

BOARD OF GOVERNORS

QUARTERLY NEWSLETTER

Greetings to All Members of the Calcutta International School Society!

Within the following pages, you will discover essential updates from the Board and Committees.



CALCUTTA
INTERNATIONAL
SCHOOL



VOLUME
8

AUGUST'26
EDITION

**We invite your
questions and
feedback.**

Please reach out to us at
pabog@calcuttais.edu.in

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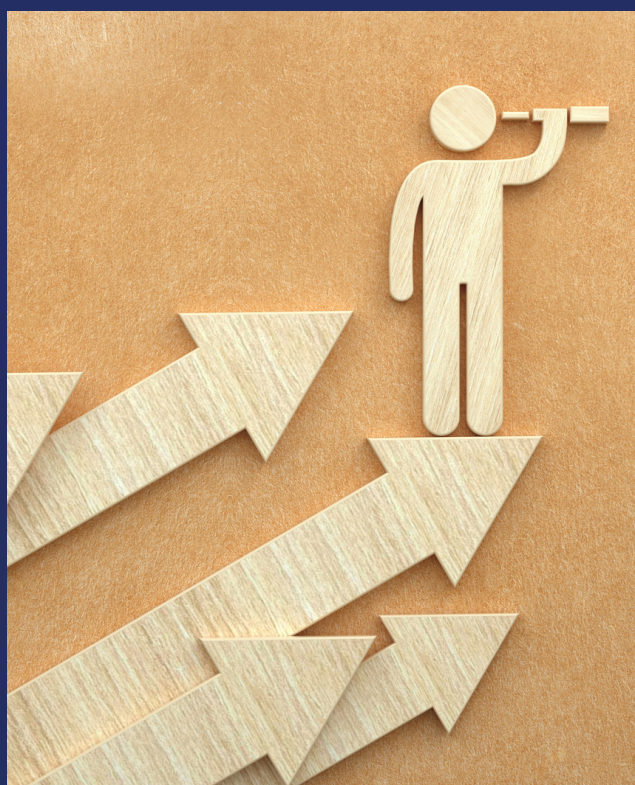
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FROM THE BOARD OF GOVERNORS

This term has brought a significant leadership transition for CIS. Mrs. Tina Servaia, our Senior School Principal, stepped down from her role on 31st July, after years of dedicated service to the school. The Board extends its sincere gratitude for her contribution and commitment to the CIS community. We are equally pleased to welcome Mrs. Harsimran Kaur Kapany, who has joined us as Head of School and began her onboarding in the first week of August. This appointment reflects the Board's move towards a unified whole-school leadership model, designed to bring greater cohesion and continuity to both the Junior and Senior Schools. We look forward to introducing Mrs. Kapany to parents in the weeks ahead.

Alongside this transition, the Board continues to strengthen the internal frameworks that support the school's day-to-day running. A particular focus this term is on enhancing transparency and fairness across our policies, including a review of our human-resources practices. To that end, we have engaged an external agency to conduct an HR audit, ensuring our internal policies are fully aligned with the laws of the land. The agency has also been mandated to review our internal policies and standard operating procedures with a view to simplifying paperwork and processes for our teachers, so that more of their time and energy can be directed where it matters most — the classroom.

