

Fortnightly Coffee morning briefing

Actions from project team (selected for publication from overall work)

25th April 2018

Attended by 40+ parents

At the planned briefing, the following updates were shared with all present. This was presented in English and Arabic and the notes which follow were shared to the transition pages on the school website in both Arabic and English translations for all to see.

Week ending: 12th April 2018

- Attended a 10 day recruitment drive in the UK and this was extremely successful. Arrived back with over 80% of the leadership, specialist and primary teachers offered or accepted
- All Senior Leaders have been offered and accepted
- Overall review and update audit of project plan completed by Satish. Lee and Deepa
- Coffee morning for ladies at the snooker room for over 50 in attendance. Extremely well supported and 2 hours of questions and answers
- Attended meeting with Chairman OLNG and CEO of Shell Oman along with ex pat parents to answer questions and provide reassurances on progress so far.
- Communication protocols agreed and published on web site
- Further 2 recruitment days in Muscat with another 30+ interviews completed.
- 80% of Job descriptions completed
- 90% of whole school policies completed
- New staff agreed for transition team to assist with HR
- PRO in post and working with team
- PRO investigating accommodation further
- PA appointed for the transition office
- Procurement of all items in hand and reassurances received about these being in place

Week ending: 19th April 2018

- **All recruitment completed for the overseas staff with a handful still to accept following 2 day recruitment drive in Muscat**
- First set of papers submitted for approval process to test system
- Head of Inclusion Jackie Hamilton visited site, club, school and town. She was very impressed with the physical achievements and our plans
- Met with PRO about accommodation plans and he is working on this as a focus whilst the attested paperwork is arriving
- Work almost complete on offer letters and salary scales for existing Omani staff – intending the circulate on Monday
- Issued instructions to Mostafa, David and Rene about academic hand over files, SEN details, safeguarding and IEPs for new staff in September – deadline of 10th May for completion. System agreed with Mostafa

- Curriculum mapping completed for submission to Ministry and Ken for approval
- Academic calendar designed in line with Christian calendar to allow for more breaks between terms and a more user friendly attendance pattern for international staff
- Contacts arranged with Maryam, Mostafa, PRO and Mona at AGS. Meeting on Monday at AGS Muscat regarding the approval paperwork
- Corporate HR director site visit for two days to align HR processes
- Meeting with candidate for temporary project management of IT school management system

Week ending: 26th April 2018

- In negotiations regarding IT infrastructure at the new school as there is a desire for a Mac Suite and electronic PDA for older students
- Meetings and initial approvals completed with the new Principal be Transition project manager
- CIS inspection consideration for the new school. Examined the recommendations form the last report and shared with the new Principal. These will be placed with the academic audit outcomes and inform the new school development plan. Expected that the CIS inspection will be in November
- More interviews this week for overseas staff. Two science teachers appointed. Recruiting more humanities teachers after curriculum mapping completed
- Arabic Interviews taking place in Muscat on Thursday so that they are face-to-face – 10 scheduled.
- Second staff member appointed to the transition team
- Terms of reference written for two critical appointments for HR: IT Transition Project Manager and Operations Manager
- Interviews are ongoing this week to appoint HR Manager and Finance manager (There were over 550 applicants)
- Responses written to questions received from parents to support meeting with Shell next week

Events this week:

- Project plan stakeholder update meeting at OLNG board room
- Meeting with Shell to address parents questions and present action so far
- Visit by corporate team – Al Najah



Lee Moors

Al Najah - HASIS Transition Project Manager

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