

## QIBA Meeting Agenda 2021-22

Thursday 7 October 2021

**1.30-2.30 pm**

[Zoom Link](#)

**Facilitator:** Racha Hammoud(RH)

**Participants:** Rachel, Nadia, Jennifer, Savannah, Dani, Alexandra, Samira

**Apologies:**

Norms

<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Respect other's airtime</li> <li>• Speak succinctly and on the agenda topic</li> <li>• Agree/Disagree with the idea not the person</li> </ul>	<ul style="list-style-type: none"> <li>• Come with possible solutions to any presented problems</li> <li>• Decisions are made following review of the available data.</li> <li>• Not all Agenda items are required for discussion. However, if we start an item we finish that item</li> </ul>
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Topic	Background/Process	Purpose: -Inform -Dialogue -Decide	Owner	Results/Actions
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PYP Events Calendar 2021-2022	In March 2021 meeting, we discussed collaboration suggestions and agreed on organizing 3 PYP Coordinators meetings and 3 job-alike sessions for teachers <a href="#">QIBA Website</a>			Nadia suggested to have the teachers job alike on a Tuesday (PD time - between 1.30 and 3.00) to allow more teachers to attend face to face.
Job-alike	It was then suggested to have the <u>Exhibition team Job alike</u> on the 4th of November.			<ul style="list-style-type: none"> <li>- Interested schools: some Coordinators are also interested in attending</li> <li>- Time of the meeting: Tuesday PD time on November 2 (TBC)</li> <li>- Organizer &amp; Attendees: We can host it at AIA, and we need to check with all coordinators</li> </ul> <p>Alexandra suggested that we develop a structure for job-alike meetings</p> <p>Dani Shared the Teachmeet organizer <a href="#">Planning a TeachMeet (teachertoolkit.co.uk)</a></p> <p>Jennifer suggested that we create a google doc to collaborate on the structure</p> <p>Racha to create a <a href="#">PYPX</a> google doc and share with the team to add their thoughts</p>
Next PYP Coordinators meeting Jan 13, 2022	<ul style="list-style-type: none"> <li>• Time</li> <li>• Agenda</li> </ul>			Find time that is convenient for all; with the meeting invitation, Racha will send more than 1 option and we'll go with the majority

Update on School Contact Information and programme coordinators				<p><b>Welcome to new joiners :) Alexandra (TBZ), Rachel(ACS), Savannah(QAD)</b></p> <p>A Welcome letter was sent from QIBA to Heads and Coordinators sharing updates, QIBA website, and asking schools to update contact information.</p> <p>Let us know if you haven't received the letter</p>

**Tuesday 23 March 2021**

**4.00-5.00**

**Zoom Link**

**Zoom Meeting Recording**

**Facilitator:** Racha Hammoud(RH)

**Participants:** Katrina Charles(KC) Ghada Haddad(GH), Imad Nassoura(IN), Dalal(TBZ.QF), Samira(QAW), Anthony(SEK), Yolande(SIS), Elaine(QA Sidra), Jennifer(QA Mishra), Nadia(QAK)

**Apologies:**

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Role of QIBA		I	IN	<ul style="list-style-type: none"> <li>• This includes facilitation and support of school and collation of activities</li> <li>• Racha is the PYP representative of QIBA to support the specific nature of this programme</li> <li>• Representation of IB school ideas and initiatives.</li> <li>• Aim to have a more systemic programme where we work together as one organisation and not separate entities.</li> </ul>

The PYP Exhibition 2021	<ul style="list-style-type: none"><li>• How PYP schools are organizing this- staging</li><li>• Where we are in the process</li><li>• When? Sharing the PYP Exhibition staging dates</li></ul>	Di - I	RH	<p>PYP Exhibition</p> <p>SEK - Week away from the final. Showcase of their work via webinar(How, Why, What) and then breakout rooms for each group to present. 30% school attendance has had an impact on their process but is reorganising. Presentations are pre-recorded with video manipulation to have the audience with an atmosphere of collaboration and togetherness.</p> <p>QAK: Challenges around students on virtual platforms and how to keep them on track. A focus will be on going prerecorded. However more teachers are being involved even though they are working remotely. There are also more parental workshops for them to provide the appropriate support at home.</p> <p>SIS - Using google classrooms and use of mentors to support. A website has been created for the exhibition. Focus on SEGs</p> <p>Request sharing PYP dates of Exhibition <a href="#">HERE</a></p>

<p>PYP 2021-2022 Calendar</p>	<ul style="list-style-type: none"> <li>• Opportunities to collaborate</li> <li>• Decide on 2-3 job alike sessions for teachers (based on school needs)</li> </ul>	<p>Di- De</p>		<p>JOB ALIKE</p> <ul style="list-style-type: none"> <li>• PE would be appreciated. Also some QIBA games would be great.</li> <li>• Arabic teacher support for alignment as well as with English support</li> <li>• The Early Years team would benefit from collaboration such as the importance of play and how that looks online. Coaches to the parents while they are home schooling and what that play might look like</li> </ul> <p>Calendar Dates suggestion for Job Alike</p> <ul style="list-style-type: none"> <li>• Shared calendar to be created and dates proposed in advance.</li> </ul> <p>Professional collaborative times to be excluded so that they do not interfere with school calendars</p> <p>Job Alikes - Some prefer that they can observe lessons and see it in action and so a suggestion of a rotational programme.</p> <p>Teacher jobs alike:</p> <ul style="list-style-type: none"> <li>• Could include a collaborative spreadsheet with teacher information with best practice and/ or schools can do their own nominations on their strengths and areas for improvement. Teachers can then collaborate, maybe create whatsApp groups etc.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Schools can do their own audit with</li> </ul>
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				<p>their teachers that can then be brought back to the QIBA meeting to then outline how to manage the job alike. RH can share this document and it can be updated.</p> <ul style="list-style-type: none"><li>● PYP Rotation where coordinators can host their peers at the schools where these leaders can meet to have collaborative time together to plan. It would need Administrator buy-in.</li><li>● Three meetings per year for PYP Coordinators. Dates to be proposed and submitted on the calendar with advance notice.</li></ul>
AOB				