

AICS Participation Council

Date:19.11.2018

Present:

Abir, Tom, Bozena, Rhea, Anjali, Cristy, Maria, Mag, Jeff, Rosa, Jagna

Absent: Laura, Dirk, Chris, Rahsmi

Minutes by: Clarice

WHO	ACTION POINTS
Tom	Will give points to add to Annual Report regarding SC and staff meetings
Annette	Will investigate the role of the confidentiality person
Annette	Will give in January an overview of the Careers Programme
Annette	Will share the budget in end December/January
Annette	Is working on improving the school image
Maria	Will discuss with Annette the expected information from the financial overview/budget
Annette	Will get information about application of the "new rules" procedures

a. Role and expectations of PC members (an overview mainly for new members)

1. PC - Dialogue

- a. Minutes
- b. Annual report (ap)
- c. School development plan (Ap PC)
- d. Budget (expected before 1st January) (Ad PC)
- e. DP result analysis (overview)
- f. Secondary: how many summative assignments per week?
- g. Communication of "new rules" e.g. no headphones
- h. School Fees (Ad PC)
- i. WiFi in the building and other issues

AOB

2. MT - Consultation

1. PC - Dialogue

b. Annual report

Harvest primary and secondary points should be mentioned in the annual report, in a summary format, in a constructive way. Tom volunteered to add the secondary part in the current Annual report.

An issue raised about the confidentiality person(s): Annette firmly believes that the Confidentiality person is meant for students and not for employees. Confidentiality Person, according to Annette, should be an adult that gives advice and emotional support to students who feel bullied, or go through difficult periods of their life. Annette will further clarify the role and responsibilities of the Confidentiality person.

c. School development plan

Maria expects from the council members to go through the development plan referring to their part (Primary, Secondary, Support) and discuss their comments based on changes implemented (check with development plan of last year).

Rosa says this development plan is more structured and clear than the previous year's

Bozena says that the Careers Programme is missing in the document.

In consultation with the MT, Annette is willing to integrate the Council's feedback in order to further develop the plan. The Careers Programme plan is not included since it is not implemented in the current year; it's a separate plan of action and information about it will follow.

Mag asks if there's a policy, Annette replies yes, the timeline for development plan is not general, it's a yearly cycle.

Tom comments on the fact that no reference is mentioned in this document about sources, methodologies used; document does not comply with AICS academic honesty policy.

Annette replies that full documentation would make the plan impossible to read. She asks for specific questions in order to give specific explanations. Tom: for ex. on pg. 9 "Student support group"

Members agree to read the document and have a separate meeting to discuss it (date set to 6th of December) and submit their feedback to Management.

Discussion about the reaction of the Council concerning the development plan leads to realization that the Council members are not satisfied from practices of the past; Annette is working to improve the image of the school through the reorganization of staff, re-establishing the dialogue with parents, clear website etc. so that the school will regain trust.

d. Budget and School fees

The "begroting" will be approved by the GMR at the end of December; Maria says the budget for the AICS is expected before 1st January, and Annette says that this is a realistic expectation and she is going to inform the Council as soon as she gets the approved budget from the GMR

- According to the financial overview submitted to the Council, the balance is negative this time; Tom says we need a more detailed version, the report is not including sufficient information
- Cristy asks if we can see tasks and allocations: how much is being spent on FTE (jobs) within the school's infrastructure eg how many staff in the primary classrooms, how many staff in admin and management, how many in secondary and special education and support. To see where we have too many people.
- Maria asks for a detailed representation of the situation in numbers. She says that all these question could be answered by a financial overview including all relevant information. Annette claims that such a document might be difficult for everyone to read/evaluate, she suggests the allocation of a Financial committee to go through such a document.

- Annette: The PC can only advise on the Budget. Every school has the liberty to increase fees if needed. There is a couple of years with no fee-increase at the aics; with the current financial situation, an increase in the fees is the only way to go. An alternative in order to have a healthy financial balance would be a higher number of students per class and/or less class assistants in primary.

e. DP result analysis

Maria gives a very brief follow up on the DP results analysis: according to the data (presented to the parents the beginning of this year by LT/MT/IBCo) the passing rate has been significantly improved (85% instead of 67% last year), being aligned with results of past years for the AICS. Other data next to it: the average mean of our students is less than the one of last year, the passing rate (85%) is higher than the World average.

f. Secondary

Bozena and Jagna ask how many summatives assessments the students must have per week. Last year there was a rule for no more than three summative tasks per week, this year it a LfL has claimed that six summative is the maximum. Still in the assessment policy and in other school documents, this information is not to be found.

g. Communication of “new rules”

Rhea: “no headphones in class” many students found out after they have been penalized for it. This indicates problem in communication. Where is this rule to be found?

Tom says that new school rules have to go through the Council and appear on school documents. According to the Student hand book (2017/18 pg. 11) it is up to the teacher’s discretion to allow “headphones in class”

i. WiFi

Annette confirms there are difficulties with the wifi, she already spoke to Vincent. The matter is investigated.