MINUTES OF GENERAL PARENTS' MEETING
OF SRI LANKAN SCHOOL MUSCAT
Held on 17th December 2015 commencing at 8.15 pm at the SRI LANKAN SCHOOL MUSCAT

Present:
The Board of Directors consist of:
Mr. Kumara Kandanaarachchi (CH)
Mr. Somabandhu Kodikara (PR)
Mr. Yasanga Dewage (YD)
Mr. Jayantha Kumara (JK)
Mr. Dimuthu Udugampola (DU)
Mr. Sirimal Jayakodi (SJ)

Excused:
Prof. Sarath Kodithuwakku (SK)
Mr. Sarath Bandara (SB)
Mr. Gamini Jayalath Perera (GP)

The total number of Parents attended was 97.

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<td>1</td>
<td>First GPM of the Academic year 2015-16 was held with the consent of the Ministry of Education (MoE) and commenced at 8.15 PM at the SLMS auditorium.</td>
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<td>1.1</td>
<td>Honorary Chairman Mr. Kumara Kandanaarachchi (CH) chaired the meeting, welcomed attendees and invited the Honorary Secretary, Mr. Yasanga Dewage (YD) to present the Minutes of the previous General Parents’ Meeting held on 28th May 2015 for the purpose of ratification.</td>
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<td>2</td>
<td>MINUTES OF THE PREVIOUS GPM DATED 28th MAY 2015</td>
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<td>2.1</td>
<td>YD read the Minutes of previous GPM and CH requested attendees to express/provide comments, amendments, if any.</td>
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<td>2.2</td>
<td>Dr. Mohamed Azif Yahiyen (AY) said that although item 5.7 of the previous minutes states revised fee proposal was approved in the GPM with no remarks, some parents have raised their concerns with regard to the revised tuition fees.</td>
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2.3 YD responded that during the meeting held in June 2015 between BoD and a set of parents, who had concerns with regard to the revised tuition fees, AY confirmed that he was unable to attend the GPM due to prior commitments. YD further suggested that AY may probably have referred to the remarks made by the parents during the aforesaid subsequent meeting (not in the GPM), in which BoD explained the rationale for revising the tuition fees. Finally, YD reiterated that no remarks were made in the GPM with regard to the revised tuition fee proposal and therefore item 5.7 reflects a true record.

2.4 Mr. Lalith Kumara highlighted that obtaining an approval through a GPM for any revised tuition fees is not a Constitutional requirement, therefore he suggested that latter part of item 5.7 of the previous minutes, i.e., "thus approved in the GPM", needs to be deleted in its entirety to read the sentence as follows:

"The above revised tuition fee proposal was accepted with no remarks from the attendees"

2.5 Mr. Nilushan Wijesekara clarified that he did not state 1TB data storage was made available to students free of charge, therefore, requested to delete the phrase "free of charge" from item 5.7 of the previous minutes. YD agreed to amend the item 5.7 to read as follows:

"Mr. Nilushan Wijesekara of ICT Subcommittee explained the benefits of the new software called "Office 365" and said it provides 1TB data storage capacity for every single student in SLSM".

2.6 Mr. Malinga Madiwaka stated that his name recorded under items 6.26 of the previous minutes needs to be corrected to read as Mr. Malinga Madiwaka in lieu of Malinga Madiwakura.

2.7 Mr. Lalindra Fernando proposed and Lalith Kumara seconded the Minutes as a true record of the previous GPM, thus the Minutes were ratified subject to the above amendments.

3 CHAIRMAN'S REPORT

3.1 CH presented the Chairman’s report under the following headings:

a) Academic, under which details of examination results and achievements, TIMSS & PERLS and STU-Non STU were presented.

b) Events, under which details of IHAM including associated sporting events were presented. He elaborated that all sporting activities in SLSM will be conducted in 1st term of the school calendar in order for the school to keep exclusive focus on education in the 2nd and 3rd terms.

c) Finance, under which details of managing fee defaulters, fund raising event and concerns related to finance were presented.

d) Administration, under which requirement of streamlining administrative affairs and details of staff recruitment including new SDP were presented.

e) Infrastructure Developments, under which details of ISD/Maintenance works, replacement of A/C units, ICT infrastructure development, additional classrooms, purchasing of new library books, furniture and fittings were presented. CH extended special appreciation/gratitude to ICT Committee and former ICT teacher, Mr. Gihan Kandambya and the present Net Work administrator, Mr. Udaya Jeeewan for their excellent work.
### Conclusion

3.2 The complete Chairman’s report is given under Appendix A (Pages 11-13 of the Minutes).

3.3 Finally, CH thanked the PR, Academic and Non-Academic staff, Parent Committee, fellow Directors, former Chairman, Mr. Ratnasiri Jayasinghe and the parents, who were actively involved with the school, for their excellent contribution in executing works. Also CH wished success to in-coming BoD members.

