



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

working together to support learning

Policy Handbook

February 2018

‘Working together to support learning’

Contents

Registered Name	Page 2
Mission Statement	Page 2
Membership	Page 2
Procedure for Membership	Page 3
Principles of Good Practice	Page 4
Board Role	Page 5
Board Officers Responsibilities	Page 6
AGIS Secretary	Page 7
Role of Working Groups	Page 7
Appendix 1 – AGIS Meetings and Minutes	Page 9
Appendix 2 – Fee Billing Guidelines	Page 10
Appendix 3 – Member Schools	Page 11



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Registered Name

The legally registered name of the Association of German International Schools (AGIS) is AGIS Arbeitsgemeinschaft der Internationalen Schulen in Deutschland e.V.

AGIS Mission Statement

The Association of German International Schools represents and promotes the educational and public interests of member schools and their communities, working together to support learning. As a community we foster sharing among member schools and support professional development.

AGIS Membership

AGIS is an umbrella organization, which represents and provides services to like-minded international schools within Germany. Member schools must:

1. be recognised as a private and non-for-profit (gemeinnützige) Ersatz- or Ergänzungsschule.
2. have been founded to serve the needs of an internationally mobile population.
3. provide an international education predominantly in the English language.
4. be members of one or more AGIS approved accrediting agencies.
The AGIS Board will review the approved agency list on an annual basis.
5. be committed to continuous improvement through evaluation, accreditation and professional development.
6. be committed to ethical practice.
7. be committed to cultural inclusiveness to foster internationalism and international-mindedness.
8. participate in a free and open sharing of ideas, curriculum and benchmark data between member schools. All information is confidential and must not be shared beyond the AGIS group without permission from the schools.
9. attend at least one Head's meeting a year as well as the AGM.

AGIS must be notified of a loss of accreditation without undue delay.

Process of Application and Acceptance

International schools in Germany who are applying for membership, must be proposed to the AGM by a 2/3 majority of all Board members. The AGM will then have the final decision. The condition of acceptance for AGIS membership is full membership in the Council of International Schools (CIS) a similar accrediting organization or authorisation as an IB World School. In addition, the applicant school must be recognised by its local education authority. Schools holding a provisional membership of accrediting organizations may become prospective members of AGIS. Prospective schools will be visited by one or two AGIS Board members at their costs before regular membership is granted.



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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List of AGIS approved accrediting agencies:

- CIS
- NEASC
- COBIS
- AdvanceEd
- Ofsted
- MSA
- WASC

Procedure for the approval of new schools into AGIS

In order to ensure that the process of gaining full membership of AGIS is clearly understood, the following represents a set of expectations and timeline for completion.

Step	Activity	Time frame	Responsible
1	Letter of intention to become a Full Member school written to AGIS Board signed by the School Head.		School Head
2	AGIS Board member contacts school for proof of full or provisional membership of CIS/ECIS or similar.	Within 4 weeks of step 1	AGIS Board member responsible for new membership
3	A file is opened for the school in the AGIS secretariat with a timeline established for completion of the process.	Within 6 weeks of step 1	AGIS Secretariat
4	The perspective school is visited by one or two Board members. Reference to the conditions of membership is made during the visit. The school pays the expenses incurred by the visit.	Within 6 months of step 3	Visiting AGIS Board members
5	The visiting Board members make a recommendation on acceptance to the AGIS Board.	After the school visit	Visiting AGIS Board members
6	2/3 of the AGIS Board decides whether to propose the new school as a full member.	During the board meeting following the visit	AGIS Board
7	AGIS Secretariat writes to confirm the decision of the AGIS Board.	Within 4 weeks of step 6	AGIS Secretariat
8	The decision of membership is made at the next AGM.	Within 8 weeks of step 6	AGM
9	Once membership is confirmed on both sides, pro rated membership fees are paid		

Updated: August 2015



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Principles of Good Practice for AGIS Member Schools

AGIS is committed to articulating and promoting high standards of educational quality and ethical behaviour for its members. Members are expected to commit themselves to the same high standards and ethical behaviour in their practices.

INTEGRITY OF THE SCHOOL

A school should meticulously carry out the promises and contracts made with any person, school, organization or the general public.

A school must not make misleading or ambiguous statements about its work, situation or status.

A school should respect normally accepted conventions regarding confidentiality.

