**Members:**

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| **Name** | **Attended** | **Absent** |
| Ahmed Al-Mukhani (AA) | X |  |
| Caroline Reader—Secretary (CR) |  | X |
| Dalia Mahmood (DM) | X |  |
| Dr Abderrahim Oulhaj (AO) | X |  |
| Natasha Chapman (NC) |  | **X** |
| Rebecca Rowley (RR) |  | X |
| Reham Shawky (RS) | X |  |
| Shiloh Harmitt—Chair (SH) | X |  |
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| **Total 7 members** | **5** |  |

**Apologies:**

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| **Names:** |
| Caroline ReaderNatasha ChapmanRebecca Rowley |

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| **Board Meeting Agenda Items** | **ACTIONS** |
| **Meeting began at 4.30pm**1. **Playground Project**

Presentation from Charlene Van Wyk on *Developing Our Playgrounds*. A project that seeks to build play equipment for the playgrounds, thus creating play areas that will enhance the Personal, Social and Health Education needs of the pupils beginning in Foundation Stage with the possibility of extending it through other year groups. (For further details please see PPT presentation). Charlene is keen to have a joint partnership with parents to initiate this project and is asking the PC to lend its support in promoting this project among parents. The project will seek to source durable and recyclable materials that are able to withstand the weather. The primary issues in getting this project started are time and resources. It should be noted that parents would be encouraged to contribute resources and where possible to volunteer their time in building the play equipment. Charlene assured the committee that the equipment would be built to proper health and safety standards. 1. **New Member**

Dr. Abderrahim Oulhaj was welcomed onto the PC1. **Matters Arising**

No minutes were taken from the last meeting (March 19) as only two attended. It was agreed along with the Chair that AA would collate all the ideas and suggestions into an action plan.The official email address for the PC is parents@aaess.sch.ae [The principal allocated the password to SH & AA]1. **Brief Address From Chair**

Apologised for any actions that may have contributed frustration and confusion among the committee. And acknowleged that although things have moved slowly there are small signs of progress i.e parent email address, a new member and discussions the Chair had with the Head Principal (see further down). Opened up brief discussion on what others felt:* + 1. Progress was slow and more needs to be done
		2. Committee members need to be better informed regarding decisions from meetings maybe in the form of a summary of actions.
		3. The committee needs to organize itself into groups and carry out actions that have clear dealines
		4. Committee to establish terms of operations to function.
		5. Increase number of members each year
		6. Simplify application process to join committee [we actually don’t have a process for joining]
		7. We need more meetings
		8. Most of the work will be done outside the meetings
		9. Meetings should mainly be a summary of the tasks/actions.
		10. Engage the principal much more and make sure any actions given to him is acknowledged and confirmed.
		11. Committee members should make conflicts of interest clear.
		12. Ideas that are brought to the committee should be voted on so that we can proceed.
		13. Principal should be kept informed with summary of committee actions.
1. **Committee Working Groups**

Committee considered the discussion paper sent by the Chair and it was agreed (majority vote) to establish three working groups:1. Communication—this will comprise of RS, NC (nominated in her absence) with support from AA.
2. Engagement—this will comprise of RR (nominated in her absence) and SH
3. Strategy—this will comprise of AO, AA and SH

A “Projects Working Group” was discussed in relation to the playground project, but it was felt too many working groups would stretch the team, but in the future that as the committee grew additional working groups could be formed. It was also agreed that where a working group needs extra support committee members would make themselves available where possible.**Any actions requiring an agreement or vote from the committee can be done so electronically to save time rather than having to wait to the next meeting.** 1. **Parent Association**

The committee on recommendation by the Chair (majority vote) has given the go ahead for the Strategy WG to draft a governing document on the model of a ‘AAESS parent association’. The committee want to put in place a policy that allows every parent of AAESS, by default, to be a member of the parent association to which end the parent committee will have governing responsibility.1. **AOB (Forgot to mention this at the meeting)**
2. The Chair will be addressing teachers during PD week to promote the PC and committee members are more than welcome to join on September 4, from 9am.
3. The principal has indicated that there is a likely possibility that the school will be inspected in November and requested that he would like to meet with the committee to provide a briefing and training on what to expect from the inspection.
4. School website is to be updated but this is currently delayed by the company responsible.
5. The principal agreed on the PC drafting a governing document on the model of a parent association. [The governing document must have final approval from the principal before being ratified by the PC].
6. Date for next meeting will be confirmed in the new term.

Meeting ended 6.05pm1. **Summary of Actions:**
* See (section 3) action plan to be discussed at next meeting
* See (section 4) Actions of committee working groups: Communication, Engagement and Strategy.
* See (section 7.i) PD week
 | PC voted to support the project (majority vote). Further discussions in Term 1, 2017-18. To focus on a specific project such as arbor Day tree planting.No action requiredAction plan to be discussed at next meetingNo action required**Communication WG**The principal has agreed for 2 retractable stand alone banners for publicity and agreed for the committee to produce printed materials for distribution among parents.**Priority Actions:**1. Start to think about content (write up on the committee, photos etc.) that can be used across different mediums. To discuss, seek advice from the committee what materials or medium will be used eg FB etc.
2. Discuss with the principal ideas from the committee re publicity campaign.

**Deadline:*** PC leaflets—Aug/Sept
* Banners—Sept
* Website—to be discussed with the principal.

**Engagement WG**This group will be the lead on the playground project and will be considering other potential projects that will encourage volunteering among parents; collate a database of available parents and manage the calendar of events that the PC will be involved in.**Priority Actions:**Meet with Charlene to discuss next steps for the playground project.**Deadline:**Meet in Term 1 – ongoing**Strategy WG**This group will review, revise and amend existing terms of reference and produce a governing document that will cover the operations and parameters of the parent committee.**Deadline:**1st draft—End of June |

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