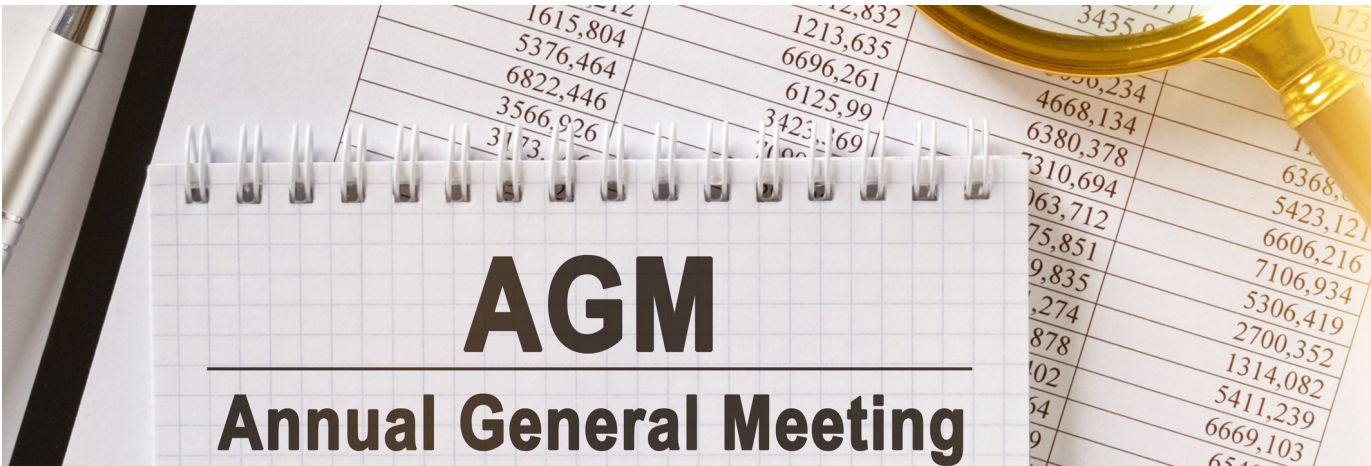


On campus, several improvements are underway. To ease the traffic congestion at the gate during morning drop-off, we have introduced differentiated start timings for Primary School students and the rest of the school. The safety of our children is our foremost priority, and these staggered timings are designed to reduce crowding and keep the drop-off area safer for everyone. We ask for the support of every parent in this effort: please ensure that cars are parked well away from the school gate, rather than halting at the entrance, so that traffic

keeps moving freely. A clear gate means no snarls — and, most importantly, a safer environment for our children as they arrive each morning. Separately, visible upgrades to the existing building are continuing, alongside technology improvements including enhanced Wi-Fi access across the campus, and work on the new annexe building remains in progress. We look forward to sharing more as these projects take shape.

We have also listened to feedback from the CIS community on the matter of fee payments. In response, the Board has introduced the option for parents to pay tuition fees for the entire year in a single payment, in addition to the existing quarterly schedule. We hope this added flexibility makes planning easier for families who prefer it.

Our pre-nursery admissions process has been underway since 1st June, and we have been heartened by the significant interest from parents seeking to enrol their child at CIS. The Board and the school management team are working diligently to run a fair and efficient process, so that we can welcome our newest generation of CIS students next year.



The Board warmly invites all parents to the Annual General Meeting on 11th September. This year's AGM is also an election: of our twelve Board members, six will be completing their two-year terms, and six members will be elected in their place. We encourage every parent to take part — both by voting and, if you wish, by standing as a candidate for the Board of Governors. If you would like to understand what serving on the Board involves before deciding, we would be glad to arrange a one-on-one conversation with a Board member; simply write to us at pabog@calcuttais.edu.in to schedule a time.

On a closing note, this is the final newsletter of the current Board's term. We thank you, sincerely, for the support, confidence, and trust you have placed in us through the year. It has been a privilege to serve the CIS community, and we look forward to seeing you at the AGM.

INFRASTRUCTURE HIGHLIGHTS

Civil Work Status: The Annex Building project continues to make remarkable progress, achieving another significant construction milestone with the successful completion of the 4th Floor Slab Casting on **17th May 2026**. This accomplishment reflects the team's commitment to meticulous planning, seamless coordination, and excellence in project execution.

Civil works are progressing steadily across the structure. Brickwork has been completed from the Ground Floor to the 3rd Floor, while 4th Floor brickwork is as per schedule. Internal plastering works are also progressing well, with Ground Floor to 2nd Floor plastering completed and 3rd Floor plastering currently underway, enhancing the readiness for subsequent finishing activities.

At the roof level, work on the swimming pool infrastructure is progressing with the drainage and water supply pipelines successfully installed. The swimming pool wall shuttering has been completed, while the Mumty Room shuttering has reached approximately **50% completion**. In parallel, reinforcement work for the lift walls above the roof level is in progress, and lift wall shuttering has achieved approximately 50% completion, marking steady advancement of the vertical circulation core.



4th Floor Above Roof Work Images



Another key milestone is the **successful casting of all roof-level columns**, further strengthening the building's structural framework and paving the way for the next phase of construction.

