

| Minutes of Main Meeting - Participation Council held on 18/11/2019 |  |
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| Attendees  | Tom Sikkes (TS), Annette Sloan (AS), Fred Poeser (FP), Simon Elgood (SE), Mag Ramachandran (MR), Maria Duarte (MD), Andrey Shelestov (ASh), Bozena Kopczynska (BK), Rashmi Kusurkar (RK), Jagna Mirksa (JM), Dirk Frikkee (DF) , Jefferson Yeh (JY), Aanya Trehan (AT), Dameshk Wijesinha (DW) |
| Visitors   | Annette Sloan (AS), Noorul Choudhury (NC), Serena Cruz (Tyrrell) (SC) (Obsersver), Ana Vilar Santos (AVS) (Observer)   |
| Apologies  | Rahme Ibrahim (RI), Laura Murphy (LM)  |

| Item | Agenda item/Topic   | Details  | Decision/Action  | Responsible                                |
|------|---|--|--|--|
| 1    | CIS outcome report – summary results and analysis; Inset day update | <ul style="list-style-type: none"> <li>Information presented within summary report is not sufficient to make comments. More underlying data is required for each section.</li> <li>An in depth outcomes analysis was already shared with the Council in August 2019.</li> <li>In response to the CIS summary finding that a significant proportion of students were unaware of the school mission statement, it was agreed that the Student Council take more responsibility for apprising students.</li> <li>School mission and vision should be more visible in the main campus. This is currently limited to the reception area. There was a discussion around reinforcement of this in mentor groups. The new building will be better equipped to display the school mission, similar to what is already displayed in the South East Campus.</li> <li>Language policy - action regarding additional support in the class was well received. It was agreed that management will build on the success of the language day. GMR are currently looking into promoting a multi lingual day and</li> </ul> | <p>To send underlying data in respect of CIS outcome report</p> <p>To send in-depth analysis report to Council members.</p> <p>Student Council to provide regular updates on initiatives</p> | <p>AS</p> <p>TS</p> <p>Student Council</p> |

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|      |   | <p>replication European school policy for having classes in students' own language.</p> <ul style="list-style-type: none"> <li>An update on progress is required in respect of the study support system for students, particularly in MYP4.</li> </ul>   |  |             |
| 2    | Safety issues raised by Student Council     | <p>The safety plan did not include feedback on the last emergency fire evacuation. There were specific questions regarding how we know that all students in the building were evacuated and why secondary students were asked not to use a particular set of stairs.</p> <ul style="list-style-type: none"> <li>It is the task of safety officers to ensure everyone is evacuated from the building</li> <li>Further investigation will be carried out into why secondary students were asked not use a particular stairway</li> <li>A reinforcement of emergency evacuation procedures is required</li> </ul> | To provide feedback on fire evacuation and respond regarding specific issues | Management  |
| 3    | GMR/Council vacancies                       | <p>Parent observer (AVS) was present at the meeting who is keen to fill the primary parent vacancy in the GMR. A primary teacher representative is also required for the Staff/Participation Council.</p>  | All vacancies will be published in the AICS newsletter.                      | TS          |
| 4    | Strategic plans – overview of inset day     | <p>Feedback from the inset day will be provided by management in the near future.</p>  | To provide findings from the inset day which took place on 28 October.       | Management  |
| 5    | Contact hours and class size (school guide) | <p>Questions to management regarding discrepancies in class sizes across the groups and across the campuses.</p> <ul style="list-style-type: none"> <li>Addressing the issue of larger secondary class sizes is a challenge due to the difficulties in recruiting teachers for a few hours a week in respect of some subjects (e.g. Physics, Dutch etc.). Some of the larger classes are due to mistakes made with the admission process last year.</li> </ul>   |  |             |

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|      |                   | <p>Agreements regarding larger class sizes are made with relevant teachers. The Admissions team are unable to control the numbers applying for specific campuses as it is completely dependent on the parent choice.</p> <ul style="list-style-type: none"> <li>One parent reported feedback from parents of primary children that they are concerned about some differences in teaching style between individual teachers in primary who teach the same year group. This could be a result of teachers being encouraged to teach according to their personal passions. Some issues in SE result from the number of students and the availability of teachers on Mondays. There is a plan to address the issue in Term 2.</li> </ul> | <p>To provide information on the plan to address issues in SE before the January Council meeting.</p> <p>To create forums for primary parents to share their views and concerns (similar to those run for MYP parents)</p> | <p>AS</p> <p>Management</p> |
| 6    | PAE (Secondary)   | <p>More clarity on MYP e-assessments and CP recognition.</p> <ul style="list-style-type: none"> <li>Recognition of e-assessments is in the hand of the Dutch government and not an AICS decision. IBO are recommending that these assessments be officially recognised.</li> <li>CP is to be included in the PAE. There has been information provision in MYP5, students are will be advised to follow CP. CP is more vocational but no less demanding.</li> <li>DP2 should have access to assessment calendar</li> <li>There was further discussion on the possibility of giving more accurate, real-life information on the curriculums pre-MYP5, per year-group.</li> </ul>   | <p>To look into the possible recognition of a MYP certificate</p> <p>To chase up DP2 access to assessment calendar</p> <p>Further exploration of pre-MYP5 curriculums – to put forward for discussion</p>                  | <p>AS</p> <p>NC</p>         |

