



Minutes of Meeting

Code: CM -

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	October 17, 2025
Attendees	:	Tala Nasser, Abir Saloum, Seriya Joudi, Bassam Ismail, Israa AlOkla, Farah Aboud, Abir Ghabris, Rayan Seklawi, Ghina Jaffal, and Reda Tohmi, Mostapha AlMostapha and Manal Issa
Absences	:	Iyad Srour

Began at 11:00 am and adjourned at 11:40 a.m.

Written by: Manal Issa

No.	Topic	Decision	Responsible parties	Due date
1	Walkthroughs Implementation	Teachers are expected to begin conducting walkthroughs using the application shared by Mrs. Abir Saloum. The process aims to enhance instructional monitoring and feedback consistency. Any technical or procedural issues with the tool should be reported directly to Mrs. Abir Saloum for resolution.	Subject Coordinators	Ongoing
2	Trial 1 Examination (November 25)	The Trial 1 Exam will commence on November 25. The school will observe a three-day break (Friday–Sunday) surrounding the exam schedule.	Subject Coordinators	Ongoing
3	Foreign System (FS) Students/ Placement Criteria	The school will operate under two academic pathways: one for IB students and another for FS students (lighter curriculum). Assessments will be differentiated into basic and advanced levels to	Subject Coordinators and Teachers	Ongoing

		reflect these paths. Students who demonstrate consistent academic struggles will not be placed in IB classes. (Refer to the Criteria for placement in the IB DP class in School's Placement Policy)		
4	Food for Thought	<i>“What is the best curriculum structure to prepare students effectively for the IB Diploma Program?”</i>	Subject Coordinators	Ongoing