

Minutes Meeting Participation Council 20-05-2019	
Present	Bozena, Dirk, Mag, Rahme, Rosa, Tom, Laura, Jefferson, Chris, Jagna, Maria (Chair)
Absent	Abir, Rashmi, Rhea

Agenda item/Topic	Details	Decision/Action	Responsible
1. Minutes meeting 20.05.2019		Minutes Approved	
2. Satellite students	Laura briefs the team for the actions taken. Annette has taken the situation very seriously and the problem has been tackled as described in the letter to parents (submitted to Council)		
3. Safety Plan	<p>The feedback concerning traffic outside the school as well as off site has not been considered. How is the management monitoring the situation?</p> <p>What happens when an accident is reported to school?</p>	<p>Annette is working on the issue: she is in discussion with the Police and some traffic experts. A new policeman will introduce himself in the newsletter explaining parking rules. To assist students crossing the street people must first follow a training.</p> <p>Annette will ask Vincent to give feedback.</p>	Annette

4. Language Policy	Netty presents the reasons leading to the creation of the document as well as the process followed		
5. Vacancies	Chris, Abir, Jagna: Their membership has been completed. They may reapply if they wish to continue. Anjali, Maria: resign	Vacancies are going to be posted. Interviews for the parents and staff representatives, Chair to be elected by PC members.	
6. Admission Policy	During the meeting we realize that the document communicated with the secondary reps (including feedback) is different than the one sent to team.	Annette will check which is the right one.	
7. Whole school calendar	Jefferson rises the issue about DP1 and DP2 test week. Test week 1 has been removed from the calendar, however, this test week has a heavy weighting on the predicted grades (for university application) and is also another valuable practice which can make a difference for students during finals. On the note of predicted grades, using prelim grades as predicted would be too late for most US, UK and Dutch numerous University applications.	Anette will liaise Jefferson with LfL and discuss it further.	Annette

8. Finance	<p>Dirk had a meeting with Annette, major points have been clarified.</p> <p>The report on the first quarter arrived after the documents for this meeting were sent. An agenda point for the next meeting.</p>	Annette will ask and go through it next meeting.	Annette
9. School Guide	School guide is almost ready, all updated information is supposed to be in there.	In coming weeks the School Guide will be posted on website. Annette suggests that two people (Primary and Secondary) read the document for final corrections. A digital document will then be produced.	
10. CP/PYP	Annette explains that CP has been decided before she arrived in aics. PYP is a vehicle ensure continuity between primary and secondary, especially valuable having one school in three different locations. PYP will strengthen the identity of the school.		
11. Social Media	There is no revised version from MT. Has the feedback been discussed?	Annette will consult Boris.	

12. AOB	There is a professional working -among other things- in the information posted on our website. Concerning the Council, a short text will be added as well as a photo of the current team.		
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