

## **Parents Organisation Meeting 22<sup>nd</sup> April, 2010. 7.30pm Cornelis SchuytStraat**

### **Attendance**

Karen Ricketts	KR
Liz Mayhew	LM
Jaqueline Ruesink	JR
Chris Nye	CN
Sawitri Deenstra	SD
Fergus Nolan	FN

### **General**

- 1) CN announced that he is relocating back to the UK and would therefore have to resign his PO role with immediate effect to enable him to focus on the relocation
- 2) We discussed the agreed rotation of the PO roles as stated in the Articles of Association (AoA) and agreed that all the Executive roles require rotation at the end of the year.
- 3) KR to post a note via the school requesting that any parents interested in sitting on the PO should register their interest via the PO gmail address. This will give parents 4 weeks between now and the AGM date to nominate themselves.
- 4) KR to draft up a note to the parents confirming the AGM date of 25<sup>th</sup> May (as agreed with the SB and MB) to ensure parents are given 4 weeks notice. This note should be circulated on or before 26<sup>th</sup> April.
- 5) The list of names of parents interested in sitting on the PO will be circulated 1 week prior to the AGM

### **Survey**

- 1) FN to circulate the final copy of the parents survey as presented on 30th March, to include the list of actions
- 2) KR to pull together all outstanding actions from the PO and SB meetings to ensure that they are added to the action list in the previous point.
- 3) We agreed to update the parents via the BSA website/PO section of the ongoing progress regarding each action listed
- 4) We discussed how we can resolve the issue of being able to post the consolidated survey results on the school website. We agreed that KR would contact Alison Mulhall to try to progress this point and overcome the current technical issues of doing this.
- 5) KR to draft a note for the school to send to the parents to give a short explanation of the previous point in order to give clarification as to why the survey is not yet posted on the website
- 6) SD/JR will draft a note for the school to send to the parents who have offered their help in specific professional areas. Note to include the fact that we have not yet sought their help until we have viable managed opportunities for them to assist with and that also this valuable resource has to be linked to schools current resources and plans to ensure it is effective. JR/SD will send to PO for approval.
- 7) We agreed that all approvals from the PO would have a 24 hour time window to ensure communications are not held up waiting for all to contribute.
- 8) LM will contact MR to ask him to forward a note to the teachers to establish whether a survey presentation needs to be given to a teacher only forum. If the teachers require this then PO will make the necessary arrangements to give the presentation

### **Q & A sessions**

- 1) KR to gain confirmation from the SB tomorrow (Friday 23<sup>rd</sup> April) on their proposed parent/SB Questions and Answers session.
- 2) We agreed that this session needs to happen at least one week prior to the AGM in order to avoid unnecessary disruption at the AGM.
- 3) PO have agreed new dates for their Q & A sessions with parents (having not been able to carry them out this week due to flight disruptions) The new dates will be as follows:-
  - a. Monday 3<sup>rd</sup> May - 2.30pm

- b. Tuesday 4<sup>th</sup> May - 9.00am
  - c. Thursday 6<sup>th</sup> May - 6.30pm
- 4) KR to gain confirmation from Tom Handisyde that these dates do not clash with any planned school activities in the Upper Junior/Secondary school.
  - 5) KR to put these dates out to the parent body via the school no later than Monday 26<sup>th</sup> April to include the purpose of the Q & A sessions
  - 6) We agreed that the PO must meet with, preferably the whole of the SB after our last Q & A session on Thursday 6<sup>th</sup> May.
  - 7) KR to write to SB to request that they attend a meeting starting around 7.30pm on Thursday 6<sup>th</sup> May in order to progress the current outstanding actions list, deal with questions raised by parents and the format and content of the SB/parents Q & A

#### **Codes of Conduct**

- 1) KR to ask the school to place the PO Code of Conduct onto the BSA website no later than Monday 26<sup>th</sup> April and to confirm that all members of the PO have agreed to adopt this code and have signed it
- 2) KR to ascertain the current status of the Code of Conduct with the SB. At our last meeting it was stated that 2 members of the SB were not willing to sign it. KR to formally request a copy of the Code of Conduct drawn up and which members of the SB are not willing to sign it and why

#### **AGM**

- 1) KR to request from the SB which 2 parent SB board members will be put forward at the AGM for rotation. It is understood from the AoA that in order to avoid all 4 parent SB board members being rotated during the same year (i.e. after their 2 year term of office) that 2 could be rotated each year to ensure consistency within the SB.
- 2) KR to request that the elections take place after the AGM introduction.
- 3) KR to request the other items the SB intend to place on the agenda and to notify the SB that whilst the remainder of the AGM agenda is for the SB to manage, the PO are willing to assist in practical terms with the management of the AGM should the SB require it (NB – the practical workload of setting up election papers and communication of necessary candidate and other information has historically placed enormous pressure on the school administration so the practicalities of the workload should be ascertained at SB/PO meeting on 6<sup>th</sup> May)

#### **AOB**

- 1) We discussed the summer fair and how we can support the event. SD/JR will discuss further with Claudia
- 2) We discussed the playground issue in the infant school and agreed that we would like to raise as much money as possible to help drive this initiative. SD/JR will discuss with Claudia the set up of a target board to track funds raised to this issue. We will communicate with the parents once the agreements have been made with the Management Board (MB)
- 3) We discussed the possibility of a BSA Christmas Ball and agreed that it could be a great event for the BSA to raise money and pull the parents together at the end of the year. Brit Soc do this every year and charge 120e per ticket! JR/SD will establish the costs involved with a couple of local hotels to see if it's a viable option.
- 4) We agreed the best date for this would be Saturday 11<sup>th</sup> December
- 5) JR/SD will feedback progress on this at the next meeting (6<sup>th</sup> May)
- 6) KR raised the issue of communication in that when trying to get agreements on dates/meeting venues etc can take too much time and leave members of the MB to become frustrated at us for short notice requests. We agreed to stick to the protocol of all communications going through MR and that within the PO we would allow a 24 hour window for response before going forward.

The meeting ended around 9.45pm.

I believe the above to be representative of the items discussed and the action agreed. In order to circulate these minutes to the MB/SB, please let me have any omissions by 1pm tomorrow.