility.
- Uniform Store Relocation: Moved to a new metal container storage room, ensuring better organization and space management.
- Repainting Works: Classrooms, storage rooms, and toilet doors repainted, refreshing the overall look and maintaining upkeep.
- All upgrades were completed during the Christmas holidays, ensuring no disruption to school operations.
- The works have collectively created a new atmosphere across the school, uplifting both the physical environment and the morale of staff and students.
- These improvements contribute to the school's long-term vision of maintaining a safe, modern, and inspiring learning environment.
- Continue facility enhancement projects during upcoming long school holidays.
- Prioritize areas requiring further upgrades to maintain consistency and sustainability.

6. IT Update

School Holiday ICT Upgrades Report

1. Installation of Interactive TVs – Primary Block

- Completed installation of interactive TVs in the Library and Year 3 and Year 4 classrooms.
- Prior to installation, the old interactive whiteboards and projectors were removed, including brackets, cabling, and related hardware.
- Similar as the previous installation on the other classroom, all new interactive TVs were installed on mobile TV stands to provide greater flexibility for classroom activities and room layout changes.
- Ensured all units were securely assembled on the stands and performed stability checks.
- Verified functionality including touch response, audio, connectivity ports, and WiFi/HDMI features.

2. Installation of Interactive TVs – Secondary Block

- Installed interactive TVs in S3A, S3B, S1D and SGA classrooms.
- Removed previously installed interactive whiteboards and projectors to clear space and eliminate outdated equipment.
- Similar to the primary block as well as the previous installation on the secondary block, all interactive TVs in the secondary block were mounted on mobile TV stands instead of wall mounts for ease of movement and flexible teaching setups.
- All devices were tested for display quality, touch functionality, and connectivity.

3. ICT Lab Printer Upgrade:

- Two new laser printers were installed in both ICT lab, replacing an existing printer in ICT Lab 1 that had been in operation for almost 10 years. The new printers improve reliability and efficiency, particularly during ICT examinations where a high volume of printing is required to produce student work evidence.

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SG mentioned that over the past couple of days there have been power trips in the Language Block (A-Level block). It was identified that this is due to an overload from the new interactive TVs and increased student laptop usage. EH informed that an external expert will come to check the grounding cable.

Action : EH will update the board.

7. Admission Update

SG updated the Admission

- Total students numbers as at 20.01.2026 – 456
- Student Percentage By School
 - Primary (201) 44%
 - Secondary (218) 48%
 - Sixth Form (37) 8%
- Pipeline Term 2 (Enrolled)
 - 3 – Foundation
 - 13 – Primary
 - 5- Secondary
 - 3 – A Level
- Pipeline Term 2 (In Process)
 - 5- Foundation
 - 7- Primary
 - 2-Secondary
 - 0-A Level
- Baby & Kids Expo November 2025 Promotion Response
 - Processing Stage – 2
 - Enrolled – 9

8. Marketing Update

SG presented the Marketing update for Nov/Dec 2025 to 20th Jan 2026

Over the summer break and Term 1, we have:

- Welcomed **nearly 90 scheduled appointments**
- Processed over **30 applications**
- Facilitated **22 trial days**
- Welcome **22 new students** in Term 2 so far
- On track to enrol at least 10-12 more in Term 2 and Term 3.

Baby & Kids Expo : 5th -7th December 2025



- Baby & Kids Expo, which ran alongside the Home Expo, attracted **over 10,000 visitors** across three days.
- Over 55 exhibitors from international /local family brands, enrichment centres, private hospitals etc participated

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- Tremendous opportunity to build awareness and interest in KIS
- Our booth featured a “Futuremaker’ challenge (Craft/design/hacking activity) and showcased our new Smart TV
- Supported by staff: Moana, Brian, Nicola, Megan, Eva, Madonna, Becky, Eudora, Sam, and Trinity.

Leads & Conversion

- 22 leads
- 1 lead conversion! Family signed up for trial day the week after and submitted application before Christmas. (Ajay ,Year 3 student- joined on 5th Jan)
- 1 hot lead - visited the school 2 weeks after expo. Will be submitting application after son turns 3 in March

Start of Term 2: Welcome Morning for New Families



- Produced a video - Principal New Years Message, Welcome & A Look Ahead
- Published on newsletter & social media



New Friends Team Coffee Morning: 19th January 2026
Well-attended, great synergy and atmosphere in the new library!