## PRINCIPAL’S REPORT

4.1 CH invited the Principal (PR), to present the Principal’s report on academic affairs of the school.

4.2 Whist thanking CH and the outgoing BoD members for the services rendered, PR presented the Principal’s report, under the following headings:

1. **ACADEMIC MATTERS**
   a. Excellent achievements of SLSM students in Edexcel Examinations held in May/June 2015
   b. ICT Teaching Programme in connection with Digi suite
   c. Policy of Ranking
   d. Calculation of Average for Individual key stages
   e. Two Teachers per class in foundation stage
   f. Student Teacher ratio in SLSM
   g. Continues Professional Development for teaches through internal training programmes

2. **INFRASTRUCTURE DEVELOPMENT**
   a. Upgrading the ICT Network with high speed bandwidth
   b. Purchase of 80 new fully licensed Personal Computers for the ICT labs
   c. Upgrading the three existing servers with high specifications
   d. Purchasing and installing the firewall devices to monitor and control the internet access in ICT labs
   e. Obtaining additional 6 MB internet connection for the labs
   f. Extending Wi-Fi network within the school premises
   g. Implementing Microsoft Office 365 Portal to SLSM, where students were provided with the opportunity to install latest version of MS Office 2013 on their home computers free of cost with all the facilities that Microsoft offered

3. **SPORTS AND CO-CURRICULAR ACTIVITIES**
   a. Continue in training students in different games
iv) ADMINISTRATIVE MATTERS
a) Class sizes were restricted to 24 students per class, such that school will admit non-Sri Lankan students only when the number of students in a class is less than the set norm of 24 students.

v) CONCLUSION
a) PR expressed concern about the losing continuity in the BoD and enlightened the newly elected members with the following aspects:
   - Requirement of additional classrooms for the academic year 2016/2017
   - Necessity for School Information System
   - Necessity of upholding staff discipline (BoD members should not directly approach staff members, as it will lead into staff indiscipline)
   - Necessity of upholding student discipline

4.3 The complete Principal's report is given under Appendix B (Pages 14-19 of the Minutes)

4.4 PR expressed his gratitude to out-going BoD, the Parents' Committee, the staff and all parents for their support and assistance at all times for conducting exceptionally heavy activities during the first term of the academic year. PR expressed best wishes for the newly elected BoD.

5 TREASURERS' REPORT

5.1 CH invited the Honorary Treasurer, Jayantha Samarappuli (JK) to present the Treasurer's report on financial affairs of the school.

5.2 JK presented the Treasurer's report under the following headings:
   a) Trends and Statistics
   b) Finance Related Matters
   c) Audited Financial Statements (31/08/2015)
   d) Treasurer's remarks

5.3 The school has completed the capital expenditure projects in the sum of RO. 76,032/- during the two year tenure of BoD. The development works worth RO. 24,000/- were budgeted to be completed during 2015/2016.

5.4 The student strength as of November 2015 was 1,142. The student number for the purpose of budgeting was based on the current actual of 1,139, with an anticipated growth of 1,150 students in June 2016. Some statistics presented were as follows:
   - Student numbers were increased from 1,131 to 1,142
   - Students per teacher ratio was decreased from 19.9 to 16.3
   - No of classrooms were increased from 41 to 43

5.5 Audited Financial Statements were presented to the GPM and the main features were as follows:
   - Income – RO. 839,282/-
   - Expenses – RO. 828,344/- which results in a surplus of RO. 10,945/-
- Brought forward surplus was RO 6,976/- and the carried forward surplus was RO 17,921/-

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<th>5.7</th>
<th>The summary of the Treasurer’s report is given under Appendix C (Page 20 of the Minutes)</th>
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<td>5.8</td>
<td>JK finally appreciated the assistance received from the Parents Committee, Finance Committee and Finance Departments in carrying out finance related activities in an effective manner and specially thanked Chairman and the fellow Board members for the trust kept on him.</td>
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<td>5.9</td>
<td>JK further stated that he was not pleased with some negative remarks that were said to be made by some of the parents (or a rumour), as such irresponsible talks may make an impression that the school’s funds have been mismanaged. Therefore, JK requested parents to raise their queries, if any, with regard to management of funds in the school, so that the newly elected BoD can be requested to enquire and take appropriate actions for any ambiguities.</td>
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### Any Other Matters

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<th>6.1</th>
<th>CH enquired from the attendees whether there were any other matters.</th>
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<td>6.2</td>
<td>Dr. Akram [DA] expressed his dissatisfaction for the recently adopted method for deriving average marks of the students. He provided a comparison of average marks of two students, called student A and student B, based upon the previous method with 8 subject-marks as well as the new method with best 7 subject-marks, (authenticity of these marks was unknown) and eventually stated that the new method of calculating average marks is unfair.</td>
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<td>6.3</td>
<td>PR responded that many parents of S/T/U students had complained in the past (prior to adopting the new method) that previous method of calculating students' average marks has given disadvantageous position to S/T/U students. The reasons being majority of S/T/U students were comparatively weak in their mother tongue, but the school’s policy of “S/T/U students must study their mother tongue” has made them to study an extra subject than the Non-S/T/U students. This policy has led to an inconsistency in the total number of subjects used to calculate average marks for the students, i.e., calculation of average for S/T/U students were based upon eight subjects, whereas average of Non-S/T/U students were calculated on seven subjects. Also, some of the parents of the S/T/U students were of the opinion that Non-S/T/U students were given more study time per subject due to less number of total subjects (when compared to S/T/U students), thus Non-S/T/U students were provided with an advantageous position to score higher averages than the S/T/U students. These opinions had resulted in many parents of the S/T/U students requesting the school to consider S/T/U as a non-compulsory subject to study in the school. However, SLSM, being the school dedicated for Sri Lankan students in the Sultanate, was unwilling to disregard students studying Sri Lanka’s main two languages (Sinhala and Tamil) and subsequently added Urdu (due to a sizable Urdu speaking students). In light of the above, BoD looked into possibilities of introducing a new method for deriving average marks that ensures fairness to all students. The new method was proposed following thorough study of the aforesaid disparity and stakeholders’ consents were obtained at various stages through a lengthy process prior to implementation of the new method, i.e., initiated by the</td>
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academic committee of the BoD, then discussed in the BoD and presented to the Parents Committee for comments, thereafter, presented to the parents at the previous GPM for comments and finally its implementation from academic year 2015/2016 was informed to parents through a formal communique. PR further stated the new method of calculating students’ average marks has received no objections from parents at any of these stages, except the concerns heard from DA in the GPM. However, PR added that in-coming BoD is free to look into these concerns and take appropriate action in the future.