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| 7    | Systems                                       | <ul style="list-style-type: none"> <li>The timing of parents' access to iSAMS is dependent on all issues related to that system being resolved. However, management are hoping that this can happen in January 2020.</li> <li>There are further plans for ongoing staff training on iSAMS, with possible commencement of this in January 2020.</li> <li>There is plan for students to receive a step by step instruction for accessing timetable changes on iSAMS</li> </ul>  | <p>To update to parents within AICS newsletter</p> <p>To formulate protocol for accessing timetable changes on iSAMS</p> | <p>AS</p> <p>NC</p> |
| 8    | Secondary students in the AICS main corridors | <p>Feedback has been provided regarding the reasoning behind barring secondary students from the corridors on the ground and first floors however following meeting with staff from primary and secondary school a decision has been made to remove posters barring secondary students from lower these lower school corridors. The placing of posters was seen as counterproductive and going against the school ethos. Primary staff were reassured that their concerns were taken into account. A statement will be issued shortly outlining school expectations for students and staff.</p> | <p>To provide school expectations for students and staff</p>   | <p>Management</p>   |
| 9    | Finance exploitation                          | <p>The financial spending summary provided does not provide the Council with sufficient overview.</p> <ul style="list-style-type: none"> <li>A subcommittee will be formed to assess the financial situation to include AS and two members of the Participation Council. DF volunteered to be one of the Council members.</li> <li>The Main and Satellite campuses are shown within figures as one unit whilst South East is shown separately due to different financing arrangements.</li> </ul>   |  |                     |

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| 10   | Finances – system for parent contribution | A system is being formulated to clarify how parent contributions are used in 2019/20. The system will be introduced in January 2020.  | Update to be provided to Council.   | AS                  |
| 11   | Focus points 2019-20 – workload pressures | <ul style="list-style-type: none"> <li>This item was discussed in the Staff Council meeting (see above). Teachers will be more involved with setting priorities for the timetable in 2020/21.</li> <li>Concerns were shared about lower MYP timetable for Thursday morning (free periods), in contrast to a challenging timetable for Friday. This will be considered when formulating next year's timetable.</li> </ul>        |   |                     |
| 12   | Proposal secondary curriculum 2020-21     | This document is not yet available and will be put forward for discussion at a future meeting.  |   |                     |
| 13   | Traffic situation                         | There has been a significant improvement at the front of the AICS main building. The bicycle path at the back of the school will be re-opened in week 48 and the two traffic personnel employed by the 'gemeente' to control traffic outside the school will be discontinued. The school is currently in the process of employing two student support assistant to replace them. The situation will need continuous monitoring. |   |                     |
| 14   | Annual Report 2018/19                     | A further minor amendment is to be made to the report. All changes made will be highlighted.  | Report to be sent to Council  | TS                  |
| 15   | School Guide – plan of action             | <p>A short paragraph about the Council will be included within the school guide, highlighting the advisory role of the group.</p> <p>A discussion was had about including information about the school's alumni and which universities they attend. This information is quite difficult to obtain. The previous</p>   | <p>To prepare paragraph for school guide</p> <p>To look into the possibility of tracking university placements for former students and organising alumni events</p> | <p>TS</p> <p>AS</p> |

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|      |                                    | task for doing this has been discontinued. There was a suggestion for holding alumni events where information can be shared and success celebrated.  |   |             |
| 16   | Evaluation on parent participation | Any plans for PTA's should be addressed with management in the first instance. SC described how a PTA could influence structure, involvement with extracurricular activities, improve community involvement through more integral participation and generate income for the school.  | To meet to formulate a plan which will be presented to AS | FP/ST       |
| 17   | SST – year report                  | AS explained that there is no SST annual report. Relevant information is included within the school development plan under the section “student well-being”  |   |             |
| 18   | Any other business                 | <ul style="list-style-type: none"> <li>• Teacher shortage - although there are some shortages, there is no cause for alarm.</li> <li>• Following the inset day, a group of parents sent in ideas to management about sustainability, reinforcement of nature experiences, concerns about 'screen addiction' and reinforcing the participation of children in local environments. BP informed the meeting that ideas are in development and further information will be shared.</li> <li>• The new rota for Participation Council meetings was discussed and the general feeling was that it has resulted in more productive meetings however; it creates further demands for parents. An idea is to have a rotation plan for the parents in respect of the preliminary meeting held a week before the main meeting.</li> <li>• RI&amp;E report – the report for SE has not yet been produced.</li> </ul> |   |             |