

## Minutes

### Meeting of the Board of Trustees

#### Ayb Learning Hub Foundation

Date: 04 December, 2018  
Location: Ayb School, 11/11 Tbilisi Highway, Yerevan  
Meeting called to order: at 09:30

### PARTICIPANTS

Trustees present: Anahit Adamyan, Atrur Alaverdyan, Ian Craig (Chair), Lusine Galajyan, Vasgen Yakubyan.  
Sargis Badalyan joined the meeting remotely.

The meeting was quorate.

The following participated in the meeting at various times:

Aram Pakhchanyan (Executive Director) for the whole meeting.

Anahit Harutyunyan (Head of Curricula and Assessment at Ayb School) and David Sahakayn (Director of Operations) to present next year's admission regulations.

Secretary of the session: Siranush Sukiasyan

#### Item 1 of the agenda (Agenda adoption)

Ian Craig presented the agenda of the meeting, and the members of the BT confirmed it.

A motion was proposed that future agendas should indicate which issues be for approval and which for information.

#### Decision for item 1:

*To approve the agenda of the December 4 meeting of the BT.*

The proposal was carried unanimously.

#### Item 2 of the agenda (Minutes of previous meeting for approval)

Ian Craig proposed to make the subsequent BT minutes shorter, without specifying the details of the discussions. It was proposed to keep recordings of all sessions for at least 3 years.

#### Decision for item 2:

*To approve the minutes of the previous meeting. The proposal was carried unanimously.*

*To make the subsequent BT minutes shorter and keep the recordings for at least 3 years.*

The proposal was carried unanimously.

**Item 3 of the agenda (General update on the work of the school since last meeting)** for information.

Aram Pakhchanyan provided the general update on the activities of the school since the last meeting, **Appendix 1**.

Main topics provided:

**Staff professional development**

- Three senior staff registered in training programs at UCL;
- Annual Ayb School retreat took place with 110 teachers from Ayb and DCS and 1 teacher from AB candidate school;
- Professional development support provided by the newly established professional development team, 7 on-site training sessions organised;
- About 70 lesson observations with immediate feedback given, all new teachers observed and feedback given in September.

**Academics**

- New management structure for teachers established;
- Consistent course outlines for the first semester developed for all core subjects through years 1 to 12 and made available to students and parents;
- Teacher job description and teacher evaluation criteria developed and circulated, will be implemented in a few days;
- Academic report form is developed and implemented, feedback collected to improve it.

**Community development:**

- Community service policy approved, different community activities took place:

**Community events**

- A series of educational trips held to ensure cross-disciplinary cooperation (7, 10-12);
- Ayb Games and New Year Fair organised.

**Cooperation with other schools**

- Cooperation started with Vanadzor School #27;
- Joint project with Landesschule Pforta moved into implementation stage;
- Initial agreement with Westminster School on the joint project.

**Item 4 of the agenda (Report on the progress of the Ayb School Action plan subsequent to the 2017/18 UCL Review) for information**

Aram Pakhchanyan presented the report on the progress of the Ayb School Action plan subsequent to the 2017/18 UCL review. Appendix 2. Aram Pakhchanyan dwelled on the completed actions: organizational structure of the school management defined, workplaces planned, SLT job descriptions developed, job assignments for staff approved by ED, ED job description produced; ED search completed, ED appointed and focused on high level activities; Primary school head covered grades 1-9, ED covered 10-12; SLT weekly meetings scheduled, meeting minutes circulated; BT annual work plan created, approved and updated; BT discussed only strategic issues, BT chairman did not intercept with day-to-day issues, decision was made on BT online meetings; a kindergarden as Ayb School part was included into 5-year strategic plan, etc. Many items were reported as mostly completed, all were in progress, though some deadlines would not be met.

A proposal was made to ask Davit Sahakyan to submit a report on the structure of the Ayb School and information on the work to be done until December 25 of the current year.

**Decision for item 4:**

*A proposal was made to ask Davit Sahakyan to present a new structure diagram of the Ayb School.*

The proposal was carried unanimously.

### **Item 5 of the agenda (Discussion and approval of Draft 6 of the 5-year strategy document):**

Ian Craig presented the Draft 6 of the 5-year strategy document, **Appendix 3**.

A proposal was made to amend point 7.2 (Increase the number of its alumni in the best universities in the world). ED was asked to provide new wording and organize online voting on this amendment by the end of December. A proposal was also made to add an additional point 7.3 to "Attract more students from Diaspora and internationally". Concern was voiced on how to become one of the best schools in the world, offering only education in Armenian. A proposal was made to discuss the issue of attracting Diaspora and foreign students at the next BT meeting. A report should be developed to describe what steps to take to attract foreign students, and what statistics was available at Ayb school. Provide the report to the next BT meeting (Aram Pakhchanyan).

#### **Decision for item 5:**

*Approve the Draft 6 of the 5-year strategy document in accordance with Appendix 3 except for point 7.2. and add point 7.3 "Attract more students from Diaspora and internationally" in the strategy document.*

The proposal was carried unanimously.

*Provide the report to the next BT meeting.*

The proposal was carried unanimously.

### **Item 6 of the agenda (Report on ongoing fundraising outcomes):**

Aram Pakhchanyan presented the current fundraising results, report on it would be soon sent to the members of the BT.

### **Item 7 of the agenda (Approval of the next year's admission regulations):**

Anahit Harutyunyan (Head of Curricula and Assessment at Ayb School) presented the issue of the pupil who requested admission to the 1st grade.

Anahit Harutyunyan also presented the suggested changes in the next year's admission regulations **Appendix 4**.

The suggested changes included

- completion of vacant places in elementary and middle schools after each quarter instead of former two admissions in December and June;
- for Middle and High Schools regarding applicants from foreign countries whose first language is not Armenian 4.2.1 and 4.2.4 to comply with Board decision ASBT04-1815-V (2111) of November 16, 2018;
- The head of curricula and assessment is currently in charge of overseeing the exams.  
For middle school admission add a clause on trial classes. In the group work stage involve school students if there are insufficient applicants.
- Review of the role of Pedagogical council (PC) internal admission process. The members of the PC may attend the teachers' interviews when possible as observers.
- The members of the PC will elaborate and implement the mentorship for problematic students in close cooperation with psychologists, other teachers, and community members, to achieve improvements of the aspects, mentioned in the description of behavior of the students under consideration.
- The interviews with teachers in framework of internal admission will be video recorded
- High school admission exams had been created, marked and administered by the AB Examination Centre of the NPEE, currently due to the suspension of the NPEE, the examination center was no longer operating, It was proposed to involve former employees of the AB Examination Centre on a contractual basis to develop examination tests and check the examination works.
- It was suggested to review the content of examination materials to identify differences between our assessment and the public school curriculum.

- It was also suggested to clarify the priorities of admission criteria in order to make quick decisions.
- It was also mentioned that the group meetings of the applicants with the AC were effective, but it was removed.

**Decision for item 7:**

*1. Approve the Admission Committee proposal related to the student and admit the pupil discussed to the 1st grade from December 4th.*

The decision was carried unanimously.

*2. Approve the changes in the next year's admission regulations in accordance with Appendix 4.*

The decision was carried unanimously.

**Item 8 of the agenda (Middle school issues):**

Issues related to teachers' frequent rotation and teachers' assessment evaluation formats were raised. It was noted that the school was trying to find solutions so that teachers in the middle school not change often, and was working towards developing the teachers' skills.

*A decision was made to provide a report on the current problems of the Middle School and their solutions at the next BT meeting.*

**The meeting was concluded at 13.30.**