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9. Primary Update.
Briefly from SG

- Successful induction weeks for the new staff, led by Mrs Wheatley.
- Primary Academic Leaderships will have an offsite planning session on Thursday to review the primary curriculum planning.

10. Secondary Update
CB presented the Secondary Update

Successes

CB mentioned that it was a phenomenal trip for the DOE students.

- A proper Exam Hall



While the hall is being used for exams during exam week, PE students will use the outdoor courts. And if it is raining, PE lessons will utilise the Green Area and the covered EYFS area.

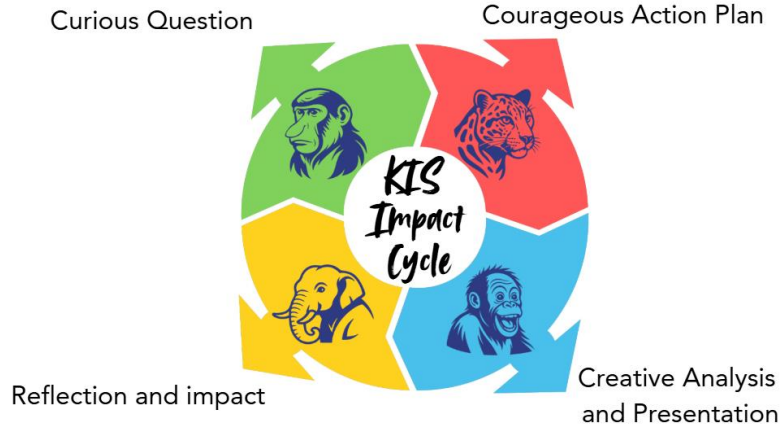
- Global Citizenship



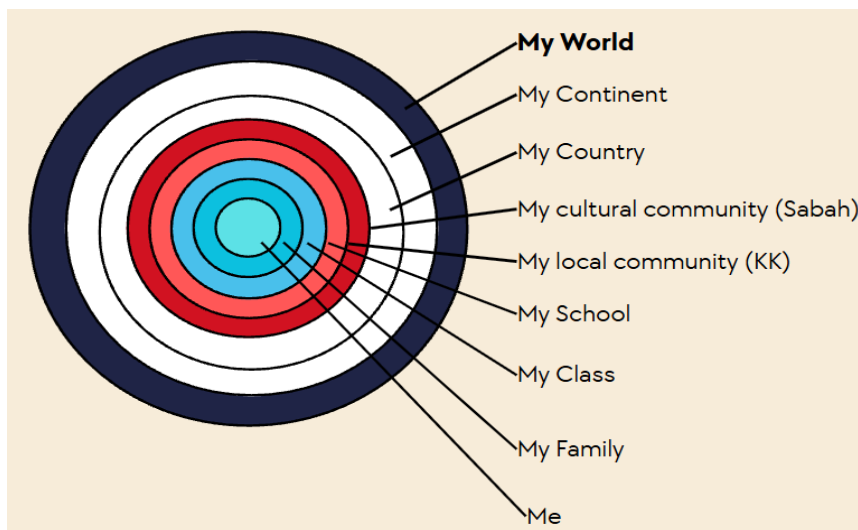
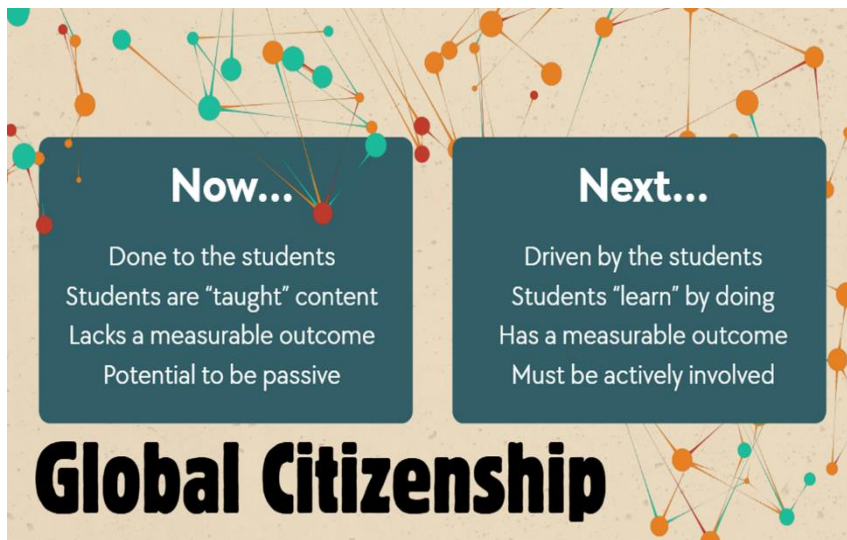
Whole Secondary staff in CPD sessions.

