



Date of Meeting: Monday 18th March 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 new PC members | Welcome to Primary Parent Rep and DP student Rep | Parents |
| 17:35 -17:40 | Review of actions last meeting and overview open items | | All |
| 17:40 -17:45 | Updates from Subcommittees & Delegations | | All |
| 17:45 -17:55 | School Calendar 2019-2020 | PC review discussion <u>Term Dates 2019-2020</u> | All |
| 17:55 -18:00 | Documents Review | Formation Update for Additional University Counsellor – request for consent <u>Formation Update 26Feb19</u> | Staff |
| 18:00 -18:10 | Deputy Director Job Description | Discussion on advertised Job Description <u>Published Secondary Deputy Director Job Description</u> <u>Official Job Description Secondary Deputy Director</u> | All |
| 18:10 -18:15 | Request for info DP exam results | PC discussion | All |

MEETING WITH SCHOOL LEADERSHIP TEAM (18:15h – 19:00h)

| Time | Topic | Reason for Discussion & Pre-reads (links to docs Team Drive) | Division / Delegation¹ |
|--------------|---------------------------|---|--|
| 18:15 -18:30 | Updates from SLT | Request for updates on <ul style="list-style-type: none"> • IB CP and IB changes • IB DP entry criteria • UWC diploma • CIS audit follow up | All |
| 18:30 -18:40 | School Calendar 2019-2020 | PC feedback and discussion | All |
| 18:40 -18:50 | MYP 4-5 Camp | | Secondary Parents |
| 18:50 -19:00 | Policies and Documents | *Student Handbook - Policy unauthorized absence | Parents & Students |

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|--|--|---|-------------------------------|
| | | *School Guide 2019-2020 Development *Feedback from SLT to PC feedback on: <ul style="list-style-type: none"> • Complaints policy, PC response • Staff promotion policy, PC response *PC feedback on Formation Update *Last date for document submission to PC | All Staff Staff All |
|--|--|---|-------------------------------|

PC MEETING – PART II (19:00h ~ 19:30)

| Time | Topic | Objective & pre-reads | Division / Delegation ¹ |
|--------------|--------------------------------|--|------------------------------------|
| 19.00 -19.15 | Debrief after meeting with SLT | | All |
| 19:15 -19:20 | Summary and Meeting closure | Review of actions and Agenda topics next meeting | All |

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