

	RVIS – PCC Meetings	Date: 21 Feb 2017	
	Minutes of Meeting: PCC Meeting #3 - 2016/2017	Time: 08:00 am	Venue: RVIS Board Room

Committee Members	Absentees: Mohammed Al Jamea
PCC-Members: Radmila Ribeiro, Hina Salahuddin, Elham Rajai, Gina Al Mangour, Abdulla Al Khalifa and Charlotte Peterson RVIS: Kurt Nordness - Director , Joseph Rosevear – Secondary Principal and Jo Garrahy - Elementary Principal	Invitee from RVIS Board Of Trustees: Yasser Abdulrahman Alraee
	Distribution: <ul style="list-style-type: none"> • All Members • BOT • RVIS closed web-site

<p>Items Discussed</p> <ol style="list-style-type: none"> 1. Welcome by Director – Director Kurt Nordness welcomed each member to this month’s meeting. 2. Board member comments about PCC work to date – On behalf of the Board, Yasser thanked the PCC for their support of the school since the PCC was established. Then he shed some light on the tuition increase. He cleared the process RVIS took towards this matter and confirmed that RVIS followed all steps set by MOE in the application process for the tuition increase. He mentioned the October meeting at which the PCC met with the entire Board of Trustees to talk about mutual goals between parents and Board. He reiterated the importance of PCC advisory role to assist with achieving RVIS objectives and advancement of the school. 3. Board topic for next PCC area of support – Yasser proposed that PCC meetings are based on a pre-agreed agenda set at the beginning of each school year setting clear annual objectives. PCC agreed and suggested to “theme” each group of objectives for best results. It was agreed in the meeting the first topic will be “Marketing”. Since this is a time sensitive topic, PCC members will meet as a sub group outside of the main meeting to gather ideas prior to the next BOT meeting. PCC will meet on Thursday March 9, 2017 when these ideas will be shared with the leadership team. He described several steps the school is taking to enhance the marketing effort already underway that include: <ul style="list-style-type: none"> • Improved school web-site with links to three social media sites • Visit to businesses in the Eastern Province of Saudi Arabia whose families might potentially enroll their students at RVIS • Development of a three year marketing plan with assistance from an international school’s marketing consultant • Participation in the recent three day Bahrain School’s Expo in Manama where over 75 families met with school staff to learn about RVIS • Initiatives to improve communication across the school.
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4. **Communication** – PCC members expressed views that communication between the school and parents should be augmented and stated the importance of transparency and information flow. PCC members further suggested a number of excellent ideas to improve communication that would improve parents' knowledge of strengths of the school, as well as understanding the role of PCC.

As a step towards improving communication, minutes of PCC meeting will be posted on the school website and an invitation for new PCC members for next year will soon be advertised.

5. **Strategic Planning** – Kurt invited PCC members to volunteer for the strategic planning event scheduled for March 14-15. Two parents will represent our school at this event.

The meeting was concluded at 9:45 am

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