

## Participation Council (PC) Meeting Minutes

**Monday 11th of November 2019**

**Minutes:** Alys Baines

**Apologies:** Petra Stassen,

**In attendance:** Florent Edouard, Efrat Bareven, Christina Belova, Chiara Popolo, Maddy Koekkelkoren, Nicola van der Venne, Lucy White, Valentina Del Vallo Cordava Colmenares Vicky Lemmens, Golnar Motaharipour, Satyadeep Srivastava, Elena Borisova, Edward Omondi

<b>Agenda Point</b>	<b>Point of discussion and outcome</b>
Letters / communication to Management	<p><u>Outcome</u></p> <p>In future all the members of the PC should be copied in the Letters sent to management so that all PC members are aware of the communication.</p>
Situation on the role of Director of Primary	<p><u>Leadership's Response</u></p> <p>Rebecca Warren's second period ends in September 2020. At this point, there is no information to be shared. The two possibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Rebecca returns to resume her work as Director of Secondary from September 2020.</li> <li>• If Rebecca does not resume her position back, then the position will be advertised.</li> </ul> <p>Once information becomes available, it will be shared with the PC.</p>
IBDP results	<p>Overall very good results. Results will be shared once the Dutch International Schools are able to share their results.</p>
Secondary School Task policy	<p><u>Discussion</u></p> <p>Due to the implementation of Manage Bac policy this year the feedback in the comments section should contain two essential elements:</p> <ul style="list-style-type: none"> <li>• Why the student achieved that level (or those levels)</li> <li>• The next steps that the student needs to take to improve.</li> </ul> <p>According to staff (and PC) this is a change in the Task Policy that needs the consent of staff section of the PC and be shared with staff by Director of Secondary.</p> <p><u>Reasonable compromise for this academic year</u></p>

	<p>A compromise that can be made for this academic year is when a summative test is done it can be uploaded (scanned) onto Manage Bac so that parents can see it. This shows the criteria and the performance of the student. Discussion with Secondary Staff Representatives needs to happen at the earliest and an agreement reached. A compromise to be found and rolled out both to parents and staff.</p>
<p><u>Manage Bac</u></p>	<p>Manage Bac is an educational management platform which is designed to meet the requirements of all IB Programmes. This platform is not used in Primary School. There is a general feeling that all students, parents and staff need yearly training on it.</p> <p><u>PC's Response:</u></p> <p>Anything communicated on Manage Bac (or anything) is on behalf of all the stakeholders. The school should train students, teachers and parents to use Manage Bac appropriately.</p> <p><u>Leadership response:</u></p> <p>On the issue of change in the task policy regarding the use of Manage Bac, LST sought out legal advice from LVO on this matter. According to LST it is not a change in the task policy, it changes the way in which things will be communicated. If teachers feel they need more time to write comments then LST is willing to have a discussion on this issue.</p> <p><u>Why Manage Bac?</u></p> <p>One of the reasons to use Manage Bac is that it allows students, parents, academic coordinators, head of years to track the progress and performance of the students. The rationale and the need for the use of Manage Bac should be rolled out to all the staff.</p> <p><u>PC</u></p> <p>A compromise needs to be reached if staff are not comfortable using the system with a follow up by offering professional development workshop.</p>
<p><u>IB review</u></p>	<p>LST shared the information that there is a discussion within IB around the mandatory hours for the courses. It is not official yet and is in its preliminary discussion stage. LST will keep everyone updated.</p>
<p><u>Director of Technology and Innovation</u></p>	<p><u>Q&amp;A</u></p> <p>Where did the need for such a job come from?</p> <p>Is this job more important for the whole school or Director of Education and Curriculum for the whole school?</p>

Staff need to come together to decide whether they feel this is necessary as it impacts the formation plan.

Leadership response:

The LST after a lot of discussion chose the title (as mentioned in the school plan and CIS report) for a school wide, uniform approach. We are a data driven school. We need better systems to look at data to make decisions. There is a need for finding out what systems are out there to be used. This person needs to be a specialist, not only so that there are good systems in place but also to educate staff and students on these systems. This job description is in the budget for 2020. First task is to look at what we are using, review ongoing things, and look to see what we can do better. There is a need to align Primary and Secondary sections of the school. What are the educational needs regarding technology and advise on what is needed? How do we use technology in education?

What would be the qualifications of such a person?

Leadership response:

Someone who is qualified with a strong IT background with experience in schools. IT department remains the same. Admissions and library would fall under this person, as it is data driven. Questions on privacy still need to be explored.

Do we have to give consent or advice in this position?

Leadership Response

We give advice as it is an extension. LST to communicate that people will not be losing any jobs

According to PC staff representative, we give consent, as it is new job in the formation plan.

