

## Staff Council Meeting 19-11-2018

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

**Absent:** Chris

**Minutes:** Clarice

### Agenda

1. Minutes 1st October, 2018
  2. Information about:
    - Secondary harvest and meeting with Annette S.
    - Structure of procedures and time to process info and secretary
    - Communication platforms
    - Primary compensation for cover academic 2017-18 (Rahme)
  3. Secondary CAO changes: rules and policy stemming from it? (Ap SC)
  4. Task allocation posted on site
  5. SACo task
  6. Policy for professional development (Question)
  7. Safety
  8. AOB
- Consultation with Management

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### Minutes

1. Minutes 1st October, 2018

Approved

### 2. Information about

- A meeting has taken place between the secondary representatives and Annette, concerning the points in the harvest "Staff Council meets Staff". Minutes of this meeting are posted on Aics weekly. The primary reps as well as the support staff reps are encouraged to discuss points rising from their own harvests with Annette.

Maria willing to participate in the meeting if wished; otherwise the colleagues need to brief her (as well as the whole team) about the result of the meeting.

- Presentation of the new secretary of the Council, she manages aics.council account. She will facilitate communication with different stakeholders. She will organize and maintain the file system of the Council online.
- We communicate minutes and agendas of the SC in the aics weekly, covering a gap in this area created by the aics newsletter which was published monthly. Minutes of the Participation Council need to be posted on our site under a specific tab. This used to be the case all previous years but is missing in the “new version” of our site. Annette is willing to arrange that. A blurb about the role of the Participation council is asked and minutes of past years need to be posted as well. (Action point Maria)
- Concerning primary compensation for cover academic 2017-18: Rahme will be invited to discuss the matter with Annette and Boris.

### **3. Secondary CAO changes: rules and policy stemming from it? (Ap SC)**

We would like the admin department relevant to fte and/or finance to check whether the changes in CAO for secondary (maximum contact time per year) affect individual teachers at the aics. Annette has expressed a first impression that teachers at the aics are not affected by the changes, but a more thorough investigation on the matter is asked and Annette agreed on providing this information.

### **4. Task allocation posted on site**

In order to ensure transparency and provide information, the task allocation needs to be posted on the website; The task description has been posted recently and the list with people holding the tasks needs to be posted as well. Maria mentions the fact that the request has been initially put forward last July to Rosanna; Annette says that they are working on lists with teachers and fte/task hours and that there are some practical (time) issues in generating a list like that, but she will make sure that it is posted.

### **5. SACo task**

There has been a remarkable increase of responsibility in the revised SACO task, with many parts overlapping the current role of the LFL. The SACOs claim (when asked by SC reps) that in the only meeting they had with the LfL about this issue, the task has been presented to them and they have been asked for feedback, which eventually has not been integrated in the revised version.

Annette replies that the task is an upgrading of the role of the SACO and does not necessarily lead to increase of time. She will ask the LFL to reconsider parts of it and she will get back to the SC with relevant information.

### **6. Policy for professional development (Question)**

Tom says that there is no clear information concerning processes on professional development in secondary. Do we have a policy and if yes, where can we find it? In the

website there is a document with a list of people and the Professional Development they have done; according to Annette such a document includes information which does not need to be public, as it lacks information (funding etc) and it can lead to misunderstandings. Annette says they are working on updating documents on the cycle of professional development and that we are going to get this information soon.

Cristy and Rahme mention that there must be a follow up after courses and workshops and that information must be shared with the team in a structured way; otherwise opportunities for team development in certain areas, are lost.

## **7. Safety**

For upcoming meetings

### **AOB**

Cristy asks if Satellite and Main will be merged, Annette answers that it is an option depending on number of students.