



International School Eindhoven

To:	<b>MR-PO</b>	Minutes:	<b>MR member</b>
What:	<b>invitation MR-PO meeting</b>	Version:	<b>1</b>
Date:	April 15th - updated 10/04/25	Location:	<b>JLS</b>
Agenda:	<b>MR member</b>	Start:	<b>18:00-20:30</b>
		Language:	<b>English</b>

		Documents	Status	Time
<b>18:00</b>	<b>arrival</b>			
<b>18:15</b>	<b>Meeting kick-off</b>			
1	Agenda setting <b>No comments.</b>			5
2	Previous meeting minutes MR-PO approval <b>Approved.</b>	minutes Febr 5		5
4	<p>formation budget <b>Formation report (more detailed overview of the formation plan) is intended for the next meeting.</b> → It was pointed out that the next meeting is not until 26th June.</p> <p>It was explained that some numbers are unclear and it is too early to tell.</p> <p>It was pointed out that according to the WMS, the information needs to be provided by 1st May.</p> <p>Aim is to have the final numbers by the week of the 12th of May.</p> <p>It was explained that information had already been shared in a staff meeting for international, which was not shared with the MR.</p> <p>Director explained that they want to provide the MR with final information, instead of in-between steps.</p> <p>Formation plan is not going to change much. Primary international decisions had to be taken based on the formation plan which was approved by the GMR.</p>	No information received by the MR	IPMR	15min

	<p>For next year: agenda needs to be looked at in terms of when this can come up.</p> <p>→ Try to 'avoid' situations where staff is presented with information that the MR is not aware of.</p> <p>Three step process: Formation plan from the GMR Communication - where we are? Planning (May meeting, not April meeting) Formation report in June.</p> <p>→ Information sharing does not have to depend on meetings. We can vote in another way, but we do need the chance to ask questions.</p> <p>→ FTEs needs to be known by May 1st.</p> <p>Bilingual FTE teachers: 10.5 FTE (11.1 because of funds) TA 2.6 Management 0.9 Some TA hours (0.2) need to go to IT and more. All teachers and TAs can stay.</p> <p>→ MR should be informed of FTE in the case of staff not being able to stay, before this is announced to staff.</p>			
5	<p>parent fees Meeting from bilingual with parents, controller, head of department and director. Proposal for 2450 was accepted.</p> <p>Parent concern was shared around the increase and wanting to keep families with the school. There was a conversation around communication and the importance of that in keeping people on board.</p> <p>Director was advised to make the upcoming year as concrete as possible, to provide clarity for the upcoming years, given the amount of increase this year.</p> <p>Trust fund was mentioned. This will also be part of communication with parents. Make it clear that the money is well spent.</p> <p>80% of the contribution pays for staff that the government does not pay for. Communication is the key point right now.</p> <p>MR parents will look at the letter for parents before it is sent out.</p>	No information received by the MR	IM	15min

	<p>In the document: <b>ASA increases the costs of other expenses.</b></p> <p><b>There has not been a meeting for the international department yet.</b></p> <p><b>Last year a more detailed explanation of the numbers was asked, to explain why the specific numbers are necessary.</b></p> <p><b>Same concern as for bilingual: will this continue to happen every year?</b>  → Important to have a moment for both international parents to be present for the meeting / information share.</p>			
7	<p>holiday schedule</p> <p><b>Depends on secondary, specifically their personal development days.</b></p> <p><b>Waiting for the final details.</b></p> <p><b>Information should be available to us by the week of the 6th of May.</b></p>	No information received yet	IM	10min
8	<p>new (sub) council structure and regulations - TBD a separate dedicated meeting for subcouncil approval might be required</p> <p><b>Apologies for deep translation.</b></p> <p><b>Three different documents (SILFO, GMR and subcouncils), which are for different levels. There will be two subcouncils based on the regulations.</b></p> <p><b>Current statutes have been modified slightly to make the subcouncils work.</b></p> <p><b>It mentions being a member of the MR for three years, which we had already changed to four years. → should be changed to four years.</b></p> <p><b>Article 1.J schoolleider and adjunct directeur is head of department.</b>  ‘Directeur en deelraad komen bijeen’ → clarification on who we are meeting with.</p> <p><b>Formally meetings are with the director, in practice it will also be with the head of department.</b></p> <p><b>It would be practical to have one MR meeting and then split up into the subcouncils, meeting with heads of departments.</b></p> <p><b>Documents were updated versions, either based on format or content.</b></p>	doc 1-5	IM	20min

	<p>Needs to be checked that new regulations state that information must be provided in Dutch and English (not only Dutch). → Huishoudelijk reglement needs to be added to this as well. → Is not mandatory to have.</p> <p>There is something around attendance / performance in the new documents as well. → Might need to be specified in the huishoudelijk reglement.</p>			
9	<p>DEIJ policy; links working ?</p> <p>Some outdated links, or links not working (for parents?) Some are in the owner's bin.</p> <p>Links in the document will be checked again.</p> <p>There is approval in principle, but details need to be worked on.</p> <p>Suggestion: not linking all policies, but instead linking to the website page with all policies and making this clear at the start of the document.</p> <p>Version number has to be mentioned.</p>		IM	10 min
6	<p>code of conduct MR needs to clarify questions</p> <p>→ Parents taking photos → Needs to be looked at / looked into. Protocol needs to be created / available. Safeguarding / privacy officer is working with SILFO.</p> <p>Question 5 is also connected to safeguarding / privacy officer. → What are extenuating circumstances.</p> <p>Question 7 raise awareness for staff and make it clear who to go to.</p> <p>Question 10 School Leadership will have a meeting in June to clarify terminology.</p> <p>Question 12 will be clarified within team.</p> <p>Question 13 the safeguarding / privacy officer has shared that taking photos on phones is allowed and teachers should then be encouraged to delete photos right after.</p> <p>Question 14 also connected to question 7</p> <p>Question 17 → new whistleblowing policy approved in GMR recently. → Needs to be clear who to go to if people are not available for a longer period of time.</p>		IM	10 min

