

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

MAJESTIC BC INTERNATIONAL SCHOOL

FOSHAN CITY, GUANGDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 22-23, 2017

## INTRODUCTION

On October 22-23, 2017, a certification inspection was completed on Majestic BC International School in Foshan, Guangdong, PRC, termed MBCIS or the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. This inspection is the initial certification inspection of this B.C. Offshore Program. The inspection team (the Team), appointed by the Executive Director of International Education, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Mr. Ray Sutton, and Mr. Edward Noot, who served as Team Chair.

The School's B.C. program has an enrolment of 54 students, in grades 9 and 10. The B.C. Program is part of a unique larger school, Majestic International College, that represents a consortium of English Language Programs that operate independently of any larger Chinese school. In addition to the B.C. Program, Majestic International College houses a British Cambridge High School program and soon plans to add an American program. Total enrolment in the amalgamated programs is 157.

During their visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's owner/operator, offshore school representative (OSR), B.C. principal and B.C. teachers.

The owner/operator, MeiLun International Educational Center represented by College Principal Qiuyan Huang, is responsible for the B.C. program. The owner/operator also oversees the British Cambridge program and will oversee the U.S. program that is slated to begin this year.



The B.C. program's mission and vision is to prepare each student with the knowledge, skills, attitudes and vision to be successful, contributing global citizens. The School recognizes the need for a range of positive learning experiences for the optimal development of the whole student. The School seeks to balance academic studies with a focus on physical, social and cultural development. The School seeks to make experiential learning central to students' understanding of the world around them and seeks to nurture the capacity for self-regulation and happiness within a harmonious learning environment.

The Team would like to thank Majestic B.C. International School for its hospitality, cooperation and preparedness for the inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

As this inspection was the initial certification inspection there are no previous inspection requirements to address. The School, however, has set a series of goals for this year in the areas of literacy, student leadership and working relationship between BC and Chinese staff.

Goals related to literacy development are ongoing, while student leadership is already well underway with a vibrant student council initiating activities on campus. The working relationship between B.C. and Chinese admin staff is collegial and productive.

**BUSINESS PLAN**

**The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the program.**

Requirement Met       Requirement Not Met

**Comment:**

A business plan has been developed to continue to ensure program growth and sustainability. The campus is expansive and ready to accommodate a high level of student growth.

While the building infrastructure is complete the program infrastructure will take time to develop and should be grown intentionally and methodically, taking care to maintain quality while increasing quantity. It is critical to maintain a focus on growing with the right students, namely, those who have a keen interest in the B.C. Program and who have the academic and emotional capacity to master high school curriculum in a foreign language.



**Commendation:**

The newly built campus of Majestic International College is an impressive facility and ready to accommodate many new students into the BC and other international programs.

## **OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0**

### **2.1 The owner/operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).**

Requirement Met       Requirement Not Met

**Comment:**

Documentation reviewed by the Team indicates that the owner/operator meets the criteria listed in section 5 and appendix A of the Agreement.

The Team reviewed a letter from the Guicheng Education Bureau, dated January 9, 2017 acknowledging consent and approval for Majestic International College to establish the B.C. secondary curriculum at the campus in Foshan.

### **2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. program.**

Requirement Met       Requirement Not Met

**Comment:**

The Team reviewed compliance letters from local authorities indicating that the newly constructed campus passed fire and construction inspections prior to opening this fall. The School cafeteria has been approved and licensed by the appropriate authorities.

The School has an earthquake and fire evacuation protocol and has already held drills with students.

The School is aware of new emergency preparedness requirements for 2017/18 and will comply with B.C. MoE implementation timelines.



### ADMINISTRATION 3.0

**3.1 Offshore School Representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.**

Requirement Met       Requirement Not Met

**Comment:**

The owner/operator appointed an experienced individual to act as offshore school representative (OSR). The OSR meets the requirements set out in section 1 of the Agreement and has been confirmed by the B.C. MoE as suitable for this position. The OSR contract began in December 2016 and expires in June 2018. The School is reminded of the requirement to have an OSR in place to support the B.C. Program.

