

AAESS Parent Committee Minutes of Meeting No.7

13th February 2018 (4:30pm-5:30pm)
at Meeting Room, Upstairs of the Admin Building AAESS

List of Members: (in Alphabetical Order)

	Name	Attended	Apologised	Absent	Remark
1	Ahmed Al-Mukhani (AA) – Chairperson	X			
2	Ali ALESSA			X	Unused Seat
3	Aneesa Saif Al-Ketbi (AK)	X			
4	Caroline Reader (CR) - Clerk		X		
5	Dalia Mahmood (DM) – Deputy Chairperson	X			
6	Daniel Daw			X	
7	Deema Hamdan			X	Unused Seat
8	Elwalid Ali			X	Unused Seat
9	Fareeda Najeeb			X	Unused Seat
10	Gamal Alusta (GU)	X			
11	Gill Robson (GR)		X		
12	Heba Soltan			X	Unused Seat
13	John Jennette (JJ)	X			
14	Maha Rahrrouh (MR)	X			
15	Mostafa Ahmed (MA)	X			
16	Rachel Takriti			X	Unused Seat
17	Reham Shawky (RS)		X		
18	Renna Rasool (RR)		X		
19	Shiloh Harmitt (SH)			X	
20	Syed Taqi Hussain			X	Unused Seat
	Total	7	4	9	7

	Board Meeting Agenda Items	Actions
1.	<u>Opening & Introductions:</u>	
	All new members were welcomed by the Chair (Ahmed) and the old members. Every member introduced himself to the rest of the group.	
2.	<u>Updates on PC Members and Officials.</u>	
2.1	PC Members Approved the appointment of Ahmed (AA) as the Chairperson of Parent Committee.	info
2.2	Reham Shawky (RS) one of the founding members of the PC left the Committee due to personal commitments. On Behalf of the Committee Ahmed (AA)-Chair expressed thanks to Reham for her good efforts during her participation period and wished her all the best.	

2.3	<p>Seven (7) positions were flagged “Unused Seats” as concerned members did not attend 2 consecutive meetings of the Parent Council Committee.</p> <p>In accordance to the Charter of The Parent Council “Any Officer or PCC member who fails to attend three (3) consecutive Parent Council Committee meetings may be removed”.</p> <p>Accordingly, concerned members, highlighted in the above list of members, are given the opportunity to submit in writing an explanation showing good cause, which explains his or her reason for not attending these meetings for the Committee’s consideration”. This explanation should be given before the next PCC meeting as detailed at the end of this minute of meeting.</p> <p>Should these positions remain unused then they will be considered vacant and the seats will be given to other interested Parents to join in the Parent Committee.</p>	The Members highlighted above in the List of Members with “Unused Seats”
2.4	The Parent Committee have Vacancies and looking for interested Parents to join. Preference is given to Parents of “Secondary Stage” to improve representation.	Info.
3.	<u>Review Last Minute of Meeting:</u>	
	Last minute of meeting was reviewed and accepted as written. It may be uploaded to Parents page in the School’s Web Site.	Clerk (CR)
4.	<u>Review Action Proposals and Tasks:</u>	
	<p>Ahmed-AA (Chair) did a presentation of proposed Action Tasks that were developed based on Parent’s feedback in the “Meet & Greet Session” done on 22 Oct. 2017. Copy Attached.</p> <p>In general all members agreed to consider the proposed Action Tasks as genuine issues that needs improvements and follow-up. Detailed discussion occurred during the presentation, comments and modifications were introduced as detailed bellow;</p>	
4.1	<p><u>Review Complaint Process in AAESS:</u></p> <p>Supported as described in the Presentation. In addition the following points were discussed;</p> <p>Suggest providing a telephone extension for “Feedback/ Complaints” as an option in the automated answering list.</p>	
4.2	<p><u>Improve Uniforms in AAESS:</u></p> <p>Supported as described in the Presentation. In addition the following points were discussed;</p> <ul style="list-style-type: none"> • During cold weather the school uniform is not sufficient to protect the health of children and accordingly some Parent provide additional cloths and this is faced with objection from some teachers. • Include price comparison and review as the current prices 	

