

Division Council Annual report 2017-18

Meetings:

This year we had 6 meetings in total, 5 meetings with the head of school Rynette De Villiers, and one without the head of school.

Beside these meetings we also had a meeting with the CVT (Commissie Van Toezicht; in English: Commission of Supervision).

At the end of year, the DC and the Parent Support Group had a thank you dinner with the head of school & leader of middle years.

Topics we talked about in the meetings:

- DC Annual report
- DC year plan
- Election
- Mission and Vision
- Financial Budget and Plan
- Management structure of ISU
- Reviewing of recruitment policy
- Arbo Yearplan
- Student Rules
- Holiday Schedule
- School Guide
- New Building
- School vs building vs students vs parent
- Parents' meetings with specialist teachers in primary
- secondary issues
- Teachers' strikes
- Extra academic subjects offered in secondary
- DC members

DC Year plan

Each year there's a year plan made which has been approved by the DC.

Elections

This was the first time the DC held elections. The vacancy was announced in the newsletter and at the parents' information evening. There were 4 candidates who applied by sending a short description about themselves and why they would like to be part of the DC. Parents voted through the school app. Carla Autelli was appointed as a new member for the DC.

Mission and Vision

In 2016/2017 the school mission was reviewed by a mission and vision group; In the group there were staff, students and parents. The group interviewed over 100 individuals in the school community. The new mission and vision was presented to the DC in the DC meeting on 16/11/2017. The DC agreed on the new mission and Vision.

Financial Budget and Plan

The financial planning for the next year needs to be done by the end of December. In October we already give input for the financial plan. The DC got a temporary plan in November. We gave feedback on GYM hours, Library for secondary, permanent Librarian, safety around secondary building and the number of students that is still growing faster as expected. In combination with the temporary building it still is a concern. And the parent fee increase (inflation only) is ok for this year but it was recommended not to increase the fee in the upcoming years. As possible these points were considered in the financial plan. On 12/12/2017 the DC accepted the financial plan with remarks on the fee and the student numbers.

Management Structure of ISU

The ISU is growing. With the growth of the school, it was also necessary to create a new management structure. Ms De Villiers explained the extra layer in management that is built in. The new structure is one head and two deputies. As DC we think it is a wise step into the future. We agreed on the new ISUtrecht structure on 16/11/2017

Reviewing of recruitment section within the staff policy

The recruitment section within the staff policy was reviewed. To select a deputy head, a selection committee will be involved with board, staff and DC/parent. The committee has an advice role for the final selection and this advice is considered by the board when making the appointment.

Arbo Year plan

The Arbo year plan was made by NUOVO/SPOU in 2012.

As a DC we checked the ARBO year plan. The ISU is part of NUOVO/SPOU, the department has staff who're responsible for the ARBO. The DC agreed on the way it works and keeps the responsibility for the ARBO with the office of NUOVO/SPOU. The ARBO year plan is currently being reviewed and Sylvia will keep up with changes and report it to the DC.

Student charter (Student rights and responsibilities)

The student charter is made by the student council and under supervision of the deputy head of education and Julia Reid (DC, and secondary Math teacher)
The final version of the Student charter was approved on 14/06/2018.

Holiday schedule

The year of 2018-2019 is fairly long, there are many weeks to teach. The May-break is very early this year, so two weeks in may beginning in April. The last school day is on 21 July. School tried to break the long weeks towards the end with some extra days. They also planned some extra days around Christmas creating extra travelling time for the families who wanted to go home.

The extra days and study days are also planned on mixed days so not always on Fridays or Mondays.

School directory

The school directory is an ongoing document. The school has changed over the years. It was time to read the school guide more precisely from a parents' perspective. The DC gave the comments to school. All points were taken in to reconsideration and the school guide was approved on 14/06/2018.

School vs student vs Building

Ms de Villiers keeps the DC updated with the school growth, student numbers, the location of the new school building and the temporary school building. The school decided to create a room for the parents and siblings who have to wait before and after school due to after school activities. This will also be the meeting room for parents in the morning or the room which can be booked for parents' activities like PSG meetings.

The temporary building

The temporary building could open in time. In January, after the December break, the doors opened for the secondary students. It made a huge difference. But room during break is still an issue (not enough).

The new permanent building

Through the year Ms de Villiers kept the DC update about the status of the new building. At present, it looks like we will be able to start building the permanent location towards the end of 2020. This process will take a long time and is ongoing. Traffic around the new building and Science Park is still an issue.

The secondary timetable

The timetable for secondary has been discussed. The school is aware of the long days some students have. They do their best to make it as good as possible. But sometimes due to room, teachers working part-time and making a larger variety of subject choices available in DP, this is the best they can do.

