



## Minutes of Meeting \_\_\_\_\_

Code: CM

Administered by Dr. Tarek Harmouch\_\_\_\_\_

<b>Topic of meeting</b>	:	<b>Coordinator's Meeting</b>
<b>Date of meeting</b>	:	<b>03/01/2025</b>
<b>Attendees</b>	:	<b>Mrs. Israa Okla, Mrs. Ghina Jaffal, Mrs. Tala, Mrs. Rayan Seklawi, Mrs. Abir Ghabris, Mrs. Hawraa Kazan, Mrs. Farah Aboud, Ms. Seriya Joudi, Mrs. Zahraa Bazzoun, Mrs. Abir Salloum, Mr. Bassam Ismail</b>
<b>Absences</b>	:	

Began at 9 and adjourned at 10:15

No.	Topic	Decision	Responsible parties	Due date
1	<b>Daily Formative Assessments</b>	Emphasize the importance of conducting daily formative assessments and evaluations, particularly in subjects such as Geography and History. Ensure that assessments are documented consistently.	<b>Teachers</b>	<b>Throughout the academic year</b>
2	<b>HOD Monitoring of Classroom Notebooks</b>	Heads of Departments (HODs) are required to review classroom notebooks daily.  They must track and identify students who have not completed their homework or studied adequately.	<b>HODs</b>	<b>Throughout the academic year</b>
3	<b>Enhancing Classroom Environment</b>	Promote a collaborative and student-centered learning environment.	<b>All members</b>	<b>Throughout the academic year</b>

		<p>Indicators of success include the implementation of the GRR (Gradual Release of Responsibility) model and ensuring no passive students.</p> <p>Students should remain engaged and active throughout the class</p>		
4	<b>Window Walkthroughs</b>	<p>Conduct "window walkthroughs," observing classroom activities from outside without entering.</p> <p>These observations can occur up to three times a day.</p> <p>This practice is not an evaluation of the teacher but a reflection of the school's approach and system.</p> <p>Coordinators must document observations and collect data for each teacher.</p>	<b>Coordinators and teachers</b>	<b>Throughout the academic year</b>
5	<b>Field Trips and Outdoor Activities</b>	<p>Encourage field trips and outdoor activities as studies showed they enhance the teaching and learning process.</p> <p>Teachers may consider incorporating these activities where feasible.</p>	<b>Teachers</b>	<b>Throughout the academic year</b>
6	<b>Peer Observations</b>	<p>Introduce peer observation practices within the school to foster mutual learning among teachers.</p> <p>Participation must be agreed upon by the involved teachers.</p>	<b>Teachers</b>	<b>Throughout the academic year</b>
7	<b>Weekly Planning</b>	Highlight the importance of weekly planning to enhance teaching progress and quality.	<b>Coordinators and teachers</b>	<b>Next week</b>

		Weekly plans support the organization of assessments and homework and ensure that all learning objectives are covered effectively.		
8	<b>Smart Got Talent Initiative</b>	<p>Discuss the proposal for the "Smart Got Talent" initiative.</p> <p>Final decisions regarding its implementation will be made at a later stage.</p>	<b>Coordinators</b>	