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WORKING COLLABORATIVELY TO RESPECTFULLY ENGAGE WITH OUR COMMUNITY



KIS Impact Cycle – to train students from Year 7 as part of Global Citizenship and to develop their ability to drive their own research.



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CB briefly explained how the train process.

Great family engagement for the options process. CB thanked the board members who attended and supported the event. There was a massive turnout from parents, and we even had to bring in additional chairs.

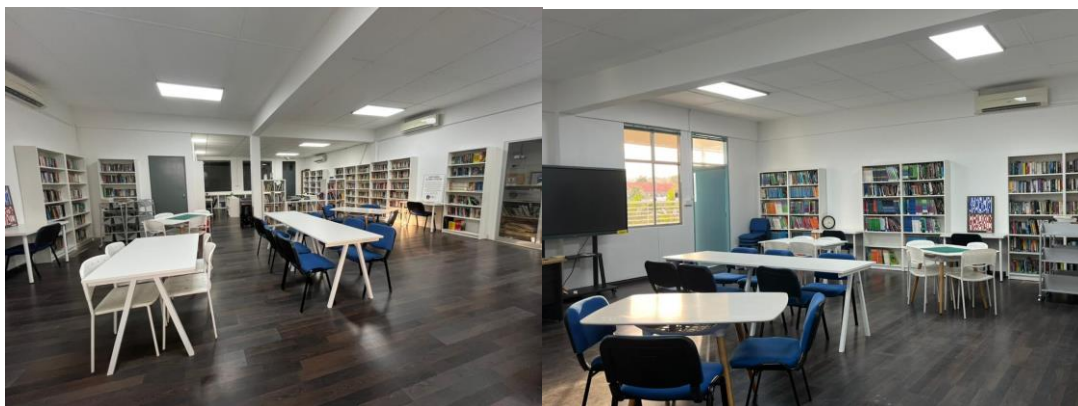


Coming up....

- Data review action plans for year 11
- Year 12/13 Mocks
- Interventions for Years 7 - 10 who are working below CAT4 if challenged
- CAT 4 training for all staff
- CAT4 training for parents + sharing of the data

The CAT 4 test will be conducted at the very beginning of Year 7 at KS3, the beginning of Year 10 at KS4, and beginning of Year 12 at KS5. SG added that we also administer the test during admissions.

New Secondary Library! It was refreshing changed. SG added next will be Primary Library.



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MA raised that a parent has expressed concerns about the curriculum level of Maths in Year 10. This was discussed, and it was suggested that the parent have a one-to-one meeting with CB. MA will advise the concerned parent accordingly.

11. Staff Representative

SN briefly presented the reports.

SN reported one staff matter discussed with SG and now settled. About 19 staff requested the cost of spectacles be offset against the outpatient medical allowance. SG approved, and SN will inform staff accordingly.

MA raised an issue regarding delays in visa documents from the school. SG explained that the delays were due to recent changes in MOE requirements. SG is happy to meet with any parents facing this issue.

2526/006 Environmental Committee Report

VT presented the Environment Committee's report.

VT informed that BG and himself had a meeting with Mr Bailey last week and below are the link of the full report.

Please refer to [this link](#) for the full report.

VT mentioned that Mr Bailey has put a lot of effort into setting up the Eco-Warrior programme from the ground up, and that many initiatives are currently underway. Both VT and BG only fully understood the extent of this after speaking with Mr Bailey. With the proper setup in place, anyone who replaces him in the future will be able to continue with the planned projects. CB agreed, noting that this has been a historical issue.

VT briefly explained all the projects that are currently ongoing. Was discussed.

2526/007 Community Liaison Report

HTH presented the Community Liaison's report.

HTH reported that:

- PTA held its AGM in December 2025, and the constitutional amendments were approved. The next step is for Phil, Adeline, Tom, SYJ, and HTH to review and update the guidelines to align with the amended constitution. HTH also noted that over the past two to three years, handovers have not been conducted properly.
- Looking ahead, PTA are getting ready for Chinese New Year celebration and also their looking for contributions for the lion dance.

