

MINUTES OF THE SCG MEETING HELD ON 1 MARCH 2011

Present: Jeannette Verspui, Renu Ballantine, Deon Ellis, Jill Chomowitz, John Todd, Pauline Markey, Donna Brackstone-Drake, Liz Holloway

Jeannette welcomed all the SCG Members to the meeting.

1. *Action Points:*

- Deon and Jill still to send in photos and bio's for the website.
- Secondary school letter from Mrs. Restivo to be sent out again (paper copy) as not received by all families and to include an explanation of her role.
- Bulletin Board for parent notices has been made

2. *Head of School's Report:*

John also shared copies of the new school prospectus. A copy of the CIS report and a business card will also be included.

The new CEO was also discussed and expansion of WCL schools in Doha.

3. *From Campus Principals:*

No questions for Principals regarding Learning Reports.

4. *School Improvement Plan*

Section 1b, The Secondary Curriculum was discussed in detail and how to market the secondary school on the quality of its provision. In terms of standard 3 years plus of results will be necessary.

Is there a growth strategy for languages? The school offers French, Dutch Arabic and Spanish to 1 student.

Options for year 9 discussed and the evening held on 7th February

Careers Counsellor for upper secondary students? Guidance is available via careers and University fairs.

Action Points:

- Donna to forward IB presentation to all SCG members
- IB Authorisation Coordinator to be invited to a Q&A session

Communications discussion on how parents can give measurable feedback. Surveys and suggestion boxes discussed – in school and on website.

John writes an annual report and suggested that SCG parents should write about the Improvement Plan from parents' perspective.

Action Point:

- SCG parents to compose a report for parents on the School improvement Plan

5. *Recent Events in the Middle East*

Professional advice has been sought about evacuation from Exxon Mobile, QP and the SA Embassy. A strategy is being devised to ensure that:

- 1) Awareness is raised amongst staff

- 2) We have the correct contact numbers for parents
- 3) Possible repatriation procedures are clear and staff registered at Embassies

6. The meeting closed at 8.10 PM

Next SCG Meeting: Tuesday 12th April 2011, 6.30 PM at Gharaffa