The OSR is instrumental in hiring staff. The OSR was on-site for the inspection.

The Team confirms that the OSR is knowledgeable about all aspects of the school's operations and all related aspects of the owner/operator's business operations; particularly the governance, business and administrative functions of the owner/operator's operation of the School.

**3.2 The principal meets the requirements as outlined in section 3.2 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The principal meets all requirements as outlined in the Agreement. He has 36 years of teaching experience, including nine years of experience as an administrator in the B.C. public school system.

The job description is comprehensive and clear, outlining all elements required in the Agreement. The Team noted a constructive relationship between the Principal, the OSR and the Chinese principal of the college.

The leadership team has had initial discussions about adding a vice-principal as the program grows with a view towards administrative support and leadership succession.



**3.3 The School meets the administrative support requirements as outlined in section 3.3 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The principal is ably assisted by a bi-lingual administrative assistant, who also serves as a B.C. homeroom teacher. B.C. MoE program approval along with the addition of new grades and students will add significant administrative responsibilities. The School is reminded to ensure adequate support time (both administrative assistance and educational administration) is allocated to support the growing needs of the program.

Managing the B.C. Program in a foreign country requires the positive collaboration with counterparts in the Chinese administrative system (financial, human resources, and educational leadership). The Team noted positive relationships and a collaborative spirit between the Chinese and B.C. principals and support staff. This relationship is key to the future success of this program.

**Commendation:**

The educational leaders, both Canadian and Chinese, are commended for establishing a positive, constructive and collaborative relationship.

**3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

Student files are stored in an administrative office and were found to be in good order. They are maintained by the Administrative Assistant and contain all required elements and were found to be up to date.

The School utilizes Windsor-TESS School Administrative software to manage student data.

The School has computer labs available as outlined in Schedule F of the Agreement.



### 3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the Inspection Catalogue for offshore schools.

Requirement Met       Requirement Not Met

**Comment:**

**The Team confirms that all, but one, authorized persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

One teacher's certification file is pending with the B.C. Teacher Regulation Branch (TRB). This teacher has been granted a temporary exemption until November 1, 2017, while his file is processed by the TRB. The OSR and the B.C. principal are supporting this teacher in his application process. The School is required to confirm appropriate certification with the Executive Director on or before to November 1, 2017.

The Team verified that valid criminal record checks are in place for all non-teaching/non-certified staff in the B.C. Program, including local criminal record checks for the Chinese homeroom teachers.

Staff contracts were reviewed and found to be comprehensive and competitive. The owner/operator is committed to remaining competitive in the offshore market.

The School is reminded of the current teacher shortage in B.C. and of the importance of staff recruitment and retention in the success of B.C. Offshore schools. The School is encouraged to do all it can to assist and support staff in the B.C. Program to ensure that their experience is positive and to do all it can to expand recruitment efforts in BC and beyond

## EDUCATIONAL PROGRAM 4.0

### 4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the Inspection Catalogue for offshore schools.

Requirement Met       Requirement Not Met

**Comment:**

The Team determined that the new curriculum is being implemented in grade 9. Appropriate course overviews, unit plans, timelines and assessment strategies are in place for all the courses being offered during the first semester. The Inspection Team was shown documentation which demonstrated that appropriate planning was being done for the courses to be offered in the second semester.

The template being used for the grade 10 courses is the same as that being used for the Grade 9 program. Documentation for all the grade 10 courses being offered at the time of the



inspection visit are based on the new draft curriculum and incorporate the big ideas, core competencies, achievement indicators and a range of assessment strategies. Where appropriate First Nations perspectives are being incorporated.

Teachers are very aware of the need to individualize learning experiences whenever possible and there was evidence of some project based learning taking place.

Considering this is the first year of operation of the School, the program is well developed. The staff are very aware of the resources available online and are making use of these materials. In-house professional development opportunities focused on further exploring the new curriculum are planned for later this school year.