It was raised that student queues at the canteen are getting longer, especially during snack time. CB informed that this is due to the new arrangement; although the queues are longer, they are now much more orderly. Only two to three students are allowed in the canteen at a time, which makes the buying process much faster.

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The availability of healthy snacks in the canteen was raised and discussed. When the canteen contract is due for renewal, the Board will review the snack menu to ensure a balanced offering.

GP informed the Board that, as most members are aware, Shirley Yu (former Board Chairperson) recently loss of her husband. GP thanked all who contributed their support and those who attended the funeral service. GP volunteered to organise a cash donation collection for those unable to pay their respects in person, and all collected donations were presented to Shirley at the funeral. GP further noted that additional donations were received after the funeral. A committee member (donor) suggested that these funds be donated anonymously to the canteen to support lunch credits for the boys (Sean & Seth). The amount is expected to last until the end of February. Christina from the canteen will provide weekly updates, and GP will communicate with the donor.

2526/008 Health Committee Report

VT presented the Health Committee's report.

VT briefly updated that last year there was an issue regarding staff insurance claims. VT raised this with BG and suggested establishing a sub-committee within the Board. It was agreed, particularly now that we have an emergency fund for staff and to monitor the school medical room. The Health Committee this year on the Board will comprise VT and MA.

2526/009 Any Other Business (AOB)

- a. Review & Adoption of Draft AGM Minutes for circulation to the Parent Body
The draft AGM minutes of the meeting approved by the Board.
- b. Approval of pre-scheduled Meeting Dates for the Board 2025-26
Board Approved. MA will be meeting via GMeet on the 24 Feb 2026
- c. CIS Team visit 28th Feb to 6th March 2026
SG informed that there will be one or two meeting sessions with the Board. The confirmed date and time will be sent to the Board as soon as they are finalised.

2526/010 Next Meeting

- a. Next Scheduled Board Meeting: Tuesday, 24th February 2026 at 6.30pm in the 6th Form Centre (Ground Floor).

2526/011 Close of Meeting

There being no other business, the meeting (ordinary section) concluded at 2012hrs The Board continued with the confidential section of the meeting.

Minutes by Thecla Thomas

Approved by:

Benoit Goossens
Chairperson (2025-2026)

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Date of Meeting	Matters Arising Therefrom	Latest Update & Target Close Out Date 18 th November 2025	Action Party	Latest Update & Target Close-Out Date 20 th January 2026
1- 17 th September 2019	General Concerns: Fund Raising Committee Academic programme looking at using the school building after school and weekends to host music/drama/sports activities. It started with Junior football by SB at 4pm Thursday. The idea is to attract people to do activities on site and it can be open to the outside provider as well.	SG has created pricing structure and will put as part of financial strategy to be presented as part of new Vision 28	SG	Status Quo
2- 25 th April 2023 (2022/129)	Treasurer's Report BG suggested to discuss to set up a proactive KIS Alumni to raise funds for the new building.	Lisa is considering a particular former student, Ruth Tsen, for potential involvement in the KIS Alumni.	SG	In progress
3- 5 th November 2024 (2324/062)	4. Traffic Main issue - Choke point at Jalan Khidmat exit point Control what we can control <ul style="list-style-type: none"> ● Remove staff cars from road parking and mosque parking ● Increase on-road parking for parents ● Increase parking spaces in mosque car park ● Organise car parking along Jalan KIS ● Clearly mark non-standing zones ● Improve drop-off/pick-up zones at front of KIS 	In progress SLT/ELT are looking into a trial model for primary pick-up. Currently, parents are required to come into the school compound to collect their children, but parking is very limited.	SG	In progress
4- 14 th October 2025 (2425/059)	Environment Report <ul style="list-style-type: none"> ● Environmental Committee: VT informed that an email will be sent to parents and community partners inviting them to join the Environmental Committee. The first official meeting is scheduled for the second week after the half-term break. ● Composter Machine: The machine is now running at full capacity. Most of the compost is still being processed, while some has been used for primary school projects. Plans are in place to expand the composting life cycle. 	VT and BG will meet with Mr. Bailey after the school break for further updates.	VT/BG	Please refer to the Environmental Committee Updates Jan 2026

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