



To: **MR-PO**  
 What: **meeting**  
 Date: **Monday 12-12-2022**  
 Agenda: **MR staff member**

**Version approved**

Version: **3**  
 Location: **Strabrecht College, Geldrop**  
 Start: **18.30**  
 Language: **English**

|              |   | <b>Documents</b>       | <b>Status</b>                         |
|--------------|---|------------------------|---------------------------------------|
| <b>18.30</b> | <b>MR-PO meeting</b>  |                        |                                       |
| 1<br>5 min   | <u>Chair: Welcome</u><br><u>Agenda setting:</u> Number 2 and 4 first, than 3, 6, 7, 5, 8.   |                        |                                       |
| 2<br>20 min  | <u>Announcements from Executive Board/ Director ISE</u>   |                        |                                       |
| 3<br>30 min  | <u>ISE MR-PO issues and discussion with CvB and Director:</u><br>- Growth of ISE<br>Incoming mail Primary Dutch Dept.<br>- New Building plans/ Building Focus Group?<br>- School guide 2022-2023<br>- Corona road map ISE 2022-2023 | no<br>no<br>Yes<br>Yes | Discussion<br>AM<br>IO<br>Information |
| 4<br>15 min  | <u>Finances with Controllers</u><br>- 4 and 8 months Financial Report SILFO<br>- Budget 2023, MJB   | Yes<br>Not yet         | AM<br>AM                              |

|                    |   |            |                                      |
|--------------------|---|------------|--------------------------------------|
| <p>5<br/>5 min</p> | <p><u>Minutes</u> MR-PO 4 October and 3 November 2022<br/>Action list 3 November 2022</p> <p>Announcements<br/>10 November PMR meeting</p> <ul style="list-style-type: none"> <li>● Activity plan 2022-2023 will be shared with the MR-PO</li> <li>● ISE PO issues- communications on Growth of ISE (Decisio), emails to parents, walk in moments for staff and parents</li> <li>● Work pressure, work safety, well being survey, bullying, lunch break monitoring, group sizes classes</li> <li>● School guide has not yet been approved by MR</li> <li>● Procedure exit meetings- what is done with the information?</li> <li>● Road Map Corona- final Q&amp;A</li> <li>● Need to update child protection policy</li> </ul> <p>8 December PMR meeting</p> <ul style="list-style-type: none"> <li>● Communication plan- where to find this and questions</li> <li>● ISE PO &amp; VO issues- update growth on ISE and decisions, some need MR approval. Communication of these updates and involvement of staff and parents have been discussed</li> <li>● MR-GMR-PO structure needs to be clear and workable</li> <li>● Complaint procedure, policy preventing and combating sexual harassment, policy death of staff member needs to be approved or given advice</li> </ul> | <p>Yes</p> | <p>IM</p>                            |
| <p>6</p>           | <p><u>Planning / Committees</u></p>   |            | <p>IM<br/>Information discussion</p> |

|             |   |                               |                        |
|-------------|---|-------------------------------|------------------------|
| 20 min      | <ul style="list-style-type: none"> <li>- Holiday planning ISE 2023-2024 (not translated)</li> <li>- PR committee / planning</li> <li>- Contact with parents and staff</li> </ul>  | yes                           |                        |
| 7<br>20 min | <u>GMR-PO</u> <ul style="list-style-type: none"> <li>- DGO meetings</li> <li>- Designing participation structure V(GMR)</li> <li>- SILFO Complaint procedure</li> <li>- "Stappenplan" Complaint procedure (not translated)</li> <li>- POLICY PREVENTING AND COMBATING SEXUAL HARASSMENT Sexual offence protocol included (Annex I)</li> </ul> | no<br>no<br>Yes<br>Yes<br>Yes | Information Discussion |
| 8<br>10 min | AOB <ul style="list-style-type: none"> <li>- Communication update-ISE website/staff portal</li> <li>- Mailbox concept</li> </ul>  |                               |                        |
| 9           | Closing   |                               |                        |

I = instemming/approval  
A = advies/advice

M= MR  
P= PMR / teachers  
O= oudergeleding MR/ parents M

Next PMR Thursday 2 February 2023  
Next RVT/GMR/MR-PO Thursday 1 June 2023  
Next MR-PO Tuesday 7 February 2023

*MINUTES MR-PO 12 December 2022*

*Attending: 8 MR-PO members, partly: CvB member, director, controller SILFO*

1. Welcome to all from the chair.
2. Announcements from Executive Board/ Director ISE

Everything concerning the merger is on schedule, planning from CvB installing GMR-PO from April onwards. Till that time V(GMR). Proposal CvB: workgroup: chair and secretary MR-PO, CvB 2 members and Lawyer SILFO because there are not many decisions to take.

Answers on our letter from July and letter from staff in December 2022 contain no straight answers because of uncertainty, according to CvB member.

