

Minutes

<u>Meeting:</u>	School Consultative Group
<u>Date and Time:</u>	4 th May 2010
<u>Venue:</u>	Staff Room
<u>Attended by:</u>	Jeannette Verspui, John Todd, Pauline Markey, Geoff Hazell, Jan Leeman, Jill Chomowicz, Renu Ballantine, Deon Ellis,
<u>Apologies:</u>	
<u>Minutes Taken by:</u>	Pauline Markey

1. **Opening of the meeting by the Chair.**

Jeannette welcomed our new member Geoff Hazell. Geoff is the Campus Principal of Rayyan for the summer term. Geoff introduced himself and gave a brief description of his teaching background.

Minutes of last meeting agreed.

2. **Rayyan Campus Developments**

John explained the latest developments on the Rayyan site and said that he would communicate fully with parents once plans were more developed. The situation does look positive.

The plan is to build 2 new classroom blocks on the left hand side of the current site consisting of 14 new classrooms, a science lab, library and staff room. It is also hoped that plans to build a sports hall (25x15) will be approved and that this will eventually be on the second site with a large playing field.

Recently the Rayyan campus received approval for the Year 10 to open in September.

Renu requested that ALL parents receive the publications that come out regarding the building work and plans as it happens.

John suggested that there be a further meeting when the plans have been confirmed to discuss our future.

3. **Head of School's Report**

John discussed the Head of School's Report. He mentioned we now have over 12,500 items in the Primary library and 5500 in the Secondary. Over 10,000 GBP have been spent on new items for both libraries to enhance the provision.

Deon suggested a 'Donate a Book' drive to extend the provision further. A name plate containing the student's name can be placed in the book as recognition of their donation.

Jill will appeal for books in other languages for the library to extend the provision of Mother Tongue books.

Renu discussed improvements that could be made to the school website to improve navigation such as drop down menus and other areas on the marketing side. More input from children was suggested, possibly in the form of interviews and movie and any other ideas. Jan suggested fun shots of Year group teachers. Jill suggested a kiosk in the reception area linked to the school website for parent to access.

These ideas will be looked at in more depth in September.

Management Information System – Jeannette asked for more information on this. John explained that whilst eventually it is hope this will contain a portal for parental access, initially this will be for internal purposes such as admissions and registration, student database. Staff will receive training in September.

John invited all SCG members and their spouses to a dinner as a token of the school' appreciation for all the hard work. This will take place early June on a Wednesday evening.

4. **Elections / Terms of Reference**

It was agreed that one election form per family was the best idea way forward. The composition of the group should be: 5 parent members and 5 Compass staff. One SCG for the both schools and the 2 year duty runs from the day you were elected. A clarification was proposed to the role of the WCL board members that they should not have voting rights.

Letters for new members will be sent out in October. The above changes were proposed by Jeannette and seconded by Jill. The motion was passed with all members voting in favour. Jeannette and John will update the terms of reference.

5. **Parent Representative**

- Jeannette had received positive feedback on the update to the school review and thanked John for producing this so quickly after it was requested.
- Jeannette fed back how the disruptions to staff returning had very little impact on the learning in school and praised the school for the smooth start to the term despite this. Renu asked whether the school has contingency plans in place for various situations. John informed the group that there are some already in place for emergencies that could possibly happen in school and that we are working on others as part of our new Health and Safety procedure.
- A discussion took place regarding children being moved out of their year group. John explained that this is rarely a good solution as there is a need to take social factors into account as well as academic ability. Substantial evidence would need to be produced to make a move viable. There are some examples where this is the case at Compass and these are looked at on an individual basis. If parents feel this is necessary they need to make an appointment with the class teacher and then it will be brought to the attention of the Campus Principal.
- Jill felt there is still a need for the traffic around school to be looked at and will resume getting a group together to look at ways to move forward on this. She currently has 9 people interested in meeting to discuss the issue. John, Pauline and the school will fully support this and be involved if possible.
- Jeannette raised the issue of the teaching of Islamic Studies and Qatar Social Studies that has been in the newspapers recently.
ACTION: John will send out some communication to parents regarding how this will affect CISD.
- Jeannette suggested that the SCG produce an 'end of year' letter similar to last year to inform parents of their achievements this year. This was supported by all.

- **ACTION:** Jeannette and Renu to collaborate and produce a letter to look at with John.

6. **Reports from Compass Representatives**

Pauline explained 'School without Walls' in a little more detail. Geoff corrected the date for NFER testing

7. **Next meeting**

Tuesday 28th September

Meeting closed at 20.00

Pauline Markey