

Activity Plan MR Harbour International 2025-2026

Date	Subject	Inform / discuss / decide	Consent / advice
	<u><i>MR internal meeting (MR members only)</i></u>		
Meeting 1 24 Sept 2025 13:15 Chair: Veronique Secretary: Sylvia	Welcome, intro, who is who, new member is any, what we do, how we work	Inform	NA
	Assign roles (Secretary and Chair)	Discuss and decide	
	MR budget & available training	Inform & discuss	NA
	Activity Plan and Meetings schedule Share timeline	Discuss (& decide)	NA
	Summary of last year, ambitions for this year: (traffic safety, Healthy school protocol)	Inform & discuss	NA
	Results poll (ESY - 34 parents) on what needs to be improved	Inform parents rep and discuss	N/A
	Management situation	Discuss	
	Formation plan school year 2025-2026	Discuss	
	New policies/curriculum/protocol	Discuss	Consent necessary if new policies
	AOB		
	<u><i>Consultation meeting - Invite Barbera and/or Jesse</i></u>		
	14:00 - Management joining us to discuss: <ul style="list-style-type: none"> - Leadership - Workload distribution Plan - School Budget update (and formation plan) - Trial - second year (T4W and Sounds Write) - Safety (Arbo) - 	Discuss	Not at this stage
	AOB		
	Closing		
Meeting 2 October Chair:	Welcome & intro (approve minutes)		NA
	<u><i>MR internal meeting (MR members only)</i></u>		
	MR Budget and Training (inventory needs) for MR member	Finalise	

Secretary:	Visibility of MR to people we represent (staff and parents)	Discuss and decide	
	Ambitions (refer report from last year). How can we implement these?	Discuss and decide	
	AOB		
	<u>Consultation meeting - Jesse/Barbera Invite if necessary</u>		
	Activity Plan	For discussion	Finalise
	Traffic safety	Discuss/informa	
	Budget MR	Discuss	NA
	Update Arbo (safety)	Inform	Consent MR staff
	Update management statute	If update is available	
	Update campus	Inform	
	AOB		
	Assign roles for next meeting and Closing		
Meeting 3 November	Intro (approval previous minutes)		
	<u>MR internal meeting (MR members only)</u>		
	Update traffic safety	Update	
	AOB		
	<u>Consultation meeting - invite leadership</u>		
	New CAO (review if changes such as mobile for staff is implemented)	Discuss and decide	
	Financial information (preparing for December (bekosting 31st Dec)	Inform and discuss	Advice
	AOB		
Meeting 4 December or January	Intro & approval of minutes		
	<u>MR internal meeting (MR members only)</u>		
	Budget school (bekosting) due 31st Dec	discuss	advice
	<u>Consultation meeting - Invite Leadership</u>		
	School holidays (Fokor)	Discuss	

	AOB		
Meeting 5 February Chair: Secretary:	Intro + approval of last meeting's minutes		
	<u>MR internal meeting (MR members only)</u>		
	MR calendar for second part of school year	Discuss and finalise	
	Update safety campaign (Veronique)	Inform	
	Update on previously established link with GMR and MR from RISS and Harbour Bilingual	Follow up and update	
	School calendar (holidays) 2025-2026 - FOKOR	Discuss	Advice
	<u>Consultation meeting - Invite leadership</u>		
	Year plan 2026-2027 - year 3 of the 4-year plan (pre-discussion)	Inform (need management input)	Consent (due June)
	Budget (review student numbers as off 1 Feb), trends, etc.	Inform	Advice
	Assign roles next meeting and closing		
Meeting 6 March	Intro + approval minutes		
	<u>MR internal meeting (MR members only)</u>		
	<u>Consultation meeting - Invite Barbera and/or Jesse + Michelle (BOOR PO) 17:00</u>		
	Tevredenheitspeiling afname (due March)	Inform	
	Next year curriculum possible changes to curriculum, update on pilots)	Discuss	Consent
	School guide 2025-2026 (due in June)	Inform and discuss	Consent
	Staffing next school year	Inform	Consent MR staff
	School fees 2025-2026	Inform	Consent MR parents
	Budget school 2025-2026	Inform and discuss	Advice
	AOB		

	Assign roles Next meeting and closing		
Meeting 7 April	Intro		
	<u>MR internal meeting (MR members only)</u>		
	School guide	Update and discuss	Consent
	AOB		
	<u>Consultation meeting - invite leadership</u>		
	School calendar (Fokor)	Advice	Consent
	Classes/Staffing next school year	Inform	Consent MR Staff
	Work distribution agreement (for Next school year)	Start discussion	Consent MR Staff
	School plan (year 2026-2027)	Discuss	Consent
	School budget	Discuss	Advice
	School fees 2026-2027	Discuss	Advice
	Class sizes	Discuss and decide	Consent
	AOB		
	Assign roles Next meeting and closing		
Meeting 8 May	Intro		
	<u>MR internal meeting (MR members only)</u>		
	Follow up from previous discussions		
	<u>Consultation meeting - Invite Barbera and/or Jesse</u>		
	School guide	Update and decide	Consent
	Staffing NSY & Formation plan	Inform	Consent MR staff
	Year plan 2026-2027 (<u>due in May</u>)	Finalise	Consent/Advice
	Work distribution agreement	Discuss	Consent MR staff
	Closing and Assign roles for next meeting		
Meeting 9	<u>MR internal meeting (MR members only)</u>		
	Year report MR	Inform and discuss	Consent

June	Ambitions MR Next school year		
	School guide	Finalise for printing	Consent
	Work distribution agreement	Discuss	Consent MR staff
	Budget NSY	Discuss	Advice
	Closing and Assign roles for next meeting		
Meeting 10	<u>MR internal meeting (MR members only)</u>		
June Last meeting of the school year	School guide (if not done in June)	Update and decide	Consent
	Year report MR and ambitions for next year	form and discuss	Consent
	Next year's MR members		Discuss if any changes
	<u>Consultation meeting - Invite Barbera and/or Jesse</u>		
	Staffing NSY & Formation plan	Inform (final version)	Consent MR staff
	Work distribution agreement	Discuss and finalise	Consent MR staff
	Year plan 2026-2027	Finalise	Consent/Advice
	Review last year's SOP (to ensure it meets the new regulations)		Consent
	Budget NSY		Advice
	Closing and setting date for 1st meeting for next school year		