



Version approved

Minutes: **MR staff member**
 Version: **2**
 Location: **OBB 0:41**
 Start: **18.30**
 Language: **English**

To: **MR-PO**
 What: **MR-PO meeting**
Internal only
 Date: ~~Tuesday 4 October 2022~~
 Thursday 3 November 2022
 Agenda: **MR staff member/chair**
 Present: **6 MR members**
 Absent: **2 MR members**

		Documents	Status
18.30	MR-PO meeting		
1 5 min	<u>Chair: Welcome</u> <u>Agenda setting</u>		
2 5 min	<u>Minutes</u> MR-PO 19 July 2022	yes	IM
3 10 min	<u>Announcements</u> - FER/ Merger voting - 11 October 2022 meeting with RvT - PR meeting in October 2022 - Attendance course MR Start, MR and finances - 16-11 WMS congress - 23-11 VOO member evening (online) - CvB Member Reappointment		Information AM
4 10 min	<u>Internal affairs MR-PO</u> - Who will be Treasurer, second secretary? - Ambitions for 2023		IM
5 10 min	<u>Elections MR-PO parents</u> - No emails received - Next steps	No	discussion
6 20 min	<u>Planning / Committees</u> - Year planner schedule 2022-2023 - Year agenda 2022-2023 - Install PR committee: Information for newsletter (every month), Website/ who is who - Other committees?	Yes Yes	Information / discussion
7 30 min	<u>ISE PO issues</u> - Communication on Growth of ISE - Work pressure, work safety - Bullying, lunch breaks monitoring - Groupsizes raises concerns - School guide 2022-2023 vote IO		Discussion Discussion Discussion Discussion Vote

	- Corona road map ISE 2022-2023	Yes	Information
8 5 min	<u>Finances</u> - VOO service card		Information
9 5 min	Action list -		
10 10 min	AOB		
11	Closing		

I = instemming/approval
A = advies/advice

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

Next PMR Thursday 10 November and Thursday 8 December 2022

Next RVT/GMR/MR-PO Thursday 1 June 2023

Next MR-PO Monday 12 December 2022

1. Welcome and Agenda setting (nr 4 and 5 on agenda swapped)
2. Minutes 19-07-2022 approved

Approve 6, Against 0, Abstain 0. Secretary MR anonymizes all 2022 minutes.

3. Announcements Chair:

-emails received from parents on growth of ISE, separation of Bilingual Department, MR Chair will send email to those parents, cc Director ISE.

- Voting on merger/FER is done. Executive Board (CvB) notified.

- 11 October 2022 meeting with RvT/GMR VO/MR-PO. Received Supervisory Framework, discussed exit procedure staff, concerns among staff on communication management and staff and concerns on effects of growth ISE.

- PR meeting in October was cancelled, please set it up again.

- Course MR Start, MR Finance followed by staff MR-PO.

- 16-11-2022 WMS Congress will be attended by staff member MR-PO

- 23-11-2022 VOO member evening (online) will be attended by staff member MR-PO

- CvB asked for advice on Reappointment CvB member. Advice: positive, member is professional and very capable in meetings and documents.

4. Elections parent member: no new candidates came forward. We followed the procedure. Chair will remain for three years, approved by all 6 members present. Next time elections must be bigger and earlier set up to recruit new candidates.

5. Internal affairs MR-PO

-Secretary will also be treasurer. 2nd secretary will be divided among staff. Ambitions not discussed.

6. Planning/Committees:

- Meeting schedule 2022-2023: again approved, maybe two more meetings in 2023 needed when (V)GMR is discussed/installed and maybe two more meetings needed on ISE growth/bilingual department
- Year agenda 2022-2023 discussed, is open for more items every meeting.

- Install PR committee to be more visible and to share more information on MR-PO agenda and minutes. Committee exits of 2 staff members and 1 parent member, approved by 6 members present.
- No other committees installed

7. ISE PO issues:

- Communication on Growth of ISE: MR-PO is not to communicate information to parents and staff, this is the task of management/director ISE. Parents and staff can attend meetings of Management and meetings of MR-PO
- Work pressure, work safety, staff must not feel loads on their shoulders and must feel and be safe at work. Information from MR-PO to ISE-confident and counselors..
- Bullying, lunch breaks monitoring. Policy in place, buddy system in place but lunch ladies and monitoring execution needs attention because there is too much bullying going on. Concerns reach MR-PO parent members 3 years in a row now. 1 MR-PO parent member is going to talk with management.
- Concern group sizes: staff and management have had conversations, more help is already available for groups. DAL teacher appointed.
- School guide 2022-2023 is already on the ISE website with a disclosure that parent members need to vote.
- Corona Road map ISE 2022-2023. Will be discussed in the PMR meeting of 10-11-2022.

8. Finances

- Vereniging Openbaar Onderwijs (VOO) provided us answers on the merger questions. One hour left of the service card.

9. Action list is full. Next time put approving minutes and resolving Action list together as agenda items.

10. Any Other Business

- Walk-in with the Director was announced late, so there was not much attendance.

11. Closing at 22.00!

Action list	Who	When	Document Links/Done
Formal letter to CvB, request answer on our last letter	staff	asap	Done 28-11-2022
Request to Director ISE Table with current and prognosed student numbers (growth) by month or quarter	Chair and secretary	asap	Done 28-11-2022
Add (V)GMR to the next MR-PO meeting	secretary	Next meeting	Done 28-11-2022
Plan coffee morning	Parents	ASAP	
Read through the code of conduct version 6	parents	Discuss next meeting	Already put in agenda 12/12

Chair to write an email to 2 members to make sure they are still interested in the position	chair	asap	
Chair will email School guide 2022-2023 to parents and online vote	chair	asap	
Email CvB till what time the confidential information must be held confidential?	secretary	asap	
List of members MR-PO to CvB	secretary	asap	Done 10-11-2022
Set up PR meeting with HR member and PR committee MR-PO, on a Monday or a Thursday	secretary	Asap datumprikker	
Email to admin newsletter ISE chair is re-elected, minutes on primary portal for staff, website text altered and agenda on website and portal	PR committee	Before 29-11-2022	
List of all secretary tasks	secretary	Meeting of 12/12/2022	
Up date from management on bullying/monitoring during lunch breaks	Parent member	asap	
Question from parents to share minutes of 2022	secretary	After meeting with admin and HR office	Done 22-11-2022