6.4 However, DA repeatedly expressed his displeasure for the new method for deriving average marks for the students.

6.5 YD emphasised that the reason for adopting the new method was to address the concerns of the parents in this connection. The school believes that the aforesaid disparity has been reasonably addressed through the new method of calculating students’ average marks. However, DA’s concerns were recorded for any further consideration and necessary action by the school.

6.6 Mr. Aftar Akbar (AA) enquired whether the new method of calculation students’ average marks applies to students in foundation I. Also he expressed his objection to JK’s reference to a rumour that was stated to be spreading a message that funds of the school has been inefficiently managed (or mismanaged) and said such a strong statement was inappropriate in a forum like, GPM unless JK was ready to disclose the name of the parents who were spreading the rumour.

6.7 JK responded that he was not ready to disclose any further information, as he too heard this rumour from others and elaborated that when the person who spreads any rumour is known, it is no more a rumour, but an allegation. He further enquired whether there was any inappropriateness in requesting the parents in the GPM to raise their doubts, if any, with regard to financial management of the school during the tenure of the out-going BoD, so that any valid concerns can be referred to the in-coming BoD for necessary action. JK mentioned that a written complaint has been submitted to BoD by him in this connection.

6.8 AA agreed that JK’s request was appropriate, but repeated that the reference made to a rumour was inappropriate. JK questioned AA’s authority to pass such a judgment on his statement and enquired whether there was anybody else who didn’t understand purpose of his statement.

6.9 Mr. Majela Rodrigo (MR) elaborated that the purpose of the statement was understood by all, but some parents were of the opinion that part of the statement was inappropriate for this forum. However, if JK believes that withdrawal of any part of the statement was unnecessary (or any amendments were not required to the statement), the parents were compelled to accept it as a valid statement. However, MR suggested that it is worthwhile to add a remark in the records that “some parents have expressed their disagreement for the reference made to a rumour in JK’s statement and stated that the said reference was inappropriate”.

6.10 Mr. Gnamarathna pointed out that the said remark was made by a single parent only, therefore, the suggested additional remark should state “a parent has expressed his disagreement for the reference made to a rumour in JK’s statement and stated that the said reference was inappropriate” in lieu of “some parents have.............”.
6.11 JK reiterated that his complete statement was correct and therefore, neither withdrawal nor amendments was necessary.

6.12 Mr. Ibrahim Mansoor stated that he believes JK’s statement was correct and was very appropriate for the GPM, as it encouraged parents to raise their concerns with regard to any mismanagement of school funds in a formal forum, like GPM rather than making unsubstantiated statements in private forums.

6.13 Mr. Mohamed Reffai (MR) appreciated improvements made in IT facilities, particularly introduction of Office 365 in the school and stated he believes in-coming BoD will seriously look into the means of introducing School Administrative System. Also MR suggested that school should explore possibilities for using software called, “Moodle” in the school, as it is widely used in education.

6.14 Mr. Irfan Mohammed (IM) said he needs to provide a clarification to JK’s remarks for mismanagement of funds as he has made a reference to mismanagement of funds during the meeting held in June 2015, where parents’ dissatisfaction for increased tuition fees was discussed. He elaborated what he meant was that the parents were not provided with sufficient information (or lack of presentation) for the parents to understand the necessity for increasing the tuition fees.

JK responded that his reference to a rumour has no relation to IM’s remark in the said meeting.

IM expressed his gratitude to the outgoing BoD for the developments carried out in the school, congratulated the in-coming BoD and enquired when the Audited Accounts will be published. CH and JK responded that signed Accounts were received by the school from the Auditor’s on 16th December 2015 and was already uploaded in the school’s website. IM expressed his agreement with MR’s suggestion to explore possibilities for introducing “Moodle” in the school as he has been using Moodle in his organisation and explained how effectively it can be used in the school.

6.15 Mr. Ziyad Niyas (ZN) too said that efficiency of the staff can be improved through Moodle as it minimises time to be spent on many tedious tasks, such as evaluations, correction time of students’ papers, etc.

6.16 PR invited ZN to assist the school in this connection and ZN agreed for the same.

6.17 MR requested an elaboration on the student/teacher ratio, which was said to be 16.3, and the average students per class, which was said to be 24 students. PR responded that reference to maximum of 24 students in a class is to be understood as the norm set by school rather than an average.

6.18 CH clarified that average students per class in the whole school was 27, but with regard to average students per class in foundation classes, the number reduces to 14.6.

