FROM THE BOARD OF GOVERNORS

@ Mid-Year

Greetings to Calcutta International School Society members!

In the pages that follow, you will find key updates from the Board as well as the sub-Committees.

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

Upcoming events

> **31 March 2024**
> 24-25 Budget Finalization

> **2 April 2024**
> BOG Meeting

BOG

The Board has led impactful communication sessions with the Society, engaging parents to actively contribute to community growth in areas such as Marketing, Design, Infrastructure, and Compliance. Emails were sent to the parent body inviting their attendance. The Board also addressed various issues raised by parents, such as meeting with parents of children in the SEN department to understand their concerns, and reviewing proposals to establish new clubs, activities, and pop-up camps at CIS.

On January 5th, the board held an engaging Open House discussion with teachers and staff. The interaction brought out key areas of concern relating to infrastructure needs and HR matters, and highlighted positive changes resulting from the previous year's Open House meeting.

Society registration for CISS is now complete and up to date, with all documents filed from 2016 through 2023. After key documents were lost in 2016, we were unable to file returns year after year. Finally, thanks to the tireless efforts of present and past Board members, the Admin Team, and helpful parents, the task was completed and the Society is now in compliance with the Registrar.

Facilities Com

The Facilities Committee oversees issues relating to the school's infrastructure. In its last few meetings, the Committee has reviewed and analyzed issues relating to the school's procurements and project management, which are creating inefficiencies in the system related to cost and time. The Committee is now overseeing an audit of our processes in order to bolster our systems and review any discrepancies.

The Committee has recommended and the Board has adopted the hiring of a facilities management company to assist the school with its key facilities issues. After reviewing proposals from several compaines, the Committee selected SILA, who serve as the facilities management company for many of the larger schools in Mumbai. SILA will help uplift our school's maintenance operations and will also assist us with execution of turnkey projects.

Addressing infrastructure needs has also been a key project for this Committee. After a detailed review of structure and need, the Committee put together an initial development plan. In mid-February, a task force was formed with members of the society, and the first meeting and subsequent conversations with the task force have helped build a solid plan of action towards the ultimate goal, which is creating a complete plan to discuss with the society. Thanks to Abhi, Jal, Jay, Parag, Pratik, Rishav, and Tejas for your time and valuable inputs. *Stay tuned to this Committee*!

ECAM

The ECAM Committee oversees ECA, Alumni affairs, and Marketing. In its last few meetings, the Committee has reviewed and approved recommendations from the Principals for additional ECAs and new equipment for the school. We have also reviewed the ECA schedule, both to ensure activities are planned with exam schedules in mind, and to try to extend some ECAs through the entire school year.

CIS Alumni Day was a wonderful event with over 250 students and ex-teachers participating in activities and games. The alumni network is growing and we hope to see some more engagement ideas coming into effect over the coming months.

The marketing parent group has been working with the Principals on creating a style book for the school, including updating the logo, finalizing the "CIS blue," and selecting a font. We sincerely appreciate each parent on the task force for devoting so much time to the work. Thanks to Aditya, Ayesha, Eashwar, Jay, Rahul, Samit, Samridhi, Sharad, Shyama, and Tas.

AcadCom

The Academic Committee meetings these past few months have focused on key decisions for the coming year's budget. Key positions were added, including an Exam Officer, junior school Hindi teacher, and English literature teacher. Following a meeting with SEN parents, and upon the recommendation of the Principals, we will be adding two new SEN teachers, one each for Junior and Senior school, to meet the demands of our growing SEN department. We are also creating a Performance Enhancement Policy for our students, and creating opportunities to enhance academic excellence.

AcadCom has also had some important discussions related to profile building for students across the school and the development of internship opportunities for students of Grades 11 and 12. The junior school is creating comprehensive programs for students to immerse in non-academic experiences, such as culture, social service, and international experiences. The Committee has also approved proposals to join the Council of International Schools as well as RoundSquare, two organizations that bring us to the forefront of the international education community. Membership to RoundSquare will enhance opportunities for our students in terms of creating high-quality opportunities for them to participate in unique inter-school activities and engage as global citizens. Accreditation by the Council is recognized by universities around the world, demonstrating to them our commitment to high-quality education, and therefore enhancing our students' placement opportunities. These organizations will also facilitate the provision of specialized training programs for our teachers.

TechCom

The Technology Committee consolidates tech needs for the school and drives solutions to different problems. The Tech Team has completed rollout of a library automation system that makes management of the library more streamlined, including barcoding all the books in our school and ensuring organization of one of our school's key resources. Going forward, the team will be working on key upgrades to the school website, consolidating student data between the finance and academic teams, and creating online admissions systems.

FinCom

The Finance Committee is in its busiest month, preparing the 24-25 budget. It has had numerous meetings to facilitate the budget preparation process by identifying key budgeting principles for CIS. The GST Advisory Group comprising of society members had a productive meeting in February, providing key guidance to the School. Sincerest thanks to Shivani and Arun for sharing your expertise with the school.

HRCom

January was a busy month for the HR Comm. The reopening of the school after the holidays, was soon followed by an Open House meeting of the Board, with all the teachers of the school. This is an annual event where the Board introduces itself and also highlights the major projects and areas of focus. The interaction was honest and very informative for all participants. The teachers and board members left the event with a deeper alignment on the needed areas of focus.

January also saw the mid-year performance appraisal of the principals and the GM. This involved the HR Chair incorporating feedback from board members, and then having constructive one-on-one meetings with the leadership team. These meetings were attended by the Board chairperson and the Secretary as well. The purpose of this exercise was to provide feedback on what was going well and areas requiring a deeper focus.

The two main projects this committee is involved in, at the moment are: 1) Understanding how to automate the Performance Management System (PMS) for teachers. 2) Working with the senior leadership team in identifying a consultant who will help drive Vision 2040 - the vision, mission, and school development program, for the next 15 years. This will then be taken up at the Board level for a thorough discussion and decision on how to move ahead.

Defining the CIS Brand Identity...

For years, we have been using different versions, different hues, and different fonts in our CIS logo. We are now defining our brand identity! The CIS Management (Principals and the GM) shared a few different versions of the logo with employees and students, who voted on and expressed their opinions about the changes. Together with the marketing task force and inputs from the BOG, the Management has finalized a refined version of our logo and defined the brand identity across all touch points (print and electronic). The updated logo maintains our essence while incorporating contemporary elements so that the experience with our modern identity honors our legacy of 71 years. Stay tuned for the grand reveal from your CIS Management!

Board of Governors

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