	could be seen high compared to the quality of the cloths.	
<u>4.3</u>	<u>Increase Educational Competitions;</u> Supported as described in the Presentation.	
<u>4.4</u>	<u>Teaching of Arabic Language;</u> Supported as described in the Presentation. In addition the following points were discussed; <ul style="list-style-type: none"> • Explore improving Parent’s support to teaching Arabic. E.g Speaking with children at home and doing activities with them. • Need clarification on how the school measures performance and improvement in learning Arabic language compared to the objectives set in the curriculum. 	
<u>4.5</u>	<u>Review Bus Operation in AAESS;</u> Supported as described in the Presentation. In addition the following points were discussed; <ul style="list-style-type: none"> • In the last fog it was noticed that notifications to Parents were sent late may be waiting for School staff duty hours. A proposal to make it faster if these notifications to Parents are sent directly by the transport contractor (i.e. bus driver or his direct supervisor). • Comments were given highlighting that cost of transport may be considered high and suggest the need to review and compare with other service providers. 	
<u>4.6</u>	<u>Improve Awareness of PC within Parents, Teachers, and Students;</u> Supported as described in the Presentation. In addition the following points were discussed; <ul style="list-style-type: none"> • Mostafa (MA) shared with PC his initiative to talk to different Parents face-to-face whenever possible at drop-in and pick-up times. He noticed that many Parents were not aware about PC and how to contact. This initiative was appreciated by the PC members and Mostafa (MA) was thanked for his proactive approach. • Gamal (GU) suggested to use Parents emailing lists available with the school to send direct emails to Parents informing them about PC especially the Secondary stage. 	
<u>4.7</u>	<u>Student’s Performance Reviews with Parents;</u> This was debated and challenged to be an issue. John (JJ) and other PC members considered that the school provides sufficient feedback to Parents and opportunities to meet with teachers and follow-up. This Task was Not Supported.	
<u>4.8</u>	<u>Parent Committee’s Action Process</u>	

	<p>Supported as described in the Presentation. In addition the following points were discussed;</p> <ul style="list-style-type: none"> • Maha (MR) and Mustafa (MA) suggested modifying the Action Process by adding a step where “PCC Chair & Deputy-Chair Discuss Parents’ Action Tasks with the Principal for Support”. <p>This should be done before the step of “Action by Team of 2-3 Parents” to provide PC requirements the attention and importance it deserves and to attract more cooperation from related school staff. Thereafter, the teams “of 2-3 Parents” could be introduced to support if needed.</p> <ul style="list-style-type: none"> • Ahmed (AA)-Chair stated that “Team Work” approach is essential for better and sustainable PCC function. It is important that every member participate and contribute in order to achieve the required level of transparency and engagement. This will also be more effective in terms of resources and time. 	<p>Ahmed (AA) Chair</p> <p>ALL</p>
4.9	<p><u>Conclusion for Action Tasks:</u> Action should start for the supported Tasks in accordance to the described scope and the comments from the PC discussions. Tasks were Ranked. Priority order is set according to the order of listing in this minute (above).</p>	<p>Chair, Vice-Chair, and Teams</p>
5.	<p><u>Any Other Issue:</u></p> <p>Directions to PC Meeting Room; Maha (MR) stated that she found difficulty to reach the PC meeting room as this is her first time to attend a PC meeting and it coincided with another Parents-Teachers meeting and there was more confusion.</p> <p>Ahmed (AA) - Chair agreed on the need to provide better guidance and information for future meetings.</p>	<p>Chair</p>
6.	<p><u>Date of Next Meeting:</u></p> <p>Tentatively selected to be Tuesday 13 Mar. 2018 at 5:00pm</p>	<p>All</p>

Attachment:

- Copy of proposed Action Tasks Presentation (Updated)