6.19 MR referred to PR’s statement that one of the KPIs for measuring educational standards in the school was student/teacher ratio, which was said to be 16.3, and enquired “what is the level of student/teacher ratio that the school intends to achieve and are there any other KPIs for assessing school’s educational standards.
| 6.20 | PR responded that there are many other KPIs for assessing standards of a school, but the present ratio of 16.3 in SLSM is very healthy, but said the school should be mindful to maintain this healthy student/teacher ratio in the future. PR further elaborated that his reference to 24 students in a class is the school norm, but there were practical difficulties in upholding this norm, as school compels to enrol all Sri Lankan students at any time of the year disregarding the number of students in classes, i.e., even if the classes have exceeded the threshold of 24 students, when Sri Lankan children seek enrolment, they are to be enrolled. This was the reason for having more than 30 students in some of the classes despite of the said norm. |
| 6.21 | Mr. Dulip Rajapaksha (DR) referred to NCC examination schedule and highlighted the fact that year 1 - 4 students will be sitting for Digi-Explorers examination in 2016. However, year 5 students were not scheduled to sit for Digi-Explorers examination in 2016, but directly sit for Digi-Navigators examination in 2017. DR requested that students of year 5 should also be allowed to sit for Digi-Explorers examination in 2016, as they will be having two year study time before sitting for the scheduled Digi-Navigators examination. DR further elaborated that year 8 and 9 students will also be directly sitting for Digi-Trailblazers examination and said although this seems acceptable, as they are in classes that are having more focus on Edexcel examination, it would be worthwhile for them to sit for Digi-Navigators examination too, as it may eventually help them in the Edexcel Examinations. |
| 6.22 | PR said DR concerns were noted, but the matter needs to be discussed with the ICT teachers and ICT advisory committee to study practicality of the request prior to taking a decision. PR further said this anomaly is applicable only to the first batch of students due to switching to Digi-Suite. However, PR said the school has been constantly liaising with NCC to mitigate similar anomalies. |
| 6.23 | DR agreed that school needs to explore the means of implementing his suggestion, but emphasised that more opportunities provided for the students to sit for ICT examinations will optimise their skills for answering examination papers. |
| 6.24 | Mr. Dilan Kurukulasuriya (DK) stated that the degree of long-outstanding tuition fees (fee defaulters) was alarming and therefore, school needs to adopt a strict policy for the defaulters. In this connection, DK suggested the school to revisit the provision made in the school-accounts for the defaulted fees with a view to increase it from long-outstanding tuition fees of 90 days to 30 days or more allowance, such 10% more than the present provision, should be made. DK further inquired the progress of backup internet connection from a second service provider, as dependence on a single internet service provider was risky. |
| 6.25 | DR responded that the school has been provided with internet connections from two Internet service providers, i.e., Omantel and Ooredoo, and both connections are up and running. In the event that one internet connection gets interrupted, the second connection (backup) will kicks in. |
6.26 JK said the outstanding-fee-provision in the accounts was based on 90 days long-outstanding fees and it has been provided in line with the recommendations made by the Auditors. However, JK agreed that point raised by DK was valid and requested the incoming BoD to formulate a policy for the said allowance, i.e., set the provision based upon long-outstanding tuition fees of 30 days or 60 days, or 90 days, to avoid any future debate on adequacy of the provision. JK clarified that the long-outstanding tuition fees was reported as at 31st August 2015, but the value has decreased towards end of the calendar year, which was the common pattern for outstanding tuition fees in the school, as many parents tend not pay tuition fees when they leave for holidays, but settle arrears at the beginning of new academic year.

6.27 JK enquired approximate costs for installation of Moodle software for which IM and MR responded that Moodle is a free software and therefore, school will not incur any cost for its installation, however IM said the school management needs to provide due attention to use it effectively in the school.

6.28 IM enquired whether teachers prepare any lesson plans and requested PR to explain teachers’ evaluation programme adopted by the school to enhance teaching skills of the teachers. Also he enquired about the evaluation mechanism of teachers in the school?

6.29 PR responded that teachers prepare lesson plans for their respective subjects and Sectional Heads review and approve them. PR further said in connection with the evaluation programme/mechanism, the school has been using an appraisal system, which is more of a development tool than a remuneration tool. PR explained he observes teachers’ skills and strategies during regular teaching sessions and makes records in an appraisal format for the purpose of evaluation. However, PR said he prefers to liaise with IM and any other parents, who are in the education industry (educationists) to discuss the present appraisal method to enhance its use in the future.

6.30 IM enquired about academic teacher training programme and enquired whether they are of general nature or subject specific.

6.31 PR said school has in-house teacher quality enhancement programmes and team meetings too have been used to enhance effectiveness of teaching. In addition, third party lecturers/trainers have been invited from time to time to conduct special training programmes in the school, the last was being a two day session of general nature, which was conducted by a Professor brought down from Sri Lanka. Also all teachers of examination classes have been sent in each year to attend regular Edexcel in service training programmes that were mainly held in Dubai. The mathematics teachers have recently attended a training programme of Abacus.

