



International School Eindhoven

October 23, 2018, MR-PO

Primary MR Meeting October 23, 2018

Version: approved

Location: OBB, Eindhoven

Present: Colin Owen (CO)(acting chair), Annelies Manders (AM), Heleen de Rijke (HdR), Beena Arunjai (BA), Corinne Kemperman (CK), Chantalle Taylor (CT), Arno de Kok (AdK)

Not present: Joop Janssen (JJ)

Agenda: MR-PO external meeting with Roy White

1. Welcome
2. Information from ISE Management (see email RW)

Agenda: MR-PO external meeting with CvB

3. Welcome
4. Information from CvB

MR-PO internal meeting

5. Agenda setting
6. Announcements and incoming mail
7. Minutes 11 September 2018, 19 June, 2018
8. Election parent members MR-PO
9. Minutes PMR-PO 11 October, 2018
10. Feedback from Financial Committee and Q&A on financial reports
11. Agenda RVT meeting 20 November 2018
12. New structure MR meetings short evaluation
13. ARBO meeting update
14. Code of conduct ICT
15. AOB
16. Closing

1. Welcome at 18.30.

2. Information from ISE Director, Roy White

RW writes in his report about finance and HR issues. He gives us an update on key meetings, the building plans and the enrolment projections 2018-2022. RW had 4 recommendations.

Discussion about recommendation 1 and 2 from Directors report will be held after official proposal through SPVOZN. Recommendation 3 and 4 will be addressed again in next MR-PO meeting.

3. Welcome to CvB, Meine Stoker

4. Information from CvB:

CvB knows content of Directors' report, no additions needed.



CvB emphasizes the importance of PR for ISE. The ISE Director has suggested that the website should be improved and is making plans for this to move ahead. This will ensure that parents, and the public more generally, will have a better understanding of the success of the school.

MR-PO informs about the report on bomb threat, this will be followed up by CvB (Petra de Bruijn).

5. Agenda setting (no changes)

6. Announcements and incoming emails

- VOO announces MR-start courses
- Approved minutes from CMT
- Newsletter deadlines 2018-2019
- Quotation for voting papers
- 3 December is Financial committee meeting, is not confirmed yet.
- CO will succeed AdK as chair MR-PO.

7. Minutes

Minutes of 11 September 2018 approved

Minutes of 19 June 2018 will be sent through mail.

8. Election parent members MR-PO

Voting will take place between 12 and 16 November, hence the voting papers will be handed out, otherwise it will be 1 week later.

Votes must be put in the voting bin, next to reception ISE. Votes will be counted on Friday at 17.00. Chairman will announce results to parents and staff.

9. Minutes PMR-PO 11 October 2018

1. Agenda will be held as planned.
2. No announcements.
3. DD will attend Passend Onderwijs meetings from SWB Eindhoven. SEN coordinators must fill in forms before 1-1-2019; this Passend Onderwijs form will be a simple design.
4. As per 1-8-2018 a new CAO is valid. Because of the new CAO, DD will update the task policy with HR Manager, Marcel Vogels. After this update, a translation will be made. Staff need now an explanation on different discussion models: Overlegmodel/basismodel.
5. International Department has special needs children who cannot attend regular Dutch special needs schools. This year we have 4 children. DD investigates what can be done. The Lighthouse School in Den Haag offers special education services, but DD was not impressed by the quality of their programme. DD will investigate the Special Needs School De Rungraaf, because the children will attend this school for a certain time (of day).
6. Two MR members attended the presentation by SALTO related to their proposal to open an international school in Eindhoven. A parent member wrote an article in the newspaper.
7. Work pressure release actions are put in place for staff but need to be extended to JR.
8. 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.



10. Feedback from Financial Committee and Q&A 2018M4,
update Multiple Year Budget 2018-2021

As AdK is finishing as chair and member, the FinCom will need a new member to join CT.

11. Agenda RVT meeting

No agenda received yet. If there is time MR-PO want to discuss progress on School Plan. What happens after approval of the School Plan?

12. New Structure for MR meetings (short evaluation)

Chairs and secretaries decide on points which will be discussed together (PO and VO). Meeting times are more suitable than last years.

13. ARBO meeting update

On 24 September 2018 ARBO committee meeting talked about some interesting points for MR-PO.

- A. New protocols from ARBO need to be approved by the MR. (F.i. Calamiteitenplan was not approved, we did not see a new release yet. AM will address this next ARBO meeting.)
- B. By law 1 location must have 1 supervisor (ploegleider), ISE has 2 supervisors. BHV members are trained to lead as well if supervisors are not in school that day.
- C. The ARBO Year plan was never sent to the MR-PO. MR-VO did not approve. Chair of ARBO committee will ask secretary of CvB.
- D. MR-VO has a staff member from the ISE on the ARBO committee, but he is not always present in meetings.

14. ICT Code of Conduct

This policy must be translated into English. It must also be shared with all staff in staff meeting.

Inventory list of Orion schools on AVG shows the situation of the privacy arrangements of SPVOZN. Our foundation made a good impression on progress.

15. AOB

None.

16. Closing at 21.30

Next meeting PMR 6 December 2018

Next meeting MR-PO 11 December 2018

Next coffee morning 22 February 2019, 8:45 – 10:00 AM

17. Approvals / advice summary

Approval: Minutes 11 September 2018 (approve 7)

Approval: Code of Conduct ICT (approve 5, withheld 2)