FROM THE BOARD OF GOVERNORS

Just a few months into the term, the BOG has been really busy. In the pages that follow, you can read about key updates from the Board as well as the Board Committees.

As always, please email us at pabog@calcuttais.edu.in with any questions or comments.

We wish you all a safe and joyous winter holiday season and a Happy New Year!

Events

> **10 December 2024**
> Open House with Society

> **3 January 2025**
> CIS Alumni Event

> **6 February 2025**
> BOG Meeting

BOG

The Society open house was conducted on December 10th primarily to discuss the **Vision CIS infrastructure development project**. Key updates were provided about the project and members asked questions about execution. (See p. 5 for all the details.)

Members also discussed the low turnout for the open house and how to get more engagement from the parent body. Some suggested morning meetings, at school drop off time. Others proposed **wine and cheese nights**. One member proposed a **community whatsapp group**, admin post only, which would help society members keep better track of dates.

The **Mission & Vision statement** drafting exercise is being conducted by an external consultant. Members of all parts of the CIS community participated in discussions with the consultants to help frame the new vision. Drafts will be shared with the CIS community for further discussion before they are finalized.

HR

The HRComm oversees employee recruitment, hiring, onboarding, compensation, performance management, and terminations. We have had two meetings since the beginning of the Board term. The past Board initiated the restructuring of the administrative department by creating the roles of Company Secretary and Operations Executive in place of a General Manager. We continue to follow this direction and have hired a new Company Secretary. We are presently recruiting an Operations Executive.

During this period we hired a Mathematics teacher for Senior school and brought in a consultant German teacher.

Mid-year performance reviews, known as the mid-year PMS, are underway using a newly implemented automated system that aims to streamline the entire process.

ECAM

The ECAM Committee oversees Extra-Curriculars, Alumni affairs, and Marketing. In the coming months, the Committee's focus will be on building up alumni activities and pushing forward on key marketing initiatives. The upcoming alumni event on 3rd January, 2025 promises to be bigger than last year, a testament to our commitment to make alumni a continuing part of the CIS story.

The Committee has been monitoring the progress of the external marketing team, who has been conducting photo shoots and creating content to put together branding pieces for the school. The design of CIS branded merchandise was a major undertaking of the Committee and Society members were able to view the merchandise at recent CIS events. CIS Merchandise is available anytime, please contact the ECA Coordinator for more information.

Tech

1. Vendor Management System
Work on the implementation of a cloud-based VMS is in full swing with facilities, technology, and accounts teams being trained in its usage.

2. Updation of the Website based on Brand Guidelines of CIS
We are leading a revamp of the website along with the ECA committee so that we have a website that meets the needs of the school and is in sync with our brand guidelines. The website is expected to be completed and live by April 2024.

3. School Management Software
We are overseeing the implementation of a comprehensive school management ERP software that will simplify school data management, admissions, accounting, fees, and school-wide communications. This is expected to go live in phases beginning in January 2024.

AcadCom

The junior school teachers have been going through a year-long process of upgrading their teaching skills with the help of an external consultant. The focus of the skill-building has been to adopt newer techniques of enquiry-based learning, to enhance the curriculum delivery in the classrooms.

The findings of a predicted grade audit, commissioned by the previous board, was tabled. The findings pointed out several areas of improvement required with the current process and systems. The audit covered the period of 2017-2023. Based on the findings, the audit also raised concerns of an immediate need for revamping the predicted grade process, to enhance consistency and transparency, and for establishing better systems for implementation and monitoring of the entire process.

The committee, along with the Principals, approved the commissioning of a senior school audit. This audit intends to evaluate the strength of existing systems and processes as well as to do a deep dive on the quality of curriculum delivery. The audit has received approval at the Board level as well. This first-of-a kind exercise is meant to significantly upgrade the quality of academics in the senior school, while becoming more aligned with the vision and mission of the school.

FinCom

1) The accounts team is entering data daily into the new Vendor Management System. This system will ensure timely purchases, timely payments, and clear links between procurements and payments.

2) The Internal Auditor has briefed the Committee on its Q1&Q2 internal audit report. The Comm and Accounts team are working to close any gaps in the system.

3) Per the recommendation of a parent-led GST Task Force, in the month of October 2024, CIS got its GST registration. Thereafter, we have filed our first return for FY 2024-25 through our empanelled GST consultant, ensuring further compliance with government norms.
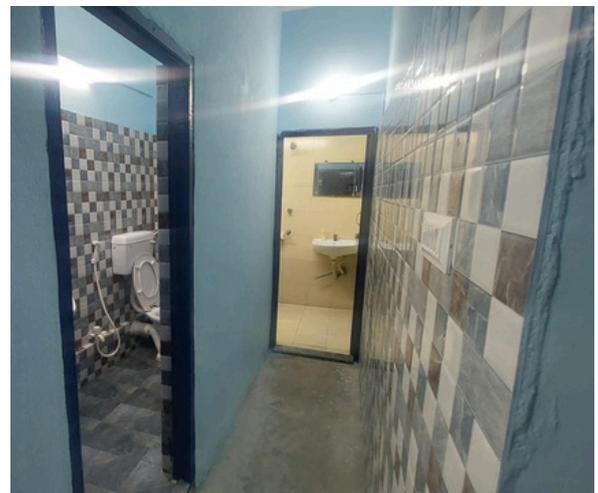
4) In order to separately account for donations received for the CIS Infra Vision project, the Fin Comm has finalized a donation policy, donation-related literature, separate accounting, proper documentation for General, Corpus, and/or CSR donations, as well various submissions to monitor and report for utility of funds. We will work closely with the Fundraising and Finance Task Forces so that these funds are utilized prudently.

5) Initiated by the Tech Comm, CIS is in the process of implementing EduNext - one of the most user-friendly school ERP softwares. This will provide solutions for fee payment receipts, fee management, overdue fee reminders, fee concessions and waiver approvals seamlessly.

Facilities Com

In an effort to utilise vacant spaces the former finance room and GM's room were renovated to function as additional classrooms. The plan for the creation of a dedicated space for the SEN department was approved and accordingly designs have been prepared and are awaiting implementation during the summer. The same was done with assistance from the design task force. During the puja vacations two dedicated staff washrooms were created near the porta cabins to ensure proper hygienic facilities are available for staff. Similarly the washroom facilities on the ground floor of the main building were fully upgraded with a new look and feel, additionally a special washroom for those with disabilities was created. Ongoing efforts are being made to task the in house teams for periodic upgrades such as doors and in house-made marker boards. The same was executed and installed during the summer period. Further new interactive smart boards with sliding whiteboard covers were procured and are now being trialled for rollout across the classes.

These improvements aim to create a more efficient and aesthetically pleasing environment for both administrative and academic purposes. Further efforts are being made to standardise items so that consistency can be maintained across the institution.

Student & Admin Washrooms

VISION
CIS

Progress Report:

- Fire Sanctions *approved*

- Building plans submitted for sanction

- Key expert consultants: hiring almost finalized
    - PMC, Project Auditor, Interior Designer

- Soil test conducted & report received

- Fundraising efforts ongoing

2006: CIS moves to a 2 acre campus on E.M. Bypass in a 45,000 sq.ft. building.

1953: Calcutta International School is established at Lee Road as a school for British families.

2024: Vision CIS: infrastructure expansion of over 50,000 sq. ft.

Donor Walll

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