6.32 MR said when using software like Moodle, the school need to ensure that the students will effectively be using it, otherwise it may not provide the expected outcome. MR pointed out that ADSL lines may not support heavy traffic flow associated with data transfer in Moodle. Also he enquired whether the school adopts any feedback system, such as students’ feedback for teaching, teachers’ feedback for students’ attentiveness, etc. MR further asked whether performance evaluations involve peer reviews.
6.33 PR responded that he has been trying to promote and implement peer reviews in the school since his arrival, but it was not very successful to date due to many reasons. PR said following his discussions with the Abacus trainer, who has recently conducted a session at SLSM, he discussed with ICT advisory committee to find a way for the students to purchase Tablet that was especially introduced by Microsoft for educational purposes, as it was said to be available at very nominal price. If such an initiative can be successfully implemented, the school will be able gradually move away from the present text book culture to modern teaching methods with the help of using the new technology.

6.34 ZN suggested that instead of using second internet connection as a backup, it would be worthwhile to install a load balancing router, so both connections can be effectively used.

6.35 DR responded that he did not use the technical jargon in his previous clarification, as some parents may find difficulties to understand, but load balancing between the two internet connections has been in place ensuring 12 MB bandwidth right through.

6.36 Mr. Lalith Kumara (LK) said this was the last GPM of the present BOD and therefore, this was the only opportunity to appreciate their hard work in the two year tenure. However, LK said that the outgoing BOD was compelled to spend a lot of their valuable time to address concerns of a set of few parents to an extent that has adversely affected education programme of the school. Also LK expressed his agreement with JK’s statement with regard to a rumour and elaborated that he also heard the negative remark in connection with mismanagement of funds from one of the parents, who was present in the GPM, however, unable to name the parent, as it could lead into many complications. LK pointed out that spreading of rumours is not a good practice, as it affects the school’s goodwill and requested parents to come forward and raise their genuine concerns formally either with the school authorities at appropriate forums or with respective authorities in the country. Finally he hinted that this could probably be his last GPM and expressed his appreciation for the services rendered by the present BOD and requested parents to support the in-coming BOD too.

6.37 CH extended his gratitude and appreciation for the cooperation extended to the BOD by the Principal, the staff and parents in numerous ways during the last two years of their tenure. CH finally wished all success for the in-coming BOD and concluded the proceedings by 10.30 PM.
APPENDIX A

CHAIRMAN'S REPORT FOR THE GENERAL PARENT'S MEETING ON 17TH DECEMBER 2015

Members of the Board of Directors, Dear Principal, Senior Deputy Principal, Deputy Principal, Admin Staff, Members of the Parent Committee and dear Parents,

I am happy to present you this report highlighting the achievements, progress made, works in progress and also the difficulties faced during last 23 months period.

During the period of report, the Board of Directors have been able to manage, guide and support the school in all the activities and make several initiatives. The Boards had 19 nos regular meetings and 6 nos. Emergency/ special meetings within this period,

The report intends to discuss the current status of the school under 5 different headings.

1. Academic
2. Events
3. Finance
4. Administration
5. Infrastructure Developments

1. Academic

The school commenced its new academic year on 1st September 2015.

Examination results and achievements-

I am happy to mention that this year too the school has fine colours in IGCSE and IAL examinations conducted by Edexcel. Principal’s report will give you the details of the achievements.

TIMSS & PERLS

TIMSS research test on mathematics conducted under the Ministry of Education in Oman was held in April 2015. SLSM was able to secure 3 first places in Oman in Grade 4 category under Perls reading, Timss Science and Timss Maths and in Grade 8, SLSM became 1st in Oman in Timss science and was short of 7 points to 1st place in Timss maths. While congratulating the winners I must thank for all the efforts made by the Principal, Deputy Principal and the other staff members involved to organise this examination.

STU- Non STU

As reported at the last GPM, School will implement the proposed method for calculation of student average marks for Sinhala/Tamil/Urdu and Non STU students giving solution to a long outstanding problem.

2. Events

The Main Event for this term was IHAM which was held on 2nd, 3rd and 4th December at Sultan Qaboos Stadium, Bowshar and the fund raising campaign organised along with that.

This year IHAM was one of the most challenging events due to the problem school faced with the venue at the last minute. Thanks to the parents and well wishes who rallied around to help and address this issue so that school finally was able to hold it as planned.

It concluded in a successful manner. I must thank Principal, Senior deputy principal, deputy principal and other staff members involved. I also thank the parents, non-parents who came forward to help in various committees.

All the sports activities including Road race, Inter house Basketball, badminton, TT, football, Inter school Basketball and Kids’ sport event were held successfully in their grand style.

Considering the comments and the observations received from Educationists as well as from some parents, the BoD decided to confine all the sporting activities to the 1st term so that school can fully concentrate on its academics on 2nd term onwards.
3. Finance

Hon. Treasurer’s report will carry detail information on the financial status of the school today.

I like to mention that The Finance Committee together with accounts department of the school have spent long hours for recovering of outstanding fees. A number of meetings and exchange of communications with fee defaulters have taken place. The school has adopted very strict course of actions against fee defaulters.

I must thank the Hon Treasurer and Hon Assistant Treasurer together with the accounts department of the school for their commitment and dedication.

Fund raising Event

Yet another successful fundraising campaign was organised. School was able to reach RO 19k amidst the prevailed economic conditions in the country. The detail report will be present with Treasurer’s Report.

I must express our sincere gratitude to the Parents, well-wishers, sponsors, non-parents who helped in numerous ways for sourcing sponsorship.