TRANSFER AND ENROLMENT OF STUDENTS

The rights of a student and his/her parents to visit and consider schools other than that which the student is presently attending is recognized, as is the right of such other schools to hold preliminary discussions about possible admission without notifying the school of current attendance. However, a school should not itself knowingly initiate an attempt to enrol a student currently enrolled elsewhere.

A school's most important consideration in enrolling a new student shall be the welfare of that student. A school will not discriminate on the basis of gender, race, colour, ethnic origin or sexual orientation.

School representatives should speak accurately and comprehensively about the strengths of their own institution and not allege weaknesses, or other characteristics, in other schools whether it be verbally or in written publications.

An AGIS school must adhere to the rules of fair competition.

E.g when a student is taken off a wait-list and can be enrolled, the school should officially inform the student's current school.

Member schools must not misuse AGIS data or misrepresent other AGIS schools.

RECRUITMENT PRACTICES

The right of a person to visit and to consider employment in a school other than that in which he/she is currently employed without notifying the current employer should be respected.

The right of a school to hold preliminary discussions about possible employment with a staff member employed in another school without notifying such other school should also be respected.

No schools should attempt to influence a person to break a contract already signed with another school.



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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The school discloses all information that is necessary for the candidate to make a well-informed decision.

AGIS encourages direct communication between the Heads involved with the applicant's consent.

Heads should contact each other when a teacher from another school applies.

EMPLOYMENT PRACTICES

The performance of professional personnel should be subject to regular evaluation, formal or informal, by the School Head or his/her designated representatives.

The performance of the School Head should be subject to regular evaluation, formal or informal, by the Board or the owner of the school.

Each school should have an established procedure for dealing with claims by a staff member of unjust treatment or violation of his/her individual rights.

In any instance in which a school has taken the decision to dismiss a staff member or not to renew his/her contract, the staff member should, where necessary, be given a fair period of notice. If the staff member requests it, a hearing should be provided in accordance with established school policy.

The staff member serves his school inside and outside the classroom in a manner established by the individual school and consistent with the responsibilities of a professional educator.

The staff member, as an employee of the school, represents it in all ways positively and enthusiastically within the school community and to the greater public.

AGIS Board Role

Board

The Board manages the business of the Association by:

- preparing for membership meetings
- implementing the policies of the Association
- overseeing the operating budget
- setting annual goals
- being responsible for the policies of AGIS
- monitoring and evaluating programmes and services of AGIS
- vetting applications for association membership
- recommending annual association membership fees
- representing the AGIS membership to outside agencies
- setting guidelines and supervising working groups.
- recommending new membership to the AGM



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Board Officer Responsibilities

Board Chair

The Board Chair:

- prepares agendas
- chairs Board and membership meetings
- directs and evaluates the functions of the Secretariat
- notifies membership of Annual Meeting with written agenda four weeks in advance
- signs minutes of each membership meeting
- answers correspondence beyond the purview of the Secretariat

Board Secretary / Board Vice-Chair

The Board Vice-Chair:

- in absence of the Chair, performs the Chair's functions
- is responsible for new memberships

Board Treasurer / Board Vice-Chair

The Board Treasurer:

- presents financial update at each Board and membership meeting
- represents AGIS at meetings or in public in absence of the Chair or the Vice Chair
- is accountable for expenditures and functions as authorised signatory
- supervises billing and collection of fees, the finance report and investments



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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AGIS Secretary

The AGIS Secretary reports to the Chairman of the Board of AGIS and:

- manages the financial planning, management and reporting
- supports the Board and its Chair in the administration of the organisation
- maintains and manages an office which serves as the centre for the organisation
- organises all Board Meetings, Heads' Meetings, the Annual General Meeting and Conferences
- keeps the accounts of the Association, under supervision of the Treasurer
- manages the organisation's website and promotional material such as printing of stationery
- maintains the organisation's archives
- deals with Vereinsregister and notary.