Decisio reseach is finished, but more desk research needed. Parents were not interviewed because of the short timeline. New research starts, finished in Jan/Feb 2023. Chart with a prognosed decision from that point, conclusions to MR-PO and management will start a 2-year plan. 3 periods will be looked at from the workgroup: 1: now till August 2023

horizon)

2: 24 months (2-years

3: After 2026

Building update (only verbally) New Building plans/ Building Focus Group? People will be invited by the director for the different workgroups. Asking permits for temporary buildings from the municipality. 6 classrooms are needed for August 2023.

Overview of students:

ISE: expats / some knowledge workers  
RICE/SALTO: knowledge workers  
ISK: refugees in general, labour migrants, Ukraine refugees

How capping school fees affects the Bilingual department? CvB: Stays very important to the Dutch Department in budgeting. For this moment: few parents did not pay current fees.

BRIN number 03TF permit holder Dutch Department, International Department is in this BRIN number. CvB investigates if INT Dept. can be holder of the BRIN.

#### 4. Finances with Controllers

4 and 8 months report. Noted 4 months report is late. Q and A over the report answered promptly by the controller. Question on the Participation Fund is not yet answered (will be mailed).

! Announcements took well over an hour, although not much was said. Controllers had to wait an uncomfortably long time. Next time announcements are limited to 30 minutes, inclusive Q and A.

#### 3. ISE MR-PO issues and discussion with Director:

- Growth of ISE: difference of opinion between director and MR-PO members on staff/parent meeting contents.
- Incoming mail Primary Dutch Dept. difference of opinion on the answer of this mail, there is a gap between head and heart responding. Solving the problem on short notice is advised by MR-PO. Director mentioned the info will be given in Jan/Feb 2023.
- School guide last year was not approved, it is on the ISE website mentioning that. The contents are difficult to read because it is not structured, advice to director ISE: please change for 2023/2024 school guide.
- Not all subjects were discussed.

#### 6. Planning / Committees

- Holiday planning 2023-2024. The MR-PO discussed the document. BOV proposal is normal for holidays in the Netherlands. 5 December proposal approved. Question: 5/13 October broken weeks (max of 11x) and close to a holiday. In the (Dutch) explanation only secondary information is shared. The educational learning time set by inspector NL primary school (15 min breaks) (proposed last year by management) were not mentioned in the holiday proposal, they were only discussed by JLT two weeks ago. Director to bring the right proposal with study days, breakdown educational learning time and healthy break times for the next MR-PO meeting.
- Director will bring updates from Building groups and the Communication Plan in the February MR-PO meeting.
- Minutes and agenda from MR-PO will be on the ISE website. Change on website how to find MR-PO will be done after the merger with GMR-NUT. Portal staff primary also agenda PMR.
- Not all subjects were discussed.

#### 7. GMR-PO

- DGO meetings (Gedecentraliseerd Overleg = official meeting union and foundation concerning labour agreements when a merger takes place) Meetings went well, agreement follows the CAO PO 2022-2023 (Collective Labour Agreements Primary Education Netherlands) and was signed by both foundations and the unions.
- WMS website will be used for standard statutes and rules. This is also

- the advice of the unions in the DGO. Proposal for total GMR-PO: 6 members ISE and 6 members NUT (half staff and half parent members)
- POLICY PREVENTING AND COMBATING SEXUAL HARASSMENT Sexual offence protocol included (Annex I): needs changes in second paragraph.
  - Not all subjects were discussed.

No more time to discuss and vote.

22.00 Meeting closed.

| Action list  | Who            | When  | Document Links/Done  |
|--|----------------|---|--|
| Plan coffee morning  | Parents        | ASAP  | Not this school year, discuss in September 2023                          |
| Read through the code of conduct version 6 (see documents)                         | parents        | Discuss 11 April 2023                             |  |
| Chair will email School guide 2022-2023 to parents and online vote                 | chair          | asap  | No vote on School guide, advice on structure new schoolguide 23-24 given |
| Email CvB till what time the confidential information must be held confidential?   | secretary      | asap  |  |
| Email to Director, CvB and RvT on their answers and mail                           | Parent members | asap  | Done 15-1-2023   |
| Set up PR meeting with HR member and PR committee MR-PO, on a Monday or a Thursday | secretary      | Asap datumprikker                                 |  |
| List of all secretary tasks  | secretary      | Meeting of <del>12/12/2022</del><br>11 April 2023 |  |
| Update from management on bullying/monitoring during lunch breaks                  | Parent member  | asap  | 07 Feb 2023  |
| Question to controller on Participation Fund                                       | controller     | asap  | Done 15/12/2022<br>Answer below  |

During the meeting there was a question about the Participation fund.

The Participation Fund is there for all school boards in primary education. They

absorb the financial risks that school boards run when an employment contract with an employee is terminated. The unemployment costs are borne by a school board. However, they can have these reimbursed from the Participation Fund. They are compulsorily insured for this with the fund and pay a monthly premium. The Participation Fund also has the statutory task of assisting benefit recipients from primary education with their reintegration into the labour market. They also test the quality of the application activities of the benefit recipient. The contribution for ISE Primary is roughly € 9,000 per month. Because unemployment is currently relatively low the reserves of the Participation Funds were getting too high. Because of these high reserves the last five months of 2022 no contribution was required, resulting in € 45,000 lower costs for ISE Primary.