Concerns related to Finances

As you are aware, the finances of the school are purely depending on its fees, the sponsorships and fundraising events.

This year school experienced the increasing of yearly rents for almost all the staff accommodations. The male teachers’ accommodations were relocated to give better accommodation facilities.

Considering the increased student numbers, it is essential that we should increase the number of academic as well as non-academic staff members to maintain a minimum acceptable student-teacher ratio.

Increased number of staff at the foundation 1 class to improve the quality of the teaching standards.
There are imbalances in our spending on co-curricular activities and also on staff cost distribution across the grades.

4. Administration

We have paid a special focus on streamlining administrative affairs of the school

Staff Recruitment

This year too, recruitment drive has been a hectic one. 13 teachers have informed their decisions not to renew their contract due to various reasons, mainly based on personal issues. Recruitment interviews were conducted in Oman and in Sri Lanka in two instances. In addition to the replacements, BoD has decided to recruit 10 nos. new teaching staff members to the team. Principal’s report will further elaborate on this.

We are happy to inform that almost all the vacancies were filled in time and the new recruits arrived at school to start the new academic year in September.

Teachers for Foundation 1 stage

As mentioned in the previous GPM, this time we have recruited 2 teachers per class for foundation 1 dropping the teacher – student ratio at F1 level from 23.6 students to 14.6 students. This gave a solution for a long standing request made by the principal.
Recruitment of Senior Deputy Principal

As a succession plan to present principal, the BoD unanimously decided to create a senior deputy principal (a shadow principal) position on temporary basis and recruited Mr. Neel Subasinghe who was the deputy principal 3 years before. Though it is a burden to the budget, we believe that it is mandatory to transfer the knowledge and expertise from our veteran principal, as the continuity in educational standards is essential for better future of the students of SLSM. I am happy to say that it is making a good progress.

5 Infrastructure Developments and Maintenance

We have set up committees for ISD works and for Maintenance works, with the view of effective attendance to each subject areas without delay.

AMC for general Maintenance was finalised and awarded.

Air Conditioning - RO 12k

Replacement of old A/c units that are listed by AMC were replaced. The procurement procedure was based on the recommendations made by the experts in the field of Air Conditioning.

ICT Infrastructure Development

As informed at the last GPM, school spent RO 28k to upgrade the ICT lab. The work completed under this project could be considered as a major step towards shaping up the future of our children. School has arranged special sessions for teachers to provide guidance to get maximum benefit of the state of the art facilities implemented.

With the courtesy of Hon. Treasurer, ICT staff was able to participate in a training session conducted by Microsoft Corporation with regard to the office 365.

On behalf of all you and the management, once again I must express my sincere appreciation and gratitude to the members of the ICT development committee, Mr Dulp Rajapaksa, Mr Senerath Weerakon, Mr Nilushan, Mr Shanake De Alwis, Mr Geroe Barnabas and Mr Lasath Jayawardane who was in the committee at the initial stage, for their tireless efforts and dedication to implement this project. Also I must mention that immense contribution made by Mr Gihan Kandamby and present Network Administrator Mr. Udaya Jeewan amidst all their commitments.

Additional class rooms- RO. 2k

Two additional class rooms were created by converting parts of the accommodation apartments. 02 more class rooms to be created at the end of the academic year to meet the requirement from next year onwards.

Library Books- RO 2,415/-
Furniture and Fittings- RO 9.5k

Conclusion

I wish to conclude this report by thanking the Principal, Academic and Non-Academic staff members of the school, members of the Parent Committee and the parents who had extended their contribution and help in numerous ways during my tenure as the Treasurer and Chairman as well. Special thank should go to Ex Chairman Mr. Rathnasiri Jayasinghe for his guidance and visionary leadership especially to sail the vessel in the troubled waters. And the strength behind me always has been my fellow board members. I am grateful to them for the excellent contribution to all the work and more importantly the unity as a team.

I also take this opportunity to wish the in-coming board every success in their tenure and wish long live SLSM.

Thank you

Kumara Kandenaarachchi
APPENDIX B

PRINCIPAL'S REPORT FOR THE GENERAL PARENTS' MEETING ON 17TH DECEMBER 2015

Dear Parents,

This is the first General Parents’ Meeting for the academic year 2015/2016 and the last under the Chairmanship of Mr. Kumara Kandenaarachchi. I wish to start my report by paying a tribute to this gentle personality who held the reins of the Board of Directors for a brief but significant period without losing his calm and composure. I also wish to express my gratitude to the outgoing Board of Directors for the invaluable services that they performed for the school and for providing the school with many valuable facilities that were lacking for long.

ACADEMIC MATTERS

SPLENDID RESULTS

In the Principal’s Report submitted at the Senior Awards Day 2015, I mentioned the excellent achievements made by students of SLSM at Edexcel Examinations in May/June 2015.

We celebrated the success of 27 students who became Edexcel High Achievers.

Subsequent to the Senior Awards Day, Edexcel released the full list of Top Achievement by students of SLSM.

I like to highlight a few achievements by our dear students.