MEP Work Status: Mechanical, Electrical & Firefighting (MEPF) works continue to gather pace, with multiple activities progressing simultaneously across the Annex Building, ensuring readiness for the upcoming phases of construction.

Civil Work Images - Work In Progress

HVAC: The HVAC works marked a key milestone with the successful delivery of two Outdoor Units (ODUs) to the site on 26 May 2026. In addition, the 2nd Floor cable tray installation for copper piping and condensate drainage has been completed. The remaining HVAC materials are expected to be delivered shortly, following which the balance installation activities will progress as planned.

Electrical: Electrical installation works are advancing steadily across the project. 2nd Floor wall conduiting, including back box installation, has been completed, while wall chasing and back box installation on the 1st and 3rd Floors are currently in progress. Another significant milestone is the delivery of the Lightning Arrester materials, supporting the project's lightning protection system installation.

Fire Fighting: Ring main pipeline installation is currently underway, and the sprinkler installation work front has been handed over to the Fire Fighting vendor, enabling the next phase of fire protection system installation.

Lift: The lift materials were successfully delivered to the site on 12 July 2026 and have been safely stored in a dedicated storage area. To facilitate systematic execution and secure material management, Colliers initiated the construction of a dedicated MEP store room within the Annex Building, providing designated storage space for all MEP vendors and supporting efficient project coordination.



Lift Materials Images - at Site

“Safety First”

Conducting daily toolbox talks plays a vital role in strengthening safety culture and awareness at construction sites. Clear communication of hazards, proper use of PPE, and active worker participation help prevent incidents before work begins. Continuous improvement in housekeeping, strict PPE compliance, and maintaining safe access conditions further enhance workplace safety, ensuring a safer, more efficient, and productive working environment for everyone.

As part of continuous safety and hygienic improvement initiatives, green net, signage and safety net systems have been installed around the building perimeter. These protective measures help prevent falling debris, control dust pollution, and safeguard workers as well as the surrounding public area. The installation demonstrates proactive risk management and commitment to maintaining high safety standards at site.



MEP Work Images - Work In Progress



Site hygienic maintained Images

KMC Advisory: As per KMC notifications effective from 24 June to 15 August 2026, construction activities within KMC limits remain suspended to facilitate structural safety inspections and ensure public safety.



ACADEMIC COMMITTEE

This quarter the Academic Committee focused on translating earlier strategic discussions into implementation. In April a delegation of Junior School leadership team undertook a three day immersive visit to the Riverside School, Ahmedabad to study their internationally recognized “I CAN” philosophy, where student agency, reflective practice and purposeful learning are embedded into everyday school life. Following the visit the Committee has supported the thoughtful adaptation of these ideas to the CIS context. Parent orientations have been redesigned to make them more interactive, greater opportunities for student voice have been introduced and reflection practices have been strengthened by redesigning the Junior school timetable for Grades 1 to 5 so that Class Teachers can reconnect with their classes at the end of the day for these reflections.

The Educator Growth Impact (EGI) Programme was kicked off with two workshops in April and May along with mentoring and coaching sessions for over 70 teachers in senior school. In collaboration with education consultants with experience from the country's top international schools, teachers have co created a programme of learning by organizing themselves into seven Professional Learning Communities (PLCs) to drive improvement in key areas such as assessment, curriculum transitions, lesson delivery, differentiation, peer observation, feedback, and instructional effectiveness.

Several interventions to improve the transition from Grade 5 to 6 were undertaken in this period. Through curriculum mapping, collaborative planning, classroom observations and the development of structured transition



programmes, academic teams worked to ensure greater continuity in learning, smoother student progression and stronger alignment of expectations across the school. Bridge/transition programmes were also put in place for students joining Grade 11 from the national curricula to build curriculum familiarity before formal teaching begins.



The Committee continued its oversight of key academic policies and future planning. It reviewed proposals relating to the Cambridge Early Years Programme, foreign language provision, curriculum delivery and subject allocation to ensure educational value and developmental appropriateness. Alongside this, the Committee reviewed cohort performance trends with an emphasis on evidence-based decision-making, long-term sustainability and alignment with the school's strategic vision.



