Minutes Meeting Staff Council 20-05-2019	
Present	Rosa, Rahme, Chris, Cristy, Mag, Tom, Maria (Chair) Annette Sloan, Noorul Choudhury
Absent	Abir

Agenda item/Topic	Details	Decision/Action	Responsible
1. Minutes meeting 08.04.2019		Minutes Approved	
2. Proposal Tasks Primary	A task description should be in the proposal for next year. SACO role especially needs to be clearly communicated as it is a very big task.	Annette says that there's a detailed description but it was a conscious decision of Primary leaders of learning not to have a detailed version. Annette understands that for new teachers a description of tasks would be very useful. Next year it should be included in the tasking policy	Annette
Proposal Tasks Secondary	Some points need clarification as for CP Coordinator or CP.	Annette says that next year there will be a CP Project Leader which is not a third IB Coordinator.	

	About C27 and C28	1 person will have 2 tasks: one person will complete the application and coordinate the development of the curriculum. So 1 task for Coordination Project and 1 task for Development curriculum.	
	About C25. TEDx Youth Organizer (30 hours per person + 10 hours editor) Chris talks about editing, 10 hours is not enough.	Annette and Noorul will think about it.	
Proposal Tasks whole school PYP	● The 250 hours for the PC Chair position have been changed to 150. AOB suggestion: 250 hours for Chair, 150 for secretary ● Rosa asks how many hours will be for PYP and how many people.	● Annette will check before confirm that. ● Annette says 300 hours for 2 people in each location.	Annette
3. Staff Development Guide	Some feedback has been implemented but some other feedback not. Main points of reference the filing of formative observation and the fact that nothing refers to support staff.	Annette mentions the fact that meetings have taken place, and she was under the impression that we have reached a consensus. Another meeting will take place to solve any remaining issues.	Annette