

Staff Council Meeting 01-10-2018

Present: Annette (Director), Maria (chair), Mag, Cristy, Chris, Rosa, Tom, Abir

Absent: Rahme

Minutes: Maria

1. Minutes 9th July, 2018
2. Welcome new members
3. Year Planner
4. Secondary - start of year set up: major issues timetable, magister, managebac, communication, accountability.
5. Activity plan 2018-19 expectations based on last year's plan
6. Harvest Council meets staff: reaction from MT
7. Focus points for SC this academic year
8. CIS evaluation visit: where are we, what is the plan, how do we use the CIS evaluation to improve our standards and inform our practices?
9. AOB

2. Welcome new member

Tom was elected from Secondary staff to join the Council.

4. Start of the year

- Primary (Cristy Main) Beginning of school year was a bit chaotic but slightly better than previous years.
 - Timetable changed already twice. iSAMS was not ready when school started and it created confusion and difficulties in communication.
- (Rosa SE) SE started one week later and it was a good decision.
 - Material was delivered and distributed on time according to plan presented to Council. Spacious building, very well equipped.
 - Staff feedback is positive, there is a common feeling of transparency and trust. Team is relaxed and weekly meeting is planned to resolve any issue.
 - However, proper training should be provided for new staff, they struggle to fit into the school philosophy as expectations are vague and not clear.
 - Lower number of students (expected 90, but enrolled 55). *What happened to the waiting list?*
 - SE has 1FTE above necessary in Primary due to lower number of students. The full time teacher will be moved to Satellite.
 - Opening went well, SC and PC members attended and visited the building.

- Veronica welcomes visitors (parents) interested in the joining the school every day. She shows the building and informs parents and students.
- SE did not receive iSAMS training, the system is not completely updated, hard to find students' info, and communication with parents is difficult. Same with Parnassys.
- Secondary (Maria): the beginning was very difficult: timetable had very many bottlenecks, class lists not on Magister, ManageBac not working properly: it created frustration and disappointment. One week after the school trips, the class lists for DP were still not correct on Magister: a very bad message to our students and parents. Situation is worse than last year.

6. Harvest

The Harvest outcomes: Communication, Systems, Accountability, role of management and leadership. Recurrent issues that are never addressed adequately.

Annette: Annette identified major problems in:

- Communication
- The school organization did not grow alongside with the school's growth
- Assigning responsibilities to one person is not a wise decision, especially when school grows
- Introduction of new System
- Timetable problems are due to: complex curriculum (lots of choices in secondary), employees' restricted availability due to part time contracts, and the fact that the systems (Open Apply, iSAMS, Managebac etc, were not synchronised. Management is working on a new policy for Promotion and Professional development policy.

Actions:

Annette is working to ensure that those issues are resolved. She is restoring clear communication through the Weekly NewsLetter

Annette: she requested to receive the *Activity Plan 2018* (which needs further development in order to reflect what we actually do or can do), *SST* and *Safety plan* to re-organize them all in a more coherent way.

She moreover will try to produce, by November two new documents: Financial Plan (including new school growth), Quality assurance.