

2nd Teachers' Conference - Minutes

Date	26.09.2013
Time	2:40 pm to 4:00 pm
Place	Music room
Attendees	All teachers
Minute taker	Renate Loof
Excused	Alex Schillig, Liv Lange Rohrer, Nongkran Meister, Marc Rossier

Mr. Kurt Sierotzki informed about the Thai.Ger Supporters Bangkok – former Hoffenheim Supporters - about their activities and the annual Football Tournament at the Swiss School Bangkok on 25th of January 2014.

1. Approval of the minutes of the 1st teachers conference on 05.08.2013

The minutes have been approved.

2. PQM

Remo informed about the postponement of the inspection of the canton Lucerne (Herr Jürg Lustenberger). It will take place at the same time frame in 2015.

Peer Review 6.-8. November - The PQM steering group asked all teachers to work together for the careful planning of questions to the peers from Kuala Lumpur.

The program of the Quality Management Retreat on October 11th and 12th will be put out in the teachers' room. It will be held in German. For the English speaking colleagues there will be a special solution.

Johanna ordered the "John Hattie Bible" ("Lernen sichtbar machen / Visible Learning for Teachers"). The books will be laid out in the teachers' room. Anybody interested in a temporary loan of these books is asked to sign them out.

3. Communication to parents

Monika would like all official letters from the school to the parents to bear the current school logos. She reminds all teachers to use the template for official letters and e-

mails.

4. Duties during breaks

Johanna asks all teachers to remind students not to run inside the school building and to actively look after the students during break duties. Break duty rules are posted in the teachers' room.

5. Website

Monika informs about the new working group for the website. Monika will be the head, Alex Schillig, Natan Brand, Sabine Langrehr and Marianne Peters will be responsible for the editing.

PQM will be added as well as a creative Section.

6. International Food Fair at the RIS

Monika informs that the International Food Fair at RIS is taking place on October 16th. Mrs. Michaela Supik is in charge of the organization.

7. Miscellaneous

Emma reports about her experience from the workshop "Collaborative learning for ESL and MfL, using iPads and internet programs".

The holidays for the next school year 2014/15 are uploaded on the internet.

8. SMV

There were no representatives from the SMV at the conference.