



Date of Meeting: Monday 9th Dec 2019

Time: 17.30h – 19.30h

Location: UWCM Secondary Classroom B1.05

Note: Parents, please register at Reception first

Minutes: Satyadeep Srivastava

Apologies QQ: Elena Borisova, Kate Doyle, Lodewijk van Oord, Tanya, Nicola, Christina, Efrat, Florent

In attendance: Maddy Koekkelkoren, Lucy White, Vicky Lemmens, Golnar Motaharipour, Satyadeep Srivastava, Edward Omondi, Chiara, Valentina, Petra

Agenda Point	Point of discussion and outcome
Update on Board Meeting from Chair of the PC	Golnar updated the PC Members on the points discussed in the Board Meeting: <ul style="list-style-type: none"> ● Possibility to meet the supervisory board ALV was explored with the Chair of the Board. ● Academic issues still prevail hence the need to go to ALV. Also, the PC meeting with ALV should happen as a part of the process. ● Parents and students dissatisfaction with the level of academics was conveyed to the Chair of the Board. ● Lack of ideal timetable. ● The complaints procedure was discussed and the board suggested to follow the external trust person route in case issues do not get resolved internally.
Update on Lodewijk's request	Trust Person: It was decided that Secondary Staff Reps will have a discussion with at least one member of the interview panel to get insight into the candidate's performance in the interview and the candidate's strength. Based on that a vote will be done by all the Staff Reps on the google document and based on the result Golnar will inform Lodewijk about the consent. Director of Tech & Innovation consent: It was decided by the PC Members to invite Leadership Team for Q&A during the next PC meeting.
Update on hiring process	The Staff Reps discussed the document. The Staff Reps have made annotations on it and will email to Margot for clarification. Also need to enquire from Margot the purpose of EasyCruit and how it works.

Budget 2020- status and approval process	Golnar to send an email to Lodewijk and ask for the 2020 budget.
Status of the anti-bullying policy and MYP & DP transition criteria	The question to LT for the next meeting.
Status and update on the external complaint committee	A question to LT for the next meeting. What is the update on discussion with LVO, Mosa Lira and the external trust person? When will the document be resubmitted?
External Communication Report: implementation plan	What is the implementation plan?
Agenda training Jan. 9 from 14 hrs: Petra	It's a basic PC training which will be organised in school from 14:00-18:00 hrs. This will be followed by a team dinner.
Norms of collaboration and effective communication - Alys Baines	<p>Norms of collaboration:</p> <p>Communication between Leadership and PC members should be cohesive and PC should be unified.</p> <p>Seven points of norms of collaboration are as follows:</p> <ul style="list-style-type: none"> ● Holding ● Paraphrasing ● Ideas on the table ● Providing data ● Paying attention to self and others ● Presuming positive intentions ● Giving others a chance to speak <p>Let's put this in practice and get the best out of our meetings.</p>
Playground: alignment of expectations and actions	In the primary, there is a policy. The donation for the vertical green wall is 50000 Euros. However, on the website, an extra 1750 Euros is accounted for in the donation and parent reps would like to know how this would be spent on the playground.
PC Status	To check with Gijsbert on that.
Action plan	<ol style="list-style-type: none"> 1. To check with Gijsbert about the PC Status document. When did he ask for the last permission? 2. Whether the status was granted? 3. Secretary keeps the time in the meeting 4. Minutes and letters and proposals to be shared well in advance

	<ol style="list-style-type: none">5. All the responses to be cross-checked before sent to the leadership6. An hour with the management and focus on the points7. Convey to leadership to give concise and full answer for the question asked8. Every stakeholder needs to prioritise and then only put the points on the agenda.9. One member from each delegation to agree upon agenda point and convey to Golnar (Sec parents & students Vicky, Sec staff Edward, Primary Parents Chiara, Primary Staff Lucy)10. Trust person voting doc to go live11. Edward to send email to Margot about the hiring document
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