



Primary MR Meeting September 11, 2018

Version: preliminary

Location: OBB, Eindhoven

Present: Colin Owen (CO)(acting chair), Annelies Manders (AM), Heleen de Rijke (HdR), Beena Arunjai (BA)

Not present: Corinne Kemperman (CK), Chantalle Taylor (CT), Arno de Kok (AdK), 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. Yearly agenda, yearly planning MR total
7. Coffee morning September 7, 2018
8. Election parent members update
9. Nomination of president, secretary, treasurer
10. Minutes MR-PO June 19, 2018
11. Minutes PMR-PO September 6, 2018
12. AOB
13. Closing

1. Welcome

On the brink of the new school year we wish all MR members all the best with the tasks ahead. Make this year count and emphasize communication within the MR VO/PO and with our staff and parents.

2. Information from ISE director

Key decisions of the MR, SPVOZN and the director should be informed by our guiding statements. RW made some formal announcements. He met with key people including the mayor and the chief civil servant of Eindhoven. Projections in September differ from the ones before the holiday and the ones in August. Projections for the next 4 years are needed, as we need to make plans for our accommodation recruitment and budgets. There were a lot more applications in May/June than people who actually attended our school in August. Historically the ratio of classes in primary is 3:1 International classes to Dutch (as from 1990). RW needs clarification with the city from the steering committee (with among others the city council member, SPVOZN) how much funding we have and whether we can proceed with buildings developments and traffic changes. During the summer weeks a lot of changes and improvements were made. Unfortunately, the permanent parking lot was not finished, but two temporary parking lots were created with clear signs and traffic controllers. Many of the changes are only an initial step in much broader plans to improve and develop the campus facilities during the year ahead. Extra Temporary Building is on hold, first we should use the buildings more efficiently.

RW remains responsible for the school, but a deputy head should be appointed to support the work of the director as is the case in the other campuses. The current job description of the adjunct



director is to be used in advertising for this position. Meetings between RW and the SPVOZN comptroller have been fruitful and helping to provide greater clarity in the finances of the school – MR Finance Sub-committee will see details shortly. Discussion about issues related to data protection is being held. Staff will need a mindset change, will have to happen in 1 year.

The ISE annual plan 2018-2019 is approved last year and is included in the year agenda.

3. Closing of part 1.

4. Agenda setting (no changes)

5. Announcements and incoming emails

- The setup of the meeting of MR-PO and MR-VO will be evaluated in January 2019.
- AM the bomb threat discussion is not for ARBO meeting, but we should address it to CvB. ARBO is meant for health and safety of staff, not of students.
- CMT minutes are all sent to MR-PO members.
- Email of VOO: offers courses for MR.
- 1 candidate applied for MR-PO parent member, registration is open till Friday 14 September.
- In PMR asked for approval of advertisement of SPVOZN policy adviser.

6. Yearly agenda, yearly planning MR total

On the yearly agenda it should be clear which items are for primary. HdR will put English translation next to those items.

Yearly planning: MR-PO meeting of 18 December 2018 must be changed in 11 December, due to the Primary Christmas celebration evening in the classes.

Financial committee meeting will be attended by CT and AdK.

20 November is a joint meeting of MR with RvT.

7. Coffee mornings

Last week there were 20-25 parents. They were enthusiastic participants. Main topics: too much sugary snacks in the canteen, allergy awareness in canteen, parking. Parents are not happy for a long time. As to the canteen problems if we cannot address RW, where can we address our questions to? Who is responsible?

There will be three more opportunities to speak with parents this year: 16 November 14:30 – 15:30, 22 February from 8:45 – 10:00 and 24 May 14:30 – 15:30.

8. Election parent members, update

Candidates have till 14 September to apply. If we need to organize an election, it will be the same as last year, but parents can only vote 1 person. The commission will open the box and count the votes. HdR will send an update about the candidates after 14 September. AdK and BA will overview the election.



9. Nomination of president, secretary, treasurer

President: no decision yet, treasurer : CT, secretary: HdR.

10. Minutes MR-PO 19 June 2018

We postpone these to next meeting.

11. Minutes PMR-PO 6 September, 2018

RW is guest in our PMR today. Absent: CT (camp).

1. Agenda will be held as planned.
2. No announcements, no mail.
3. Yearly planning of the MR meetings is approved in July 2018, but December 18 must be changed in next MR-PO/VO meeting as the ISE primary departments had the annual Christmas evening.
4. Next Friday 7 September the MR-PO will host their first coffee morning from 8.45 – 10AM in the OWL building.
5. 2 parents must resign from the MR-PO as their children left the ISE primary. All ISE parents have received a notice about this, only 1 parent has come forward.
6. Daphne has some additions to the MR yearly agenda 2018-2019. October: task policy, reviewed version with reference to the new CAO, planning special new unit, April: formation 2019-2020, May: School guide, Evaluation TPO (final pilot year), Care profile.
7. In the staff meeting of November the MR-PO will share a short presentation about the MR-PO/VO. HdR will ask JR to put it on the agenda.
8. The SPVOZN has a vacancy for “beleidsadviseur Marketing en Communicatie”. The previous employee left 5 months ago. Not clear when the advertisement will be published. PMR has to give approval but will discuss this on September 11.
9. Organisational structure: a. The numbers of the PO departments will be looked into, how many LB, LC and L4L. b. An organisational chart needs to be created. c. Deputy head (retirement and replacement) and there is a plan to create one team of caretakers. The formation plan for the next few years should reflect a,b,c. RW will update the (P)MR after consultation with RVT and CvB. The formation plan has lots of issues which are not clear: salaries, growth, needs.

AOB: - who of MR-PO will attend MR-VO meetings? What are our meeting times? -DD states that substitute teachers are very scarce at the moment.

12. AOB

Organize goodbye diner for AdK and JJ in October or November. HdR will put out some dates.

13. Closing at 21.15

Next coffee afternoon 16 November 2018, at 14:30.

Next meeting PMR 11 October 2018

Next meeting MR-PO 23 October 2018

14. Approvals / advice summary

Approval: SPVOZN advertisement of policy adviser Marketing and Communication