

Dear AICS Community,

We are pleased to share the key discussion points from the Cycle 1 Participation Council Meeting 2025/2026.

In an effort to keep the community informed and promote transparency, these minutes have been anonymised and summarised to focus only on the essential facts and actions.

Thank you for your continued engagement with the school community.

Discussion Points

PC Expectations & Leadership

- The PC Leadership expectations were shared with all members.
- It was noted that members stepping down must inform in advance, and a conversation is needed for consistent absences regarding commitment.
- The goal of PC meetings is to ensure accountability for all participants, including leadership.

School Guide: Science Entree Requirements

- A mistake in the science section of the entrance requirements in the School Guide was identified, specifically concerning the MYP5 Integrated Science subject grade.
- The current requirements state: for HL Physics, Chemistry, Biology, CS, a 5 is required; for SL Physics, Chemistry, Biology, CS, a 4 is required.
- It was proposed that this be changed to HL 6 and SL 5 to potentially prevent MYP5 students from choosing subjects in which they may not be successful. This was noted as a topic for the full PC.

Overtime (Teachers: 30 Hours Overtime)

- The current rule is that overtime up to 30 hours is unpaid.
- Questions raised included:
 - Can an overview be provided of how many teachers were over, under, or exactly on their FTE in 2024-2025?
 - Has there been a trend of more teachers working beyond their FTE in recent years?
 - Is payment made only for hours over 30 or for all hours once the 30-hour threshold is passed?
 - Can reintegration tasks be counted under hours for tasks, and how is this managed in the reintegration process?

Funciemix (Secondary)

- PC and SLT agreed last year to address this in 2025-2026.
- Issues raised included the fact that 70% of the staff are on the LB scale at AICS.
- Concerns were also raised about:

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- Unclear requirements for LC teachers (Esprit document unrealistic).
- Lack of transparency in the staff development guide.
- Lack of clarity on the process for moving to the LC scale.
- The PC requested an update on SLT's plans/timeline, more transparency about requirements, clarification of the staff development guide, and a clearer LC scale process.

GMR

- GMR updates were provided, including training dates (6 Oct, 13 Nov - Dutch only).
- The budget is upcoming.
- Questions about the budget included:
 - How can the PC get a budget breakdown that is easy to understand?
 - How can the PC provide feedback if the budget is not clear?

Secondary: Cover Hours

- Cover hours are reserved for the entire year.
- Consequences noted were:
 - Less flexibility for staff to book meetings.
 - Risk of using up cover hours early, leaving Term 2 uncovered.

Secondary: Short Briefings (AOB)

- Concerns were raised that briefings take time from other General School Tasks.
- The current distribution of tasks was noted as: 14.25 hrs for briefings, 14.25 hrs for lunchtime supervision, 1.5 hrs for parent info evening, leaving 5 hrs for all other tasks (meetings, trips, etc.).
- Questions included finding a different format for briefings, assessing interest in the "show and tell," and shortening other parts or sharing via dashboard/email.

DP2 Individual Orals (IOs) (AOB)

- The problem is that classrooms are not quiet during IOs, which are final exams requiring recordings.
- Questions included finding a better solution to ensure silence and allocating space for teachers at South East where no classroom was available.

Student Representatives' Feedback

- The feedback included positive feedback from the MUN Conference.
- Concerns were raised about the DP Room (removal of glass walls, lack of communication).
- Communication failures were noted (similar to a past bathroom issue).
- A student protest occurred; communication happened, but the process was not followed. Questions were raised about why the agreed communication process was not followed and how to ensure reinforcement.
- The device policy implementation was noted as positive.

Start of the Year - Feedback to SLT

- The start of the year was reported as positive compared to the previous year.
- The clustering system has worked well, and the opening event was positive.
- The Parent Info Evening was clear and smooth.
- Concerns included:
 - MYP1 students without devices: teachers need to remember this when assigning things and structuring lessons.
 - ManageBac logins delayed for parents.
 - Students can't check email during the day.
 - Teachers need more preparation time to coach MYP1 students.
 - The timetable, while improved, was released 2 days later than promised.
 - Primary: Parents had questions around Kiss & Ride.

Annual Report

- The requirement is for an annual report at the end of the year, which should be public for the community.
- Questions were raised about having a separate version highlighting the PC's impact for the community, whether impact should be shared through briefings or website links, and if the exact advice given should be shared (as current meeting instructions are very dry).

Endorsement & Policy Updates

- DP-PAE (Policy for Assessment Endorsement): Concerns included the test week schedule saying 2 when there is only 1, non-working links, clarification around the amount of times being able to take the test (3 times), reasons for incomplete assessment, and the process/consequences for plagiarism, as well as who determines good standing.
- CP-PAE (Career-related Programme Policy for Assessment Endorsement): The policy was noted as hard to understand whether CP is a part of DP, and DP is referenced often in places that don't make sense, making it hard to read as a CP student or parent. It was noted that CP students take 2 DP subjects, and the overlap is not clear. The point about unacceptable reasons for incomplete assessment (plagiarism) was the same as the DP policy.
- MYP Review Process: The process is working on an enhanced MYP program. The review includes how the MYP is running, the possibility to get rid of Statements of Inquiry, and acting as a trial school for possible changes.
- Inclusion Policy: There is no new policy (will be included in Cycle 2).
- Social Safety Policy (Anti-Bullying Policy): A meeting with the AICS Wellbeing Team was held, and there was agreement that the policy must be updated. The working group from the previous year found the old policy vague and lacking consequences. Questions were raised about the current status and whether an updated policy could be expected for Cycle 2.

Other Business (AOB)

- Allergy Policy: Parent questions were raised about whether an allergy policy/procedure exists, how allergies are communicated to teachers, and microwave safety.
- PC Training: A question was put to SLT about whether the school is happy to have PC training with an external organisation.
- Visibility of PC: Concern was raised that the PC's work is not visible enough (e.g., only a tiny mention at parent info evenings). A question was raised about how to raise visibility and make parents aware of the PC's role.
- Cycle 2 Workload: Cycle 2 will be heavy (anti-bullying policy, budget). A request was made for SLT to bring items to the PC earlier.
- Re-election: Re-election is needed for four PC members at the end of the academic year.