

Minutes Meeting Staff Council **04-03-2019**

Present	Rosa, Rahme, Cristy, Chris, Mag, Tom, Maria (Chair) Annette Sloan, Boris Prickarts, Noorul Choudhury, Therese Clemo, Veronica Kleipool (L4L)
Absent	Abir

Agenda item/Topic	Details	Decision/Action	Responsible
1. Minutes meeting 14.01.2019	Maria proposes to have the minutes ready one week after the meetings. Documents will be shared so every member can give suggestions. After two weeks the minutes will be posted on the School website.	Minutes Approved Proposal approved	
2. Aics staff absences	Document was received 3 days before meeting; it will be shared and comments will form Council's feedback	To be revised by the members.	
3. Organogram	Document was received 3 days before meeting; it will be shared and comments will form Council's feedback	Staff council members will give feedback about the organogram	
4. Staff development guide	L4L and Boris are present to give information about the Staff Development guide. Current document is rigid in language and therefore difficult to follow. An effort has been made to create a document which is easier for people to read. Flowcharts give a visual representation of procedures. To be revised by members.	Staff council members will give feedback	

<p>5. Which docs should the council receive? When? Is there a protocol?</p>	<p>The Council should receive a number of documents</p> <ol style="list-style-type: none"> 1. according to a standard procedure (budget, development plan, etc) and 2. documents which are updating current ones (i.e. assessment policy) or created to answer new needs (i.e. social media policy). <p>For the first category there are given moments to receive the documents and the deadlines should be met, for the second there is more flexibility..</p>	<p>Annette meets Maria in order to make a list of documents -referring to 1st category (mandatory)- so that the Council has a clear overview of the documents and the timing expected.</p>	
<p>6. How do we archive docs? Who and how has access?</p>		<p>All the documents are posted in aics.council accounts and are shared with aicscouncil.members and there (aicscouncil.members) we will provide our feedback</p>	