



PCC Meeting Agenda & Minutes

Attendees: Abdulla Al Khalifa, Elham Rajai, Hina Salahuddin, Radmila Ribeiro, Kurt Nordness

Apologies: Mohammed Al Jamea, Gina Al Mangour, Charlotte Pedersen, Fiona Al Rowaie, Jo Garrahy and Joseph Rosevear,

Date: 30th April, 2017

Time: 2:00 pm

Location: Board Room

Mission Statement - Riffa Views International School is a non-profit, college preparatory school committed to implementing the best educational practices from around the world, while being sensitive to local cultural values. We strive to be a community of learners engaged in becoming intellectually adept, technologically proficient, and ethically guided contributors to a global society.

Leader	Agenda Item	Discussion / Decision
Kurt	PCC guidelines	<p>It was mentioned that the PCC may help with the strategic planning currently in progress. PCC member wished to review the guidelines to suggest recommendations. It was proposed that the PCC come up with a revised overview of PCC responsibilities. This would include a framework of agenda topics for the year to deal with strategic issues rather than day to day concerns. It was pointed out that the PCC agenda should also have the flexibility to bring forward emerging parent concerns. Kurt reminded the PCC about the Board's wish to have them assist with four topics during each school year.</p> <p>Members asked Kurt if he would submit the proposed revision of the PCC responsibilities to the Board and he affirmed he would. Kurt made clear that it will be up to the Board to decide if they take action on the PCC proposal at this time. Since the Board is scheduled to meet on May 15th, any such proposal would need to be submitted to Kurt by this Thursday, May 4th at 8 am. Kurt also invited any PCC member who is returning next year to join a strategic action planning team either this spring or next year. There are nine strategic initiatives and an action plan will be written for each. This spring three action plans are being developed.</p>
PCC	Determining which PCC members wish to return for 2017/2018	<p>Mohammed, Elham and Abdulla have kindly volunteered to be part of the PCC for 2017-2018. An e-notify will go out before 15th May to invite new members to apply to the Director. A message will also go out in the next Riffa Breeze. Kurt expressed appreciation to the members who have served the school as PCC members, and wished them well.</p>
	PCC communication channels with RVIS community and presence on the website	<p>It was proposed that PCC have a presence on the RVIS web-site. This will be part of the proposal for revised PCC guidelines.</p>

Kurt	Updates on the Arabic Program	Foud Al Anzanouti has been hired for the Arabic Leader position for next year. This and the process for Arabic program improvement were communicated to parents in an e-notify on April 27th.
Kurt	If the school has any programs set for the Holy Month of Ramadan	There are no specific programs scheduled. However, special adjustments will be made in school programming. Additionally, on Friday, 4th June, the graduation will take place during Ramadan and will follow Ramadan guidelines and traditions. An Islamic scholar will be asked to talk to teachers before Ramadan.
Kurt	Status of MoE Licensure for our High School program	The Ministry of Education has assured us that everything has been properly submitted for application, including full curriculum documentation. The Ministry has informed us that approval will be forthcoming.
	Marketing plan	Ken will send the presentation to the PCC by e-mail.
	Uniform	House of Uniforms have been requested to slightly alter design and send out communication to RVIS by the end of this week. This information will be posted on the web-site. It was suggested that having a uniform shop on site could be looked into.
	Swimming Program - Middle and High School	It was asked why there is no swimming unit in Secondary PE currently. Kurt will seek an answer from the Secondary Principal for the next meeting.
	Strategic planning committee	It was asked if others may join the action planning teams. Kurt affirmed that parents may contact him to request joining an action planning team. Three action plans are being written this spring and six more will be written during the coming school year.