



International School Eindhoven

June 19, 2018, MR-PO

Primary MR Meeting June 19, 2018

Version: approved

Location: OBB, Eindhoven

Present: Colin Owen (CO)(acting chair), Annelies Manders (AM), Heleen de Rijke (HdR), Beena Arunjai (BA), Chantalle Taylor (CT), Arno de Kok (AdK), Gerrit van Gelderen (partly)

Not present: Corinne Kemperman (CK), Joop Janssen (JJ)

## Agenda: MR-PO external meeting with Roy White

1. Welcome
2. Information from ISE Management (see email RW)
3. Closing of part 1

### MR-PO internal meeting

4. Agenda setting
5. Announcements and incoming mail
6. Minutes last meeting
7. Schoolplan 2018-2022
8. Formation Plan 2018-2019
9. Maatschappelijk jaarverslag SPVOZN 2017
10. Update Financial Committee
11. Yearly planning MR/RvT 2018-2019
12. MR Meeting structure
13. Approvals/advise summary
14. AOB
15. Closing

## 1. Welcome

## 2. Information from ISE Director

RW presents Directors report of 17-06-18. Giving current increase of students and buildings we feel there is pressure on staff. MR-PO request an organizational chart to gain more visibility.

## 3. Closing of part 1.

## 4. Agenda setting (no changes)

## 5. Announcements and incoming emails

Today we received the School Guide 2018-2019.

## 6. Minutes last meeting: May 29, 2018

Approved.



## 7. School Plan 2018-2022/ 4-Year Plan

Approved. The School Plan (without OBB and HNG chapters) will be translated into English. That will have enough English for our English speaking staff to live the plan. Comments on the School Plan: Visibility of PO is poor, some text remarks are sent to Elles Vogt. How can MR monitor the progress? CvB will have KPI/KKI before Christmas and every year the different schools adapt their Year Plan.

## 8. Formation Plan 2018-2019

Formation Plan PO was not sent to MR-PO. HoD DD gave PMR Dutch Department formation plan. From International Department we received a list with staff names.

Next year the preliminary Formation Plan must be sent to MR before May 1st. It is known to the MR the document can change after May 1st, with explanation. As it is possible student numbers can vary in the months after May 1st. Plan needs more transparency and more structure.

## 9. Maatschappelijk jaarverslag SPVOZN 2017

Approved. Good report, as ISE is included this time. Comments: some graphics are not readable, some parts are old and not updated, student numbers for PO are not in line with Financial documents.

## 10. Update Financial Committee/ Financial Annual Report

Approved. Financial Annual Report is easy to read, has a good structure and is clear. Next school year all financial reports will have the same structure. This is acknowledged by comptroller and CvB. 8-months forecast compared to annual report shows a lot of difference, this is partly explained to committee. The reserves for ISE PO and VO are specifically mentioned. ISE is growing, therefore discussion on financial risk: increase salaries PO to Collective agreement, what is the impact on reserves. Should parent fees increase in August 2019.

## 11. Yearly planning MR/RvT 2018-2019

Approved. Just December 18 is not possible for MR-PO, this meeting will be on December 11, 2018.

## 12. MR meeting Structure

Chairs and 3 members of MR-VO and PO proposed a new meeting structure for MR. The MR should effectively discuss documents and information. The MR wants to enhance the quality of their approvals or advise.

PMR will be in the week before a MR meeting. MR PO and VO will discuss the documents in their own section, and will seek alignment if needed.

In January 2019 MR PO/VO will evaluate this structure.

## 13. Approvals / advice summary

Approvals: Minutes MR-PO May, 29,2018, School Plan 2018-2022, Maarschappelijk jaarverslag SPVOZN 2017, Financial Annual Report, Yearly planning MR/RvT.



#### 14. AOB

No coffee morning June 22, because there was no newsletter.

Questions about bomb threat: report and recommendations are not finalized or shared with staff.

Petra de Bruijn will give clarity to MR about the changes in the Calamiteitenplan.

#### 15. Closing