



Date of Meeting: Monday 11th Feb 2019

Time: 17.30h – 19.30h

Location: UWCM Secondary Classroom B1.05

Note: Parents, please register at Reception first

PC MEETING – Part I (17:30h – 18:15h)

Time	Topic	Reason for Discussion & Pre-reads (links to docs Team Drive)	Division / Delegation¹
17:30 -17:35	Welcome & goodbye PC members	Goodbye and Welcome to Primary Parent Rep	All
17:35 -17:40	Review of actions last meeting and overview open items		All
17:40 -17:50	Updates from Subcommittees & Delegations	Finance Committee update: letter to HoC	All
17:50 -18:00	Appointment Director of Secondary / Depute HoC	PC discussion	All
18:00 -18:05	Messages from the Community	PC discussion Mobile phone use during breaks (MYP)	All
18:05 -18:15	Monitoring quality education/ provision of educational needs and MYP5 certificates - continued discussion	Preparation for discussion with SLT	Secondary Parents

MEETING WITH SCHOOL LEADERSHIP TEAM (18:15h – 19:00h --- possibly extended until 19:30h)

Time	Topic	Reason for Discussion & Pre-reads (links to docs Team Drive)	Division / Delegation¹
18:15 -18:20	School Calendar 2019-2020	Timelines and review planning	All
18:20 -18:25	Rectification 12% pay raise primary staff	Follow up after discussions	Primary Staff
18:25 -18:35	School Fees & Finances	Discussion – request for information (assumptions student size, back office cost assigned to primary,...)	Parents
18:45 -18:55	Policies and Documents Review	Feedback from SLT to PC feedback on: <ul style="list-style-type: none"> • complaint procedure • staff promotion policy Feedback from PC on: <ul style="list-style-type: none"> • RI&E • staff health and wellbeing • strategic hr policy 	All Staff only Staff only

18:35 -18:45	Monitoring quality education/ provision of educational needs and MYP5 certificates - continued discussion	Discussion -what systems does UWCM have to monitor the quality of MYP education; for the PC, having a 'LVO contact person' seems not sufficient -how does UWCM meet the IGVO- requirement that students must be able to do the entire MYP exams or 'certificates'	Secondary Parents
18:55 - 19:00	CIS audit follow up	Request for update from SLT on follow up and reporting back to CIS	All

PC MEETING – PART II (19:00h ~ 19:30h --- possibly extended until ~19:45)

Time	Topic	Objective & pre-reads	Division / Delegation ¹
19.00 -19.15	Debrief after meeting with SLT		All
19:15 -19:20	Messages from the Community	PC discussion Mobile phone use during breaks (MYP)	All
19:20 -19:30	Summary and Meeting closure	Review of actions and Agenda topics next meeting	All

¹ Division: Primary or Secondary Delegation: Staff, Parents or Students