CO-CURRICULAR ACTIVITIES & MARKETING COMMITTEE

Co-curricular Activities:

Since the beginning of the 2026-27 academic year the CCA programme has evolved with the introduction of three new activities—Public Speaking, Quiz and Drums. These additions have been carefully selected following thoughtful consideration of the future skills and competencies we aim to nurture in our students, while also reflecting valuable feedback received from parents. They continue to be very well received during the trial classes.

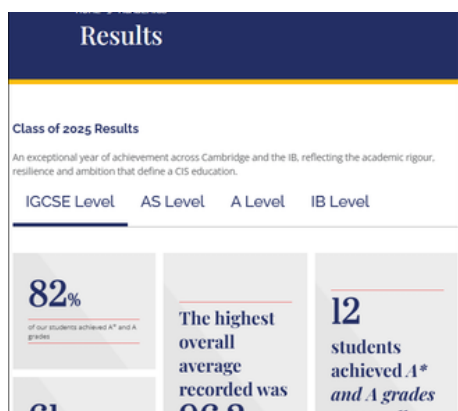
We have also onboarded some exciting new specialist coaching teams for Western Dance and Cricket, further enhancing the quality of instruction and expanding performance opportunities for our students. Together, these initiatives reflect our commitment to continually strengthening the co-curricular programme, ensuring it remains engaging and responsive to the evolving needs of our students.

Marketing:

The Marketing Department is focussed on clarifying the school's value proposition while establishing a unified institutional identity. In this regard we have built a strong content strategy around showcasing teaching and learning outcomes, student achievement, and the distinctive educational experience that only CIS offers. This is visible through our content of 5x to over 2.6 million views and 1.4m reach from May to July.

Significant progress has also been made in redesigning the school's digital ecosystem. A dedicated Results

and University Placements section is being added to the website, alongside an improved presentation of academic achievements. Building on the progress made this year, the department will continue to develop and refine these initiatives. Priorities include deepening alumni and community engagement, supporting fundraising initiatives, and implementing a consistent approach to event branding. Together, these initiatives will support the school's long-term strategic priorities and the delivery of Vision 2040.



DIGITAL COMMUNICATIONS

FACILITIES COMMITTEE

Building a Safer, Smarter and Future-Ready Campus

Over the past quarter, Facility committee has continued its commitment to creating a safe, modern, and inspiring environment for learning. Through a series of carefully planned infrastructure initiatives, the campus has been enhanced to better support students, teachers, and the wider school community.

Introducing the Future-Ready Model Classroom

Innovation in education begins with the learning environment. Classroom **2B** has been transformed into a **Model Classroom**, designed to reflect the evolving needs of twenty-first century education.

Featuring a modern layout, flexible learning spaces, and improved functionality, this classroom serves as a prototype for future classroom development across the campus and reinforces the School's vision of creating engaging and student-centred learning environments.

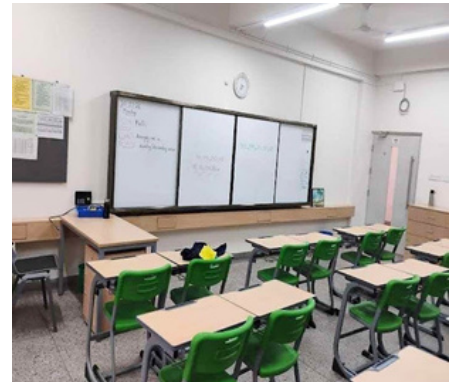
Primary School Gets a Stronger Foundation

The long-planned flooring enhancement project has now been completed with the installation of **Kota Stone Flooring** throughout all Primary School classrooms. This upgrade delivers:

- Enhanced durability for high-traffic learning spaces
- Improved safety for students
- Better aesthetics and easier maintenance
- A cleaner, brighter, and more comfortable classroom environment

Creating Comfortable Learning Spaces

To enhance classroom comfort and improve the overall learning experience, Variable Refrigerant Volume (VRV) Air-Conditioning Systems have been installed in selected classrooms within the main school building. These energy-efficient systems provide better climate control while supporting a conducive learning environment. This initiative marks the beginning of the Committee's long-term vision to gradually extend VRV air-conditioning to additional classrooms across the campus.