IT teacher in Primary

Parents were concerned about the safety of using internet and key IT skills for transition to secondary

Leadership response

There is no specific teacher for this. However, all teachers do teach their students digital literacy as they are using these skills in their classrooms through units of inquiry and other skills. Their learning is authentic.

Leadership is in conversations with the CC club to integrate whatever is taught links well with the topics being taught in class (example fake news, safe searching, digital footprints etc.). A workshop can be arranged on this.

Playground policy review

PC asked if there is any playground policy of the school. If not, PC would be interested in having playground policy in place to insure consensus and safety on the playground. Primary school would like to go through the policy / document if it exists and if it serves us well.

Leadership response:

LST not sure, if the school would benefit from this. Every year an audit is done to ensure it is safe. This is managed by Petra.

There should be a policy on behaviour, space use, supervision, day to day running of the playground space. There are still quite a few bikes in the playground, which is unsafe. Bikes are an ongoing challenge. Conversations are ongoing. Common understanding needs to be put together in order to have consensus across whole school.

Green school:

What is going to happen? Is there a destination for the money provided for this?

Leadership response

The goal for the green school consists of 3 points:

1: to make it greener

2: safe playground

3: to have more things for the younger students to play with

Looking for a grant for solar panels to bring down our carbon footprint. Money donated to make a vertical garden (specifically) 50,000 Euros.

Dream green campaign:

Particularly for play equipment, trees etc. Hoping to raise money for this.

*What kind of timeline is there for the discussions as a whole school?*

Leadership response:

This is up to us. We would like to see the space used safely, appropriately, access to vehicles etc. Need to explore what we have and what are we specifically looking / asking for. Feedback to the Primary Staff tomorrow (12.11) asking for their feedback which will be communicated with LST.

<p>Interpretation of the Satisfaction Survey &amp; action plan by SLT</p>	<p>What is the plan to do with outcomes of the survey?</p> <p><u>Leadership response</u></p> <p>For students it is compulsory to do every year. It will be an annual survey. For staff and parents is not compulsory but valuable. The advice is to do every other year for staff and parents. LST decided to do it again this coming year and thereafter every other year. The plan is to do it in Jan /Feb 2020.</p> <p><u>PC</u></p> <p>The school should use the distribution list with the first email address is used as learned from the last years' experience.</p> <p><u>Leadership's action plan for Secondary School</u></p> <p>LST shared the results with secondary staff members. Series of staff meetings dedicated to look into the various aspects of the survey. Staff reports back tackling some of the issues raised and looking at solutions. In the upcoming staff meeting, the plan of action will be discussed.</p> <p><u>Leadership's action plan for Primary School</u></p> <p>In the two staff meetings, so far time spent to analyse the data.</p> <p>Next steps: Staff have written down what they feel the next steps should be.</p> <p><u>PC</u></p> <p>PC suggested to the LST that it would be good to communicate with parents the action plan. This communication could be part of the weekly Director's bulletin.</p> <p><u>Task force: 3 groups formed</u></p> <p><u>1. Roles and responsibilities. What are the roles etc</u></p> <p><u>2. Timetable review committee à atm just staff members. Timetabling complicated.</u></p> <p><u>3. Performance review à meeting next week with secondary and primary reps</u></p>
<p>PC</p>	<p>PC will be publishing minutes. We write the minutes and we publish it within the PC members and LST. PC members will have 2 days to respond and clarify the facts mentioned in the minutes. The updated minutes will be shared with parents through the distribution list or on the website. Now we have Satyadeep</p>

	<p>Srivastava as the Secretary of the PC. He will write the minutes of the meeting and follow the process as agreed and mentioned above.</p>
Kognity	<p>PC asked the continuity of Kognity for this year and in the years to come.</p> <p><u>Leadership response</u></p> <p>The LST is exploring from the Head of Departments if their department would like to use Kognity. The HODs need to do the survey at their departmental level and feedback to the Leadership. LST is happy to renew if there is a need felt for Kognity in different subjects in different departments.</p>
Action plan	<ol style="list-style-type: none"> <li>1. Kate to meet with the Secondary PC Staff Representatives to discuss the issue about Manage Bac.</li> <li>2. PC to give LST the date for reviewing the budget for 2020/2021.</li> <li>3. Look at the timeline when PC needs to give consent for the role of Director of Tech. &amp; Innovation (by next week). Primary and secondary staff representatives need to meet to discuss the role and convey their decision to the Chair of PC.</li> <li>4. PC needs to have a look at the timeline when documents are sent. If sent during holidays we need to be mindful of the 40 days' timeline.</li> <li>5. PC Members need to inform Chair of the PC whether they will join the Board Meeting next week on 18<sup>th</sup> November from 17:45-18:45 in the UWCM Secondary School.</li> </ol>