

To:	MR-PO	Minutes:	MR member
What:	invitation MR-PO meeting	Version:	1
Date:	Jan 9th	Location:	JLS
Agenda:	MR member	Start:	19.00-21.00
		Language:	English

		Documents	Status
19.00	MR-PO meeting without director		
	roles in MR		
19.15	MR-PO meeting with director		
1	Agenda setting Apologies, a number of MR members are unable to attend. Welcome to the controller.		
2	Announcements GMR (see point 11 and 12) Announcements for the MR:budget and holiday schedule were discussed in pre-meeting.		
3	Minutes MR-PO Adjustment needed for summary of approvals re waste plan. 29 November email to director confirming approval of the waste plan. Director will resend the DEIJ policy, MR members to look at this and vote before next meeting (asap). Minutes approved.	minutes Nov 7th	IM
4	status subcouncils ? Yesterday update from legal advisor on subcouncils and framework that will be needed. Director has read through it and needs to complete a few checks. Nothing can be shared now, but after those checks it will become available for the next meeting. Changes need to be made on SILFO level. Proposal will be available for the next meeting. Legal advisor wanted to look at all subcouncil documents (also secondary), which took longer.	-	inf
5	roles within MR *timekeeper *bilateral (chair/secr) before meeting and making agenda together. Roles were introduced. Roles were created keeping mind the potential changes to come with the subcouncils. Proposal to have bilaterals to discuss with the director to go over the agenda to keep meetings		inf

	<p>effective and the information can be ready in between (so before the MR meeting).</p> <p>Secretary will propose dates for bilaterals</p>		
6	<p>budget for MR ; compensation parents, dinner etc.? proposal dinner after course Feb 7</p> <p>There is a budget, last year went over budget because of support from legal advisor. MR budget can be used for dinner (on Feb 7th). Budget is all together, for both departments.</p> <p>For sub-councils as well: there is one MR, but there will be sub-councils.</p> <p>Training on 7th Feb for staff will come from the PD budget, this will be considered as specific staff member's PD and will be taken out of that.</p> <p>Bring budget questions to training on 7th Feb.</p>		inf
7	<p>communication to parents regarding events</p> <p>Information from different channels: email, classdojo, management, office.</p> <p>Staff comment: seems that not everyone follows the same 'procedures' regarding sending out information.</p> <p>Screen at the reception is for secondary, so students know where to go.</p> <p>Discussion; Communication can be a lot, overwhelming, via multiple channels.</p> <p>Newsletter per year group is the main form of specific 'class information' for parents.</p> <p>Possible need for alignment on how newsletter (for example) is sent out.</p>		inf
8	<p><i>document for foundation (see min Nov 7)</i></p> <p><i>schoolguide int shared ?</i></p> <p><i>update schoolguide PDBD (translated ?)</i></p> <p>Foundation; Legal advisor is working on this, time was a challenge. Groundwork is finished. Update will be available for the next meeting.</p> <p>PDPD guide has been translated, is now with someone else for the formatting, which will then be shared with the MR.</p> <p>Online separation between the two primary departments to access the school guides.</p> <p>Schoolguide international is on the website. This has not been approved yet.</p> <p>The school guides need to be provided in a format that is legible.</p>		inf inf inf

	Changes will be made in colour, so that MR does not need to read the entire document again.		
9	<i>small bins in classrooms ?</i> Will need to start working with the new bins. There is still the option to have a smaller box in the classroom that can be emptied in the other ones.		inf
10	DEIJ policy - voting ? we couldn't vote in the last meeting because some links didn't work See point 3. Will be sent again to the MR to be voted on.	?	IM
11	2025-2028 SILFO and ISE budgets- waiting for GMR approval ? Discussed as the first topic. Controller introduced the process of creating the budget. Difficult budget, as it is the first one with a split for the two primary departments. There are two separate budgets for the two departments. These were completed with the heads of department and the director. Main drive is student numbers, difficult to predict. Budget of 2025 is based on numbers from 2024. The more we move forward in time it becomes more difficult to predict. Always look four years ahead, 2026 is going to be a difficult year. The income is based on the students of 2025. We expect growth in numbers, which will also require more staff. The expectation is that there will be a break-even moment in 2028. There is an increase in the budget, this is not the official increase, this will be discussed at a later stage. If we deviate from this (lower) it will affect the income and will affect the result negatively. Q: What variable needs to change for the estimated increase to change by March? A: A higher number of students. But this has an effect on the calendar year 2026, not the fees for 25/26. The numbers in the document are expected to be those that will be presented in March. The split in the budget is only presented in the results and not for anything else. A: International parents pay more because costs for the consortium are higher because they are on the campus.	ISE budget 25-28	inf ?

	<p>It would be good to be able to transparently show where the parent fees / contributions go for both departments.</p> <p>A discussion between heads of departments, director and controller to decide on how to share a split in the income and expenses for the two primary departments.</p> <p>Housing ratio is housing cost divided by ... (How much of the income goes to housing). Limited time of occupation for bilingual is because of the short time they have been there.</p> <p>Activities paid by parents: after school activities. This is an 'in and out' income and cost.</p> <p>Formation OP going down: the student/teacher ratio international.</p> <p>Learning support unit: on campus learning support unit with needs beyond what we can cater for in the classroom. Is this still happening? A: Conversations are slowly progressing, still on the table.</p>		
12	<p>holiday planning- GMR approval first GMR approved the holiday schedule.</p> <p>Question regarding extra days at the start and end of the year; this applies to secondary.</p>		inf ?
13	<p>reportcards bilingual dept; small change in wording Still working on the reports, which will come to the MR.</p> <p>Small change to the Maths part for groups 5,6 and 7. Programme wording is different from report wording. Want to make sure this is aligned.</p> <p>Changes seem logical, fine to change them.</p> <p>International: feedback from staff was positive overall, some challenges were identified, solutions were also discussed. Very little feedback from parents. MR will receive a blank copy of the report so that they can provide feedback.</p>		IO
14	<p>Wednesday 18 Dec 24 coversheet out ; -Budget 2025 and draft Formation plan 2024-2025 -Educational Learning Time 2025-2026</p>	<p>see planning and information MR-PO and VO 24-25</p>	

	These will be moved to the next meeting. These are not ready.		
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10	Closing		

I = instemming/approval
A = advies/advice

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

Next PMR
Next MR-PO