All-Weather Basketball Court

Sports and physical activity remain an integral part of student life at CIS. To enable uninterrupted sporting activities throughout the year, a **permanent metal canopy** has been installed over the basketball court.

The new covered facility allows students to continue training and recreational activities even during adverse weather, significantly increasing the usability of one of the School's key sporting spaces.

A Fresh Start for Our Youngest Learners

As part of our ongoing efforts to improve early years education, **Upper Nursery A and B** have been equipped with new classroom furniture designed specifically for young learners.

The upgraded furniture enhances classroom functionality, promotes comfort and safety, and creates a vibrant, child-friendly environment that supports interactive and joyful learning experiences.

Safer Classrooms Across the Campus

A major campus-wide safety initiative reached a significant milestone with the successful completion of the **Metal Door Installation Programme**. All classrooms on the **Ground Floor and Second Floor** are now equipped with durable metal doors, strengthening campus safety while ensuring greater longevity and uniformity in school infrastructure.

Looking Ahead

Every improvement undertaken during the year reflects the School's commitment to providing a campus that is **safe, sustainable, and future-ready**. These developments not only strengthen our physical infrastructure but also enrich the educational experience for every student.



FINANCE COMMITTEE

The Finance Committee is working to finalize the Annual Report for FY 2025-26 along with all committee reports. Recent meetings have involved reviewing of Internal Audit findings and recommendations to improve the operations and internal controls of the school, writing off of creditor/debtor balances, review of monthly MIS report and other reconciliations.

The 80G and 12AB registrations have been renewed for 5 years up to Assessment Year 2031-32.

Other periodic audits and compliances have happened through the year including Statutory Audit, quarterly Internal Audit,

Admissions Audit etc. Compliances include GST, PF, ESI, TDS, Society returns, and statutory dues such as KMC, insurance and other renewals. The Committee also arranged to get a Free Cash Flow Report prepared by the Statutory Auditor to monitor the operational cash flow for Fy 26-27, 27-28 and 28-29, including funding plan, keeping guardrails intact, and OD repayment. The report will be used to understand the scope of FD liquidation, OD availment, as well as operational revenue outcomes from additional sections. The purpose is to ensure that guardrails and financial stability of the school remain intact throughout the infra spending.



HUMAN RESOURCES COMMITTEE

The HR Committee focused on three strategic priorities this quarter: performance management, organisational strengthening, and employee well-being.

Over the past quarter, the HR Committee conducted the end-of-year Performance Management System (PMS) review, which commenced at the end of April and concluded at the end of June. This annual process is a key component of the HR calendar and forms the basis for employee performance evaluations and annual salary increments.

The Committee also planned and prepared for the school's comprehensive HR audit. The audit, which commenced on 15 July, will be conducted over a six-month period by external auditors. It will examine all HR



functions across the school and provide independent recommendations to strengthen HR systems, processes, and overall departmental effectiveness.

The Committee continues to prioritise employee well-being and is currently overseeing the implementation of an organisation-wide salary alignment initiative. This initiative will bring all employees whose salaries currently fall below the school's internal salary calculator into alignment with the approved salary framework over a two-year period. The first phase of the adjustment will be implemented over the next two months, with the second phase scheduled for next year. This initiative represents an important investment in our people, reinforcing the school's commitment to fair and equitable compensation while recognising the value of our employees' contributions.





TECHNOLOGY COMMITTEE

- **Campus Network Upgrade Commenced:** Work has begun on the School's next-generation network infrastructure, including a **10 Gigabit fibre backbone, Wi-Fi 6 access points and Cat6A structured cabling**, providing faster, more reliable connectivity across the campus.
- **Technology Lifecycle Programme:** A phased hardware replacement programme is underway, ensuring that ageing laptops and devices are systematically refreshed to provide staff and students with dependable technology.
- **Smart Classrooms:** Interactive smart boards are being migrated to dedicated wired network connections to improve reliability and ensure uninterrupted digital teaching.
- **CCTV Modernisation:** A major CCTV infrastructure upgrade has commenced, including complete recabling, enhanced monitoring capabilities & improved system reliability to strengthen campus security.
- **Edunext Optimization:** The Committee continues to work closely with Edunext to enhance admissions, HR and fee management workflows, with a focus on improving reliability and the overall user experience.

THANK YOU



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