**Commendation:**

The staff are commended on the level of implementation of the new BC curriculum that has been achieved after such a short time of operation and on the well documented curriculum that was made available to the Inspection Team.

**4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The English language assessment/placement instrument was developed by the School with input from several sources including the OSR.

The Team noted that teachers are very aware that the students have a range of English language abilities. Teachers in all subject areas are conscious of supporting the development of vocabulary and English language skills. In addition to what happens during the regular timetable each student has an hour of English language instruction at the end of each school day.

Plans are in place to have all students participate in three school wide writing and reading assessments during the school year.

The Inspection Team reviewed with the Principal and teachers the resources available on the Ministry website.



**4.3 The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 4.3 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The only BAA course currently being offered is ELL 10.

The School is planning to use Mandarin 7, 8 and 9 to meet the B.C. requirements for Mandarin 10, 11 and 12. The School is committed to operating in compliance with the International Student Graduation Credit Policy for equivalency and challenge.

**4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (d) of the Agreement; namely, that all B.C. program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.**

Requirement Met       Requirement Not Met

**Comment:**

All the items outlined in the inspection catalogue are in place and as outlined in Section 4.1 appropriate documentation has been developed.

**4.5 The School meets the instructional time allotments requirements as outlined in section 4.5 of the Inspection Catalogue for offshore schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

The number of hours of instruction in the school year at MBCIS, 965, is well above the certification agreement requirements.

**4.6 The School meets the assessment methods requirements as outlined in section 4.6 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Inspection Team reviewed the School's assessment methods and determined that policies and procedures are in place to ensure that school grades accurately reflect individual student



achievement.

**4.7 The School meets the learning resources requirements as outlined in section 4.7 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

A wide range of learning resources are available both in hard copy and electronically. Because the School is new, there have been some delays in acquiring learning materials, however, overall the teachers indicated they have been able to order what they felt was needed for the program.

Teachers are aware of the new Graduation Numeracy Assessment.

**4.8 The School meets the student progress report requirements as outlined in section 4.8 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

At the time of the inspection no formal reports had been made to parents showing student progress. The Team were shown the template the School is planning to use and determined it met the requirements as outlined in the Inspection Catalogue.

The School was made aware of the resources available on the internet.

**POLICY DEVELOPMENT 5.0**

**5.1 The School meets the parent/student handbook requirements as outlined in section 5.1 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The School has a parent/student handbook which addresses all required areas in sufficient detail. This handbook is not yet bilingual, but the school does have plans to translate it so that it is of use to both students and parents. The handbook contains appropriate information on such topics as the School's statement of purpose and vision, admissions, code of conduct, dispute resolution and emergency evacuation procedures in the event of fire and/or earthquake.



As the program grows the School could consider expanding this handbook to include information on the administration of medication procedures, parent-teacher conferences, communicating with parents, use of digital devices, and required courses for graduation from the B.C. Program, along with any other information they feel would be of use to their student and parent community.

**5.2 The School meets the teacher handbook requirements as outlined in section 5.2 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The School has a teacher handbook which addresses all required areas in sufficient clarity and detail.

Teacher and principal evaluation policies are comprehensive and well-articulated.

As the program grows the teacher handbook could be expanded to include information on teaching and living in China, professional development opportunities and any other information the administration deems to be of benefit to their students.

**COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0**

**6.1 The School meets the Distributed Learning requirements as outlined in section 18 of the Agreement and Section 6 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

The School does not offer any Distributed Learning courses.



## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the owner/operator, principal and staff of Majestic BC International School for:**

- constructing an impressive facility which is ready to accommodate many new students into the B.C. and other international programs
- the impressive level of implementation of the new B.C. curriculum that has been achieved after such a short time of operation and on the well documented curriculum that was made available to the Inspection Team
- establishing a positive, constructive and collaborative relationship between the B.C. and Chinese leadership and administrative staff

### SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Executive Director of International Education that the British Columbia education program offered at Majestic BC International School be recognized as a British Columbia Certified School. The Team offers heartfelt congratulations to the School for achieving this initial certification.**