Role of Working Groups

The role of working groups is to:

- provide a forum for the exchange of information
- identify and discuss matters of common interest within areas of responsibility
- organize appropriate and relevant professional development opportunities
- provide support to new colleagues

The current working groups include:

Administrative Assistants / School Secretaries, AGIS School Reps, School Leaders (Heads and Business Managers), Educational Technology, English as an Additional Language (EAL), Early Years Teachers, Primary School Principals, Middle School Principals, Elementary Coordinators, German, Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), IGCSE, Learning Assistants, Librarian, Learning Support, Development Managers, Counsellors, College & Career Counseling, HR, Science, School Nurses, Speech and Debate, Facility Managers, Musicians, Purchasing, GDPR, PYP Art, Primary Homeroom Teachers

Responsibilities and funding of AGIS working groups

AGIS working groups are entitled to meet and may apply for a 1,000 Euros subsidy for an external expert plus a per capita grant of 35 Euros for meals and refreshments payable against receipts provided that:

- Official AGIS working group meetings are organized by an AGIS member school.
- Only AGIS member schools attend.
- The invitation and the agenda are sent at least 4 weeks in advance to the AGIS secretary who will distribute it to the members of the Board for approval.



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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- The invitation and agenda are sent out to all AGIS Schools and at least 5 AGIS schools must attend to qualify for funding.
- Participant lists and minutes of all meetings are registered with the AGIS secretary within 4 weeks.
- Receipts are handed in not later than one month after the event and before the end of the calendar year.
- No participation fee is charged.

Procedure for the approval of external experts:

- Working groups to send proposal to AGIS.
- The Board Chair will decide on proposed external expert on a case by case basis.
- For any approved external expert, AGIS would support the working group with 1,000 Euros in addition to the 35 Euros per working group member, as mentioned above.



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Appendix I

AGIS Meetings and Minutes

Meetings

The AGIS Spring Meeting will be considered the Annual General Meeting (AGM). The AGIS Autumn Meeting is designated for Heads of School. Three members from each school may attend the AGM, School Head, Board Chair and one other. In addition to the business portion of the AGM, time may be devoted for a workshop on a topic of common benefit.

Minutes of Board Meetings

Minutes of Board Meetings will be routinely distributed to the membership after each Board Meeting to ensure information and decisions are shared.

Information to New Heads of School

Upon request, an AGIS information packet will be created by the AGIS Secretary for AGIS members and distributed routinely to new School Heads. It will include:

- AGIS directory
- Articles of association in German and English
- Policy handbook
- List of upcoming meetings
- Most recent minutes from the AGM
- Access to the Head's section of the website.



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Appendix 2

Guidelines for the Billing of AGIS Membership Fees

1. The AGIS fiscal year is from 1st August – 31st July. The fees are payable in October.
2. AGIS membership fees are based on a per capita basis. Membership fees are based on the number of students on roll (SOR) in September of the current school year. The SOR figure has to be submitted by member schools to the AGIS Secretariat by October 1st each year.
3. Membership is confirmed by the Board and presented to the Association at the next Annual General Meeting. Membership fees are due from the month of membership acceptance onwards and will be calculated as a portion of the year.
4. Should it be necessary to levy an additional contribution to costs from all members, new members will be expected to pay a proportional contribution.
5. The annual fee is as follows:
Fee per student **€6.25**
max. annual fee **€6,400.00**



ASSOCIATION OF GERMAN INTERNATIONAL SCHOOLS

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Appendix 3

Member Schools – current February 2018

Name	School Head
International School Augsburg gAG - ISA	Cathie Mullen
Bavarian International School e.V.	Dr. Chrissie Sorenson
Berlin British School	Georg Müsing
Berlin International School	Richard Eaton
Berlin Brandenburg International School	Peter Kotrc
Black Forest Academy	Scott Jones
Bonn International School e.V.	Pat Baier
Independent Bonn International School e.V.	Philip Wharton
International School of Bremen gGmbH	Malcolm Davis
Dresden International School	Steven Calland-Scoble
International School of Düsseldorf e.V.	Simon Head
Franconian International School e.V.	Thomas Egerton
Frankfurt International School e.V.	Dr. Paul Fochtman
International School of Hamburg e.V.	Andrew Cross
International School Hannover Region e.V.	Rachel Hovington
Leipzig International School gGmbH	David Smith
Munich International School e.V.	Timothy Thomas
International School of Stuttgart e.V.	Timothy Kelley
Thuringia International School Weimar e.V.	Philip Armstrong
International School of Ulm/Neu-Ulm	Liam Browne
Internationale Friedensschule Köln gGmbH	Jan Hülsmann
Metropolitan School Frankfurt gGmbH	Peter Ferres
Berlin Metropolitan School gGmbH	Silke Friedrich