

Minutes of the 4th All-Teachers' Conference on 20th February 2014

Venue	Music Room
Time	2.40pm
Minutes	Marc Schumacher
Excused	AK, SN, KS, LT, JD, UH

Agenda:

Nr.	Topic	Type	Pres.	Time
1	Yearbook Working group afternoon courses Ordering teaching materials Preparation week 2014	Info	DT	5'
2	Newsletter: Hendrik Schuhmacher to represent teachers	Election	DT	5'
3	New guidelines for language courses for teachers	Info	DT	5'
4	Non-teaching functions and tasks available for school year 2014/15	Info	DT	10'
5	Medienkonzept	Discuss.	DT	10'
6	Curricula	Info	ME	5'
7	Lesson times/beginning	Discuss.	ME	5'
8	Great Book Swap	Info	JV	3'

Ad 1 (general information, reminders):

- Yearbook: Alex Schillig, responsible for edition of the school's yearbook, sets deadline for collection of all texts and photos by March 10th.
- Ordering teaching materials - reminder: For the next school year (2014-15), ordering of materials has to be accomplished by February 21st.
- Preparation week 2014 starts on August 5th (Tuesday), new teachers will arrive and be introduced to the school on August 4th (Monday). First day of teaching will be August 11th (Monday).

Ad 2 (newsletter):

- An editorial board has been formed. It consists of members of SMT, SEA, SMV, a parent's representative, and a teacher's representative.
- Inauguration meeting of this board will take place on March, 26th.
- The teacher's general assembly elects unanimously and nominates Hendrik Schuhmacher as its representative in the editorial board.

Ad 3 (New guidelines for language courses for teachers):

- Teachers may take English classes for the preparation of CAE and CPE exams.
- Currently the course itself and its related costs are paid by the school.
- However, there is some adaption necessary: In the future (from next school year onwards), the course and its related costs will only be paid by the school if the participant attends more than 80% of total lessons. The exam fee will be paid by the school if the candidate passes the exam.
- Furthermore - after consultation with the responsible teacher (Alexander Klemm): Only exams taking place in the May session come into consideration. Reason: The preparation time for the exam in December (alternative exam date) is too short (only August to December) and therefore the probability of passing the exam is very small.

Ad 4 (Non-teaching functions and tasks available for school year 2014/15):

- With the leave of very committed colleagues at the end of this school year, some functions will be available:

Head of IT, incl. ICDL-administration and responsibility for Moodle/Pasch Net

Responsible for IPad project

two PQM Steering group members of secondary and primary level each.

Coordination of teacher's further training

Head of German Language Department

Head of English Language Department

Ad 5: (Media concept):

- Elaborated by Hendrik Schuhmacher, the new media concept (for Secondary) encompasses guidelines for teachers; how to use which media and the use of media in teaching in general. The media concept has been adapted to the special needs of our school. It will be discussed further in the next SSC. Primary should think about elaborating a media concept as well.

Ad 6: (Curricula):

- Curricula of secondary level have to be revised. In Germany, classes 5 and 6 belong to secondary level, therefore this revision also affects classes 5 and 6, although in our school they belong to primary level. So this revision must be coordinated with the concerned primary teachers as well. Contents of curricula won't be influenced. Guideline and template for revision will be the revised curricula for grade 9 and 10.

Ad 7: (Lesson times/beginning):

- Monika Eberl (Head of Secondary) points out the importance of punctual commencement of lessons. Teachers and students must be punctual in order to meet our educational goals. Students must be made aware of the advantages of being punctual. Teachers must be a model by always beginning lessons punctually.

Ad 8 (Great Book Swap):

- The Great Book Swap was introduced a few years ago. It aims to donate money for charity projects in Bangkok.

- There is an inquiry whether secondary level also will take part in the Great Book Swap or not - Result: SMV representatives and teachers of secondary cannot imagine participation in this project. Thus secondary level will not participate in the Great Book Swap.

Miscellaneous:

- *Teachers' representatives:*

- no information

- *SMV representatives' information:*

- Aloha Splash event will take place in month of May or June

- SMV is planning a revised charity project that will comprise participation of all classes and teachers.

- SMV wishes to have a say in field trips and school outings. The matter was discussed in last week's School Planning Conference.

- *Sanouk Team's information:*

- Important facts and dates for the teachers trip (tomorrow)

What	Until when	Who
Yearbook: Texts, photos	10.03.	All

The keeper of the minutes

Marc Schumacher

Bangkok, 23.02.2014