



Date of Meeting: Monday 10th September 2018

Time: 17.30h – 19.30h

Location: UWCM Secondary Classroom B1.05

Note: Parents, please register at Reception first

PC MEETING – Part I (17:30h – 18:00h)

| Time | Topic | Reason for Discussion & Pre-reads (links to docs Team Drive) | Division / Delegation¹ |
|--------------|--|--|--|
| 17:30 -17:35 | Welcome | Welcome to new members | All |
| 17:35 -17:40 | Upcoming Elections | Elections for membership upcoming vacancies: Parent Reps – 1 primary, 2 secondary Student Reps – 1 MYP Elections for PC roles (daily board: Chair, vice-chair, secretary) PC membership | All |
| 17:40 -17:45 | Updates from Subcommittees & Delegations | Which committees (& membership) | All |
| 17:45 -17:50 | Campus extension/ adjustment – upcoming workshop | PC members are invited, need to register via this link: https://docs.google.com/spreadsheets/d/1wnd2MKi7IYI4RpVNKTDDPrf37Ghy0o05orrwJNEe9rw/edit?usp=sharing | All |
| 17:50 -17:55 | Training | Requests/needs/ideas | All |
| 17:55 -18:00 | MR Operations | How do we operate? | All |

MEETING WITH SCHOOL LEADERSHIP TEAM (18:00h – 18:30h)

| Time | Topic | Reason for Discussion & Pre-reads (links to docs Team Drive) | Division / Delegation¹ |
|--------------|----------------------------------|---|--|
| 18:00 -18:10 | Leadership updates | | All |
| 18:10-18.20 | Organogram and interim positions | Information and Formation Plan | All |
| 18:20 -18:30 | School Plan & Financial Plan | Status update on Budget 2019 School Plan next steps | All |

PC MEETING – PART II (18:30h – 19:30h)

| Time | Topic | Objective & pre-reads (links) | Division / Delegation¹ |
|--------------|---|---|--|
| 18:30 -18:40 | School Plan | Discuss formal response | All |
| 18:40 -18:45 | Year Planning | Dates of monthly meetings Upcoming topics & How to use online planner | All |
| 18:45 -19:15 | Looking Ahead - Main topics | Brainstorm-session and debrief | All |
| 19:15-19:20 | Tracking of Proposals & Discussion Topics | Present new tracker and review “open” topics PC tracker | All |
| 19:20 -19:25 | Annual Report | Meeting dates, upcoming topics | All |
| 19:25 -19:30 | Meeting closure | Review and agree on FU ACTIONS and agenda topics for next PC meeting Sept | All |