

Minutes of Meeting		
Date :	05/02/2020	
Subject :	OIS Participation Council	
Chair :	Norbert Werthenbach	
Attendees :	Clare Beatson	Anne-Marie van Holst
	Katie Zalewska	Katharina Strobl-Wiltschnig
	Doe O'Dea	Giovanni Vergottini
	Cheryl Embleton	
Absent with Apologies :		
Agenda :		
1	Cheryl (HR and Business Manager) introduced herself to the forum.	
1	<p>The Safety Policy was discussed and approved by the Council. It was noted that the section on 'Health' in the current draft will be expanded in respect of the administration of medicines. Also, the section on 'Unacceptable behaviour' is to be restructured to have a sub-section for parents.</p> <p>Further points that were discussed:</p> <ul style="list-style-type: none"> ● Access control for visitors to be improved and documented ● An anti-bullying program including possible introduction of "Stop is Stop" response should be considered ● The outside play-area is unfenced and could pose a safety hazard. The PC are to initiate a request to the municipality to improve this situation. 	
2	<p>The rationale behind the Group Formation for next year was explained by Cheryl. It was noted that this is a first draft and that many factors can affect the planning, such as re-registrations and withdrawals. OIS will initially start with 10 groups of approximately 15 students per group and then move to 11 groups, if necessary. More clarity will be available by April, but no approval is needed for now.</p>	
3	<p>The Emergency Replacement plan (ERP) document will be discussed and approved at the next PC meeting.</p>	
4	<p>The Library contract is for 3 years, so OIS are looking at ways to restructure this to reduce costs e.g. reducing the number of boxes. They are also considering creating their own library over the next 2 years, so appropriate Software is being reviewed. Fundraisers to purchase additional books should be considered e.g possibly a bake sale at the year-end festivities.</p>	

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5	The extension of the Christmas holidays was discussed, but requires additional discussion in the next PC meeting, so that a proposal can be agreed before promoting it to the school.
6	Yoga / mindfulness / self-defence courses for students and teachers was briefly discussed. The school is working on a program with the GGD.
6	<p>Preparation for the General Parent meeting Norbert will prepare a presentation as follows:</p> <ul style="list-style-type: none"> ● Introduction ● Role of PC ● What we do ● What we don't do ● What has been done thus far ● Future plans
2	Next meeting: 11 March 16h00 to 18h00
3	<p>ACTION POINTS:</p> <ul style="list-style-type: none"> ● Clare will ask Manon to include a request in the next school newsletter to encourage more parent volunteers to assist with the library and also to join the Activities committee. <p>PREVIOUS ACTION POINTS:</p> <ul style="list-style-type: none"> ● Anne-Marie will confirm whether there is anything in writing in terms of the relocation of the other schools which currently occupy the same building. ● For the next financial year, the PC would like to see the FTE (Full-Time equivalent) budget ● The PC would also like a view of how the school is tracking on the Actuals vs the Budget. ● How to engage with interested parties is to be formalised e.g. website, theme evening etc
General :	
Next Forum :	
11/03/2020	OIS Staff Room