- Gayara Bulathsinghalage has once again achieved the First in the World position in IAL Accounting.
- Samie Baig – Fourth in the World in Mathematics and Top in Country in Further Mathematics and Physics at IAL
- Githmi Gunasekera – Top in Country in Biology at IAL
- Sachithma de Zoysa – (Joint) Top in Country in Accounting at IGCSE
- Movin Wijayananda – 5th in the world in Art & Design and 10th in the World in ICT at IGCSE
- Rebeca Vivekan – 9th in the World in English Language, Top in Country in Biology and Human Biology at IGCSE
- Adhil Ahsan – 5th in the World in Chemistry and Top in Country in Physics at IGCSE
- Saumyashinie Pathmarajah – 5th in the World in English Language, 8th in the World in Mathematics and Top in Country in Economics at IGCSE
- Nihinsa Gunathilake – 10th in the World in ICT at IGCSE
- Dinukshi Samarawickrema – 6th in the World in Sinhala at IGCSE
- Fathima Nifla – 4th in the World in Tamil at IGCSE
- Khelshiney Sivaganesan – 10th in the World in Mathematics at IGCSE
ICT TEACHING PROGRAMME

In consultation with NCC Education, the ICT Department of the school has now finalised the assessment cycle for certification in Digi Explorer, Navigator and Trail Blazer teaching programmes.

<table>
<thead>
<tr>
<th>Digi Level</th>
<th>Class in Academic Year 2015/16</th>
<th>Digi Assessment Cycle</th>
<th>No of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digi Explorer</td>
<td>Year 1</td>
<td>Jun-18</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>Jun-17</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Year 3</td>
<td>Jun-16</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Year 4</td>
<td>Jun-16</td>
<td>100</td>
</tr>
<tr>
<td>Digi Navigator</td>
<td>Year 5</td>
<td>Jun-17</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Year 6</td>
<td>Jun-16</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Year 7</td>
<td>Jun-16</td>
<td>80</td>
</tr>
<tr>
<td>Digi Trailblazer</td>
<td>Year 8</td>
<td>Jun-16</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Year 9</td>
<td>Jun-16</td>
<td>80</td>
</tr>
</tbody>
</table>

Students in Year 9 in the current academic year will take up Digi Trail Blazer examination in June 2016 and ICT at International GCSE in May 2018 when they are in Year 11.

POLICY OF RANKING

As I mentioned in the Principal’s Report for the GPM in May 2015, the school will discontinue ranking students up to Year 4 from the current academic year.

Quoting from my report at the GPM in May 2015, ‘It is expected that this decision would be in the best interest of young students who are expected to become less competitive and more cooperative. It is also in line with the best practices in education in the developed world’.

CALCULATION OF AVERAGE

As mentioned in my report for the GPM in May 2015, the school will use the same method used in selecting the recipients of Academic Excellence Prizes in the Edexcel examination classes to calculate the student’s averages in the lower Key Stages too.

i. In Key Stage 1 and Key Stage 2, (where only 7 assessable subjects are taught), only the average of the six best subjects of the student will be taken in to consideration in computing the student’s average.

ii. In Key Stage 3 and Key Stage 4, (where 8 assessable subjects are taught), only the seven best subjects of the student will be taken in to consideration in computing the student’s average.
a. Students of Years 5 to 11 will be ranked according to the Student’s Average
b. In case of a tie for any rank, the marks obtained for the 7th or 8th subjects respectively, would be considered to break the tie.
c. Students, who get a U grade for the 7th or 8th subject respectively, will not be ranked.

TWO TEACHERS PER CLASS IN FOUNDATION STAGE

Due to the importance of the content, I would like to use an extract from my report for the GPM in May 2015.

'The industry norm is to have two teachers for a class of between 17 to 20 children in FS and KS 1 classes. Unfortunately SLSM has classes with up to 36 children handled by a single teacher.

I have consistently been requesting the Boards of Directors to provide two teachers per class in these two Key Stages.

I am pleased to inform the parents that the current Board of Directors has decided to provide two teachers per class in the Foundation Stage with effect from academic year 2015/16.

I wish to express my gratitude to the Chairman, Treasurer and the members of the Board of Directors for taking this absolutely essential, correct decision. Generations of future children will be grateful to them for their will to go through this tough and brave decision'.

While repeating the expression of gratitude to the outgoing Board of Directors for their altruistic act, I wish to request the incoming Board of Directors to be as brave and provide two teachers per class in Year 1 and Year 2 classes too.

I repeat that this is the norm in all schools. It is not a special privilege or facility granted to teachers. In other words, it is not a luxury but a real necessity to have two teachers per class in Key Stage 1 as well. It is simply what is practiced in schools all over the world.

If I may use economists’ jargon, it is not a ‘want’ but a ‘need’.

STUDENT TEACHER RATIO

Educationists are aware that a very important indicator as to the efficacy of a teaching institution is the Student: Teacher Ratio.

In the best schools in the world this ratio is kept low.

SLSM had a Student: Teacher Ratio of 19:3:1 in the academic year 2014/15

I am pleased to inform the parents that in the current academic year it has vastly improved to a respectable 16:1

The obvious impact of this development is that the students get more quality time with the teachers and vice versa.

The collective aspiration of the Sri Lankan School community and the vision of the school management are to be the best school in the world.

An important key performance indicator in this quest is the student – teacher ratio.
CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

The school continued its in house Teacher Quality Enhancement Programme (TQEP) this term too.

