



Primary MR Meeting June 25, 2019

Version: approved

Location: OBB, Eindhoven

Present: Colin Owen (CO), Annelies Manders (AM), Heleen de Rijke (HdR), Corinne Kemperman (CK), Chantalle Taylor (CT).

Not present: Beena Arunjai (BA), Thiru Kanagasabapathi (TK), Dennis Murray (DM).

### MR-PO internal meeting

1. Agenda setting
2. Announcements and incoming mail
3. Minutes MR-PO 21 May 2019
4. Minutes PMR-PO 20 June 2019
5. School Guide
6. Election parent and staff members MR-PO
7. Dates of coffee mornings 2019 – 2020
8. MR-PO on website ISE
9. ICT policy
10. Results investigation merger SPVOZN-Strabrecht
11. Financial Year Report 2018 and Financial Report SPVOZN (4 months)
12. Maatschappelijk Jaarverslag 2018 (Social Year Report SPVOZN 2018)
13. Procedure new director
14. AOB
15. Closing
16. Approval / advice summary

1. Welcome at 18.40.

2. Announcements and incoming emails

- VOO announces MR courses
- Approved minutes from CMT
- This meeting was scheduled to be our last meeting with Roy White, but he did not show and didn't give notice. Alas no reflection and goodbyes or going through his Directors Report.

3. Minutes

Minutes of 21 May 2019 were not ready; decisions 21 May 2019 were sent to CvB.

4. Minutes PMR-PO

1. Agenda is as planned.
2. No announcements.
3. Professional statute is made with workgroup of teachers and Petra de Bruin from CvB.bCMT approved this and now it is going to be presented at the different staff meetings in July and September 2019 at all schools of the SPVOZN. Staff has possibility for questions and remarks.
4. Job profiles for Secretary CvB had been approved by PMR-PO.
5. Results investigation fusion SPVOZN-Strabrecht: none received by MR-PO or Daphne.



6. Formation PO school year 2019-2020: no proper Multi Year Formation Plan, just info in Directors Report from Roy White and yearly overview of WTF/FTE per primary department.
7. Werkverdelingsbeleid (former Task policy) Voted on by all primary staff: approved by 83%.
8. Elections staff member MR-PO: 3 candidates. Voting is till Friday 21 June 2019. 136 staff members may vote digitally. CK will inform staff after counting. Election parents MR-PO will start in September 2019.
9. New Director Procedure: The procedure of appointing a Director three years ago is revised, tasks of Head of Departments PO and VO for 2019-2020 are being divided and put on paper so everything is clear for staff. It will be a tough year because of renew accreditation CIS, Inspection visit PO and VO. Also there is no facilities manager now and this function will be filled with an interim till a new FM is appointed. Daphne will attend the CMT meetings.
10. Verzuimbegeleiding (Policy for staff: Guidance and Care by Absenteeism): No English version. So we cannot vote on this.
11. Docentcompetenties (Competencies for Staff) Again no English version, just some competencies translated, this document has the objective to develop competencies of staff to benefit staff and school. PMR-PO feels this document should be discussed and translated before voting.
12. AOB:
  - Not all students from ISE groups 7INT/NL are admitted to ISE Secondary. Policy is clearly written but needs some updates and investigation from ISE Secondary. Also, parents need to hear/ read this clearly during admission.
  - Report Bomb threat: RW wrote a report, but the report is not shared.

## 5. School guide

Only one parent is present in the meeting, parents will vote through e-mail.

## 6. Election parent and staff members MR-PO

Staff: Sarah van Westering will replace Corinne Kemperman, Chantalle Taylor is re-elected. 76% of staff has voted.

Parents election timeline:

August	Inform parents in newsletter of vacancy in MR-PO	CK will sent info to HdR, CK will check with administration e-mail addresses parents
September	Parents candidates can apply	Colin with monitor
October	20 October last meeting with Colin  Voting through open link, 1x voting per e-mail address, results in pie-charts	Colin and ... are election committee and will monitor and share results.



## 7. Dates of coffee mornings 2019-2020

Parents of MR-PO can discuss or inform other parents on the special MR coffee mornings. AM will take care of the announcements on screens and put up posters. HdR will inform Parents Committee and put dates of website. Dates 6 September 2019, 8 November 2019, 31 January 2020, 15 May 2020.

## 8. MR-PO on website

HdR had a meeting with Judith de Hoog (PR staff member SPVOZN). The website, logo and style will be changed. Contents of current MR pages on website have to be changed to provide better access. The MR-PO page is already changed to the tab Community. In September on agenda again.

## 9. ICT Policy

This policy is SPVOZN level, everybody who works with this can understand Dutch, no need to translate. Approved.

## 10. Results investigation merger SPVOZN -Strabrecht

MR-PO received no documents. In September on agenda again, together with MR-VO. Invite Jos van Elderen and/or CvB.

## 11. Financial Year Report 2018 and Financial Report SPVOZN (4 months)

SPVOZN is on track. Good financial numbers, forecast and realization are connected and explained properly. Approved.

## 12. Social Year Report SPVOZN 2018

ISE is in chapter 9. Few typos. Page 98 says tables above, but there are no tables. Report is much better than previous years. 1 Thing: pictures are very old, update necessary for next year. Approved.

## 13. Procedure new Director

All MR members need to read the procedure. MR-PO has 4 persons in committee: both staff and parent from INT and NL Department. Preference of a bilingual director, who will stay for a longer period.

## 14. AOB

Group 7 students not admitted to ISE Secondary policy. Invite Marcella Watts or Joan Roach to inform us.

Shortage of housing new teachers: in PMR questions if it was a problem this year, if so ask CvB what necessary steps must be taken to avoid stress for new comers. (buy and rent out apartments /houses?)



GMR: every BRIN code has an own MR. By law every foundation should have a GMR, (Wet Medezeggenschap op scholen art. 4). As we are investigation fusion with Strabrecht, MR-PO feels it might be good to discuss future of our MR structure.

## 15. Closing at 21.10

Have a very good summer!

Next meeting PMR 5 September 2019

Next meeting MR-PO 10 September 2019

Next coffee morning 6 September 2019, 8:45 – 10:00 AM

## 16. Approval / advice summary

Approval IP: Job profiles for Secretary CvB (in favour 4, unanimous)

No approval: IP Verzuimbegeleiding (Policy for staff: Guidance and Care by Absenteeism): against 4, because no English documents available.

No approval: IP Docentcompetenties (Competencies for Staff): abstention 4, because document need more discussion among PMR and translation.

Approval IM: ICT Beleidsplan (ICT policy SPVOZN) 2019-2022: in favor 5, against 0, abstention 0. Information from CvB or SPVOZN ICT manager is appreciated next time.

Approval IM: Financial Report 2018: in favor 5, against 0, abstention 0.

Approval IM: Social Year Report SPVOZN 2018: in favor 5, against 0, abstention 0. Advice to change old pictures and be more accurate with tables.