



School Advisory Board Executive Report



Period Covered : June 2016 to October 2016

Reporting Date : 26th October 2016

Action items	Responses	Person-in-Charge	Status		Notes				
			Resolved	Not Resolved					
1. Administration									
<ul style="list-style-type: none"> • <u>Beginning of the School Year Preparation</u> <ul style="list-style-type: none"> ➤ Staff Induction Week: all staff were <ul style="list-style-type: none"> ▪ informed of the school operations ▪ trained by our IB Coordinators about our IB Programmes ▪ informed about the school's Code of Conduct and the school policies ▪ informed about the do's and don'ts ➤ Successful Introductory Meetings for New Parents and Students • <u>Administrative System</u> <ul style="list-style-type: none"> ➤ Additional staff joining our Pedagogical Leadership Team <ul style="list-style-type: none"> ▪ IB MYP Associate Coordinator ▪ IB DP Associate Coordinator <p>This will ensure that the implementation of the IB programmes is running parallel on both sections of the school (i.e. Girls' Section and Boys' Section)</p> • <u>20th Year Anniversary</u> <ul style="list-style-type: none"> ➤ Successfully hosted the school's 20th Year Anniversary; it was a pleasant day for everyone ➤ 20th Anniversary Video sent out to the whole school community as well as alumni and selected staff who left the school ➤ Fun day and activities for students ➤ Short program for staff recognizing staff who have been with the school for 10 									
					<p>Grades 11-12 to open new courses next academic year: hospitality, fashion design, graphic design, fitness for life, journalism</p>				



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<p>years or more</p> <ul style="list-style-type: none"> • Head Evaluation by the Members of the School Advisory Board <ul style="list-style-type: none"> ➤ Sent through email ➤ To aid the school in evaluating the efficiency of the senior administrators • Review Guiding Statements (Philosophy, Objectives and Beliefs) <ul style="list-style-type: none"> ➤ JKS Guiding Statements (POB) were revised to reviewed to ensure that they are committed to the values inherent in the UN Convention on the Rights of the Child (1990) • Re-organization of the IT Department <ul style="list-style-type: none"> ➤ Reviewed the tasks distribution of the IT Department ➤ Reviewed the departmental organizational chart ➤ Reviewed IT staff job descriptions ➤ Hiring of outside consultant to assist in the re-structuring 				
2. School Accreditation and Authorizations				
<ul style="list-style-type: none"> • CIS Preparatory Visit and NEASC Core Learning Principles Review <ul style="list-style-type: none"> ➤ Separate documentation for CIS and NEASC, unlike before single documentation now there are two separate CIS: Domains A, B, E, F, G NEASC Core Learning Principles Review (to be accepted by CIS for Domains C, D. H) ➤ Assigned: Mrs Amal Sinno as Chair, and Mrs Ayten as Co-Chair – both are CIS Accreditors ➤ Prepared the following: Timelines, Committees and Meeting Schedules 				



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<ul style="list-style-type: none"> ➤ The school will conduct the Endicott Survey (every 2 years) sometime in November 2016 (after holiday) ➤ School to be visited by CIS and NEASC sometime in November/December 2017. 										
<ul style="list-style-type: none"> • IB Diploma Programme Evaluation Visit <ul style="list-style-type: none"> ➤ PYP Self-Study: Mrs Amal Sinno ➤ MYP Self-Study: Ms Amal AlOtaibi and Mrs Raghad Sheikh to assist ➤ Preparations for both are on-going. 										
3. IB Programmes and Curriculum										
<ul style="list-style-type: none"> • MYP Subject Offerings/Selections for Next Academic Year <ul style="list-style-type: none"> ➤ Reviewed to determine what best suit our students by checking the courses offerings of our local universities as well. <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">▪ Graphic Design</td> <td style="width: 50%;">▪ Hospitality</td> </tr> <tr> <td>▪ Year Book</td> <td>▪ Fitness</td> </tr> <tr> <td>▪ Fashion Design</td> <td></td> </tr> </table> 	▪ Graphic Design	▪ Hospitality	▪ Year Book	▪ Fitness	▪ Fashion Design					<p>Robotics was suggested but no female teachers available</p> <p>Other suggested courses: applications, word designing, media- advertising, marketing</p>
▪ Graphic Design	▪ Hospitality									
▪ Year Book	▪ Fitness									
▪ Fashion Design										
4. Staff										
<ul style="list-style-type: none"> • Staff Evaluation <ul style="list-style-type: none"> ➤ New staff are evaluated during the first month of the academic year to determine if they are fit for the school ➤ Document evaluation reports for future reference and if in case the school has to terminate contract ➤ 2 staff members were departed and replaced ➤ 1 was changed in terms of position 				<p>DP students asked for teacher feedback</p>						
<ul style="list-style-type: none"> • Staff Recruitment for the next academic year <ul style="list-style-type: none"> ➤ Ongoing interviews for manpower pooling in preparation for SY 2017-18 										



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5. School Facilities													
<ul style="list-style-type: none"> Exchange Entrance and Exit Gates for the following grade levels – Girls’ Section: to ensure that the Upper School girls are not seen when they are leaving the school building <table border="1"> <thead> <tr> <th>Grade Level</th> <th>Previous Gate</th> <th>Current Gate</th> </tr> </thead> <tbody> <tr> <td>G6-9</td> <td>Gate 3</td> <td>Gate 4 (Green Pitch)</td> </tr> <tr> <td>G10-12</td> <td>Gate 4 (Green Pitch)</td> <td>Gate 3</td> </tr> </tbody> </table> <p>The school management decided to swap the Entry/Exit gates in order to avoid and/or minimize contact of our girl students with the boys’ section.</p>					Grade Level	Previous Gate	Current Gate	G6-9	Gate 3	Gate 4 (Green Pitch)	G10-12	Gate 4 (Green Pitch)	Gate 3
Grade Level	Previous Gate	Current Gate											
G6-9	Gate 3	Gate 4 (Green Pitch)											
G10-12	Gate 4 (Green Pitch)	Gate 3											
<ul style="list-style-type: none"> Opening of additional section in the Boys’ Section such as new science labs and classrooms 													
6. Communication and Marketing													
<ul style="list-style-type: none"> School documents to reflect the new changes in the school’s Guiding Statements (Philosophy, Objectives and Beliefs) Use of the new NEASC Logo 													
7. Parents’ Issues													
None so far													

8. Daily Operations Issues				



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None so far				
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