Training Sessions were done for staff on the following topics:

- Assertive Discipline
- Preparing Schemes of Work and Lesson Plans with emphasis on Intended Learning Outcomes.
- Preparing question papers with emphasis on Assessment Objectives

INFRA-STRUCTURE DEVELOPMENT

I wish to express my gratitude to the Board of Directors for the following infra-structure development projects:

- Upgrading the ICT Network with high speed bandwidth
- Purchase of 80 new fully licensed Personal Computers for the ICT labs
- Upgrading the three existing servers with high specifications.
- Purchasing and installing the firewall devices to monitor and control the internet access in ICT labs
- Obtaining additional 6 MB internet connection for the labs
- Extending Wi-Fi network within the school premises
- Implementing Microsoft Office 365 Portal to SLSM, where students have the opportunity to install latest version of MS Office 2013 on their home computers free of cost, with all the facilities that Microsoft offered such as:
  o Use of Office 365 complete version
  o Blogs
  o One Drive (shared on line storage location)
  o Collaboration among students and teachers
  o On line study material
  o School email account for each student
  o Access to Office Cloud

SPORTS AND CO-CURRICULAR ACTIVITIES

The Sports Department continued the good practice of training students in different games and athletics throughout the year which had an obvious improvement in skills shown by students at inter House Tournaments.

The school was able to conduct and complete all sporting activities and annual events in the first term with the minimum adverse impact on the academic programme, while maintaining the high standards in the sports that the school has achieved over the years.

ADMINISTRATIVE MATTERS

CLASS SIZES

I am pleased to place on record that the Board of Directors formally approved my recommendation made in the Principal’s Report in May 2015, to restrict the cut-off number of students per class to 24.

From the academic year 2015/2016, non-Sri Lankan students are admitted only if the number of students in a class is less than the norm of 24.
CONCLUSION

This is a time in the history of the school where a new Board of Directors has been elected by the parents without adequate measures to safeguard continuity.

In the early years of the school the school constitution had provision to maintain continuity by getting only a part of the existing Board to complete their term at the end of the year.

This way the BOD always had a few members in addition to the Principal, who were aware of the systems, procedures and the ongoing processes.

I wish to enlighten the new Board of Directors of a few important things that they should be aware of.

ADDITIONAL CLASSROOMS

The school is still in the process of growing, which would culminate in the academic year 2016/2017, when all grades from Foundation Stage 1 to Year 13 would have three parallel classes.

In the current academic year only Year 11 and Year 13 have two parallel classes.

In September 2016, when the current students are promoted, the school needs to provide two additional class rooms for Year 11 and Year 13 to have 3 parallel classes.

Right now the school building does not have additional classrooms and hence the Board of Directors should plan early to convert a staff apartment in the school building to create two additional class rooms.

SCHOOL INFORMATION MANAGEMENT SYSTEM

It is noted that an absolute necessity of a modern international school is to have an effective and efficient school information management system.

School has faced innumerable problems due to the lack of such a system.

The Board of Directors should treat this as a priority and ensure that the school is provided with same.

STAFF DISCIpline

It need not be reiterated that the success of the school depends to a large extent on staff performance and discipline.

The Board of Directors is kindly requested to be mindful of its constitutional prerogative of being the policy makers of the school.

It is reminded that every time when members of the Board of Directors interfered with the school administration and started direct interaction with teachers, it led to indiscipline and disharmony in the staff. The school has paid heavy prices several times in the past when this happened.

The Board of Directors should also ensure that parents are not allowed to corrupt members of the teaching profession by inviting them to personal parties etc.

Such invitations should be directed through the school management.
STUDENT DISCIPLINE

The school has a zero tolerance policy on boy girl relationships. The school also practices Assertive Discipline. I recommend that the new Board of Directors support the school management to maintain what it has achieved in student discipline.

In conclusion, I would like to thank the Board of Directors, Parents’ Committee, parents and staff for their support and assistance at all times and activities conducted during the exceptionally heavy first term of the academic year.

Thank you

Somabandhu Kodikara

Principal
APPENDIX C

TREASURER’S REPORT FOR THE GENERAL PARENT’S MEETING ON 17TH DECEMBER 2015

Student Strength as at November 2015 was 1,142 (it was 1131 in August 2015)

Staff Strength as at November 2015 was, Staff- 87 and Teachers- 70 (they were, staff-77 and teachers- 60 in August 2015)

Student per teacher Ratio as at November 2015 was 16.3 (it was 18.9 in August 2015)

Number of Class rooms was increased to 43 in 2015/2016 (it was 41 in 2014/2015)

Average student per class was decreased to 27 in 2015/2016 (it was 28 in 2014/2015)

Cash position has improved by 32,583 (it has increased from RO. 433,456/- in 2014 to RO. 456,039/- in 2015)

Total tuition fee outstanding was RO.19,691/- as of 31 August 2015.

Fee recovery process, cheque and petty cash payment procedure were explained.

Following financial related matters were also presented:

IHAM sponsorships total was RO. 18,970/-

Audited Accounts for 2015/16 were published in the website.

Evaluation of alternative accounting software packages has been done and will be handed over to the newly elected BoD for finalisation.

Major variances against budget were explained.

Current ratio of 2.56 (2014- 2.94) was recorded as the liquidity position of the school.

Results after balance sheet date were tabled. The school has recorded a surplus of RO. 5,890/- for the period from September to October 2015.