MYP e-assessment

Currently trailing e-assessment/portfolios in Grade 10. The trial will be reviewed in 2019/20.

Changes grade 10 curriculum - arts

In past years, all students in the MYP studied all three the arts up to grade 10. The effect of this was that grade 10 students' work-load was too high. In collaboration with the students and staff the school will move towards a curriculum where students are able to choose 1 of the arts instead of 3 in grade 10. This way, the lessons can go more into depth in one area and decrease the workload. The DC agreed on this plan on 19/2/2018.

Pilot

A wish of the DC and PSG is that specialist teachers are available in the parent teacher conference meeting. If a parent of primary is interested in the Dutch, ELA, Drama, Music or GYM progress of their child a specialist teacher will be available during the parent meetings. You can make an appointment for the meeting on the day the parent has the normal teacher conference. The pilot was in January. Recommended by DC is to do the pilot again and promote the possibility of this meetings to parents and that it can be booked through the app as well.

Staff absenteeism (ziekte verzuim) linked to missed lessons.

The school year 2017-2018 the illness of teachers was far below "average" of the national level. That is a good sign and we hope it will stay like this. The DC checks this (non-personalised) data in order to determine if there was an unacceptable amount of lessons missed by students throughout the academic year. 14/06/2018 approved to be in order.

Strike of Primary teachers

The DC understand the need for the strike the first and second time. The third time was hard to understand because in ISUtrecht parents pay a school-fee. Although the teachers get their salary paid by the Dutch government and is the same as Dutch teachers on a local school. The work load and the classes are smaller because of the school-fee. It didn't feel fair although the parents do also understand that the teacher's salary could be better.

Complaints

One official complaint was sent to school. The school handled the complaint well and the problem was solved.

Student support

Student care and support structures have been put in place. It is more clear what mentors can do, and what will be done by the student support staff.

The assessment policy

This policy is reviewed & evaluated by the staff and by the staff members of the DC and was accepted on 6-11-2017.

Teaching hours

The DC needs to check that school teaches the hours they plan to make. And if there's a big difference then school will give an explanation to the DC

This year school taught slightly more hours than strictly demanded from the governance of the Netherlands. The DC is satisfied with the effort school puts in making all the planned hours.

School plan and Mission & Vision

Every 4 years a school develops a new school plan. During 2017-2018 a new school plan was put in place. A focus group did start last year, and a member of the DC took part in this group.

The DC agreed on the mission and vision in October 2017.

After that the DC read the whole school plan. It is a plan that describes about the plan for the coming 4 years and how things are organised. It is a great plan with great opportunities for the coming years. The DC gave a right of consent for the school plan on 05/04/2018.

Communication

The DC had the intention to communicate better to the parents and the staff last year. In the newsletter we published 3 times a summary of the meeting. We were also introduced to the parents at the parent introduction evening. At the end of the year we had an informal dinner with the PSG and the board of the school.

Supervisory committee (CVT)

On invitation of the supervisory committee of NUOVO we had a meeting. We shared the way the DC is working and how it is set up. We also had a conversation about school, what goes well and what could go better. It was quite an informal but interesting meeting.

Support & Staff policy

The support & Staff policy will be reviewed all together, instead of staff during this year and support staff during the next year. It will be reviewed in 2018/2019.

Safety

Around pick up & drop off the road safety is a concern of School & PSG & DC. Finally, it looks like school succeeded in getting the municipal to create kiss & ride parking in front of the school.

Diploma program

Although the DC was not an actual partner in the DP, we're very happy that the DP students (and staff) did so well on the first exams.

DC members

Raahkee Ramaya went on maternity leave in March. She became a mum in April. Katharina Scherpel replaced Ms Ramaya. Ms Ramaya decided that she will step down because she is not able to fulfill the role in the DC anymore. Ms Scherpel will stay till the end of Ms Ramaya's term.

Roosmarijn de Boer (2nd term 2016-2019) Chairperson (parent student grade 5)

Raahkee Ramaya (first term 2016-2019) Secretary (teacher grade 1); replaced by Katherina Scherpel due to Maternity leave

Kislay Kanth (first term 2015-2018) Finance (parent student grade 6 and grade 10)

Marloes Resink (2nd term 2017-2020) secondary teacher

Sylvia van Nisius (first term 2016-2019) support staff

Student representative Chair of the student council (first term 2017-2020)

Julia Reid (first term 2017-2020) teacher DP

Carla Autelli first term 2017-2020 (parent student KG)