



## LEARNING WELL, ENJOYING LIFE, EXCEEDING EXPECTATIONS

### Minutes

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<u>Meeting:</u>	School Consultative Group
<u>Date and Time:</u>	10 <sup>th</sup> November 2009 18:30
<u>Venue:</u>	Staff Room
<u>Attended by:</u>	Mrs Jeannette Verspui, Mr. John Todd, Mrs Pauline Mackey, Mr. Julian Cottenden, Mrs Hilary Oldman, Mrs Jan Leeman, Mrs. Renu Ballantine, Mrs Julie Smith, Mrs Brigitte Bode
<u>Apologies:</u>	-
<u>Minutes Taken by:</u>	Brigitte Bode

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1. Opening of the meeting by the Chair.

*Introduction of two new members, Julie Smith and Brigitte Bode. Both gave a brief presentation.*

- A. Minutes of the previous meeting noted and accepted
- B. Dress code – this issue has been covered in the newsletter sent to the parents by John Todd last week.
- C. Welcome Group – this group has now been established. Outlines of what they do will do will be sent by Pauline.
- D. The Social Committee of the school can be gathered together after a new update of the Parent Information Directory. Hannita van Brussel is working currently on the Parent Information Directory for the school. John Todd suggested a letter go out to parents to give a quick start to this committee.
- E. Toilets Locks (Pauline) these have been attended to.
- F. Avoiding duplication of paperwork (Pauline and Julian) this has been done by sending all information via the youngest students of each family.
- G. SCG structure (Jeannette) Last Sunday Jeannette, John and Renu held a meeting to wrap up last year's SCG, and the topics which should be on the SCG agenda in the future. Briefly the SCG will

deal with topics/items concerned with: many classes, many teachers, many years and topics the school management want to receive input from the parents about. The topics / items concerned one class / one teacher / one year will be in general discussed with the Head of Campus. The class parents will play their role by raising these issues with the Class Parent Representative – Mrs Jill Chomowicz – she will then put forward any issues to be covered by the SCG. Jill meets with Pauline each Thursday morning – resolutions or further actions will be advised to the relevant parents.

2. Al Rayyan Campus – News about Closure. Is there a plan B?

(John Todd responded)

The school is currently awaiting news from the Supreme Council of Education. The SCE have given assurances that they do not have any issues, that all matters are now resolved.

In response to a question from the group regarding the Primary school sector at Al Rayyan, John advised that this has been delayed whilst the current issue is being resolved.

3. School Review Report April 2009 Three key points per term, progress on these reports.

(John Todd responded)

In his Head Teacher's report John has focused on the progress on issues raised in the Rreview Report of April 2009. John presented his thoughts on his report. Both Renu and Jeannette suggested that this be put on our school website as his presentation was very informative and it was suggested that the parents would get a great deal out of reading this presentation.

The school has continued with a programme called Looking for Learning whereby teachers go into each other's classes to observe techniques, styles etc.

Ann McPhee will validate the monthly report with John and do a walk around the school during the course of the next week. This is a termly process.

Jeannette mentioned that it is good to see the effort Compass takes to work on the areas for further development as mentioned in the Review

4. Security and safety around school: traffic regulation – lessons learnt after road accident outside Lebanese school

Renu discussed her concerns in regard to parent and school responsibility in the event of a major accident at Compass . John advised that he had already been given the permission to put speed bumps etc in front of the school but this must be done by the appropriate ministry. The school cannot move any further forward on this at this point in time.

Renu suggested that the security issue should be put on the long term plan. John agreed with this and advised that he will use the newsletter to highlight the dangers to parents.

5. After school activities for Early Years Children. Question about maximum amount per child (Hilary)

Hilary feels that there are too many activities for the Early Years children, some have as many as three a week. She sees children who are regularly too tired at 1.30pm and have no energy left for another after school activity. John suggested that possibly this group should be limited to one activity a week, progressing to two activities a week for the milepost 1 group and then three activities for the rest of the students. Brief discussion among all.

6. Elections – parent representatives October 2009 – Parents asked for voting by ballot (Jeannette)

Jeannette has had feedback that elections for the SCG need to be reviewed as more parents would like to participate in the voting of their representatives. It was suggested that the next elections should be reviewed to allow for nominees to send out their candidacy to parents and a slip be included for return to the school with the votes of parents. Agree to make it possible to elect by ballot next time. ACTION ITEM: John will propose a change in the elections for next elections.

7. From Parent Representatives:

- A. Omani trip(Brigitte) the parents have asked if it is possible to include the costs in fees and why they were not advised prior to the students. John advised that including trips in school fees can not be allowed as per the Ministry. Julian responded on the issue of prior advice and pointed out that there have been information evenings at the beginning of the school year which were attended by about 40 parents. This was before the students were advised of this trip. However Julian advised that now the school year is underway that all future trips, excursions etc are advised to allow for parents to budget accordingly.
- B. Changing for swimming lessons in changing rooms – not classes. (Jeannette) There was the question as to why the children could not change in the change rooms provided. Pauline advised that these children (Y1 and below) are too young and still unable to be responsible for their belongings and therefore there is a genuine need for the children to continue to change in the classroom under supervision. It was agreed that the children would be separated in to the same sex groups on opposite sides of the classrooms in future.
- C. The policy about bullying – need to tighten the rules? (Jeannette) It was suggested that the policy on our website is to be reviewed in the medium term to become more detailed. John said that he had not seen any data suggesting a bullying issue at the school and we would only review the policy if there was data to support this. The school will put the anti-bullying policy on the website and look for information on cyber bullying to share with parents.
- D. Did school management have contact with Triø logistics about the bus service. John Todd advised that he had had a meeting with the bus company and they have agreed to meeting with a representative group of parents to discuss needs and requirements. Renu suggested sending out a survey to parents prior to this meeting. No final decision on action yet.

8. From Compass Representatives.

Pauline Markey informed the feedback from the Student Council was about the collection of items for QAWs and that the SC would be writing to Mr. Todd to ask for the funds raised from film night and the next Mufti Day (non-uniform day) to go to QAWs. In school in general : various trips are now in action and future trips are currently being planned.

Julian Cottenden advised that they had to postpone the Road Safety Week, which was scheduled to be held at Al Rayyan but would advise new dates when campus reopens. The secondary school students are looking at arranging a fund raising event with a French Cafe theme.

Brief announcement of all activities and trips of secondary school.

Jeannette has requested an extra SCG meeting to be held on 7<sup>th</sup> December 2009 about the new strategic plan of Compass.

**Meeting was closed by the Chair at 8:20pm.**