	For some points it will be necessary to refer to other policies.			
2	<p>Announcements GMR</p> <p><b>New functionhouse, role descriptions were discussed in the GMR. Feedback on that from staff members as part of the workgroups was extremely positive.</b></p> <p>→ School leadership team has had another look at anomalies, where does it belong and how do they need to be scaled based on what the school needs and wants, structural work etc.</p> <p>→ In May, a training for those supervisors within the school on how to conduct conversations within the school with those anomalised functions.</p> <p>→ June staff will be informed on the updates. Letters will be sent mid June to staff.</p> <p>Policy regarding non-traditional families will be coming.</p> <p>Update regarding progress on construction on the Oirschotsedijk campus.</p> <p>Trustfund: 8 crunch topics in the trustfund, if those are okay, director will move forward with the notary to put together the actual document. It will then come back to the MR to look at and hopefully agree, so that it can be in place in August.</p> <p>management statutes received update PYP ? extension campus ?</p> <p><b>Playground</b></p> <p><b>Cobbled area between HH and Roe there will be a hangout area.</b></p> <p><b>Basketball / soccer cage by the grass field (closest to Owl).</b></p> <p><b>Play equipment behind the new entrance building and the area where the temporary used to be.</b></p> <p>→ MR would like to be informed of updates before they are posted on the building website.</p>	doc 5		20min
10	<p><b>ARBO</b> beleidsplan</p> <p><b>Came from secondary</b></p> <p><b>Proactive safety measures within the school. Cannot look at this and approve it unless the ARBO policy from SILFO is approved.</b></p> <p><b>Are points 10 and 11 the same?</b></p>		info	20min
11	context preventiemedewerker	x	info	

12	<p>tevredenheidsonderzoek- 'wat vindt u van MR' ?goal ?</p> <p><b>Comes from SILFO's quality development department.</b></p> <p><b>To what extent does staff feel represented in MR / GMR?</b></p> <p><b>Results will be shared with the MR (everyone).</b></p> <p><b>Side point: no applicants from parents or staff for GMR position.</b></p> <p><b>Results from surveys should be shared. So staff wellbeing survey results should also be shared.</b></p> <p><b>→Bilingual did not have this survey at all.</b></p> <p><b>For next year there will be an overview of what types of surveys will be conducted.</b></p> <p><b>→ One is compulsory.</b></p> <p><b>Parent surveys could also be helpful.</b></p> <p><b>There is a plan for surveys around December / January.</b></p>			
13	<p>Other points ?</p> <p><b>Request to use the cover sheet for clarity.</b></p> <p><b>Cover sheet also provides clarity in terms of expectation (information, consent etc.)</b></p> <p><b>→ Maybe have a drive folder instead?</b></p> <p><b>18:00 meetings work well for most (if not all).</b></p> <p><b>School guide - if there is a new one for next year, for all the work that has been put in by the MR to be reflected in the new school guides.</b></p> <p><b>Plan for this to come to the MR as soon as possible.</b></p>			
<b>20.00</b>	<b>part without director</b>			
10	<p>Closing</p> <p><b>8 points for the foundation.</b></p> <p><b>Unclear where to find certain referenced articles. Not enough background information to give initial feedback.</b></p> <p><b>→ Request for director to share the draft.</b></p> <p><b>Unclear what the MR's role is in this.</b></p> <p><b>Are there guidelines on how this should be set up?</b></p> <p><b>Subcounsils.</b></p> <p><b>English version was not very helpful. If this is a document that we need to keep using, it should be a more accurate and understandable translation.</b></p> <p><b>No big concerns based on the documents.</b></p>			

	<p>→ <b>Practicalities (implementation) to be determined. How to meet, what will be our shared topics to discuss, what will be department specific. How formal should this be?</b></p> <p><b>Additional meeting about subcouncils Thursday 15th May 19:00</b></p> <p><b>Communication to director.</b></p> <p>→ <b>Campus extension: give deadline for when we want to see the official request.</b></p> <p><b>Factual bullet form. Document to be shared, so everyone can add their points.</b></p>			
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#### Action list

what	who	when
formation plan final numbers	director	by the week of the 12th of May.
Holiday schedule	director	by the week of the 6th of May.
discuss/agree on new regulations ( MR-subcouncils)	MR (extra meeting May 15)	meeting June 26
foundation Request to share the draft. Unclear what the MR's role is in this. Are there guidelines on how this should be set up?	director	when available

announcements;

*I = instemming/approval*

*A = advies/advice*

*M= MR*

*P= PMR / teachers*

*O= oudergeleding MR/ parents M*

Next PMR

Next MR-PO