

Minutes of the 1st Principals 'Meeting
Held on Friday the 17th January 2019 at 8.30am
At Fort Head Quarters

1. Details of Attendance - Board of Directors Present

No	Name of the Director	Designation	Attendance
1	Mrs. Tharanga Jayasekera	Managing Directress	Present
2	Mr. Sandeepa Jayasekera	Chief Executive Officer	Present
3	Mr. Udara Jayasekera	Syestem Development Executive	Present
4	Mrs. Malani Dissanayake	Head of International Schools	Present
5	Mr. Wasantha Priyadharshana	Head of Saturday Schools	Present
6	Mr. A. M. Salahudeen	Head of Curriculum Development	Present
7	Mr. Nalin C. Kumara	Head of Administration	Present

2. Board of Directors Absent

No	Name of the Director	Designation	Attendance
8	Mr. J.M.U.B. Jayasekera	Chairman	Absent
9	Mr. Keerthi Rajapakse	Head of Education & Marketing	Absent
10	Mr. Nalaka Sujith	Head of Computer Schools	Absent
11	Mr. Mahinda Danawardane.	Head of Finance	Absent

3. Details of Attendance - Principals' Present

No	Name	Branch	Time Arrived	Time Departed
1	Rev. K Anoma Thero	ANG	7.00	4.30
2	Mrs. W. S. T. Ranathunga	NGO	7.45	4.30
3	Mr. U.G. Somacyrill	KLT	8.30	4.30
4	Miss. Chamila Wijeratne	AMP	8.30	4.30
5	Mrs. Latha Somathilaka	MHG	7.00	4.30
6	Mrs. S. I. Wijesinghe	DMG	7.00	4.30
7	Mr. Jayanath Jayasinghe	GMP	7.45	4.30
8	Mr. Cyril Martinus	KUG	8.30	4.30
9	Mr. D.A.L. Thalawitiya	RTP	8.30	4.30
10	Mr. Sydeney Abeykoon	BDW	8.30	4.30
11	Mr. S. Nagasinghe	HTN	8.30	4.30
12	Mr. R. A. Anuradha	KTM	8.30	4.30
13	Mrs. S.M.U.K Suriyapperuma	KDY	8.30	4.30
14	Mr. Sarath Thilakasiri	KBG	8.30	4.30
15	Miss. V. Priya	GPO	8.30	4.30
16	Mr. Upali Silva	NTB	8.30	4.30
17	Mr. Lakshman Perera	KDU	8.30	4.30
18	Mr. G.A. Rukshan	KEG	8.30	4.30
19	Mr. K.M.H.S. Hanthanapitiya	PLN	8.30	4.30

Principals' Absent

20	Mrs. Senani Karunaratne	PER	-	-
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4. Details of Attendance - Managers and Other Officers Present

No	Name	Branch/Designation	Time Arrived	Time Departed
1	Mrs. Sepalika Wijethilake	MDU	7.00	4.30
2	Miss. Shashika Jayaweera	MDU	7.00	4.30

This was the 1st Principals meeting for 2019

The minutes of the meeting held on 17/01/2019 was proposed as in order by Mr. Thilakasiri Principal KBG and Mr. Somacyril Principal KLT seconded.

Managing Directress welcomed all to the 1st Principals' meeting and thanked the principals for achieving the targets and also she requested all to give the fullest cooperation this year too. She conveyed sympathies for the demise of Mr. Keerthi Jayasekera former principal of Kaduwela, who was with JMC for more than 7 years. She said today we are going to discuss about new admissions and dropouts and plans for future. Our main concern is to develop I/S & S/S. If we develop our schools in perfect manner we can get more students. Students are our asset. We have to keep them till the child finishes education. If principals give the cooperation it would not be a problem.

CEO said we need to have one vision. We have to make our I/S the number 01 I/S in Sri Lanka. We have to consider 3 aspects 01 discipline. Not only the discipline of students all must be disciplined. He further said if a teacher or a student is not disciplined we have to get rid of that person.

Quality Education

We have 2 aspects Co-curricular and extra curricular. We all know that upto Grade 5 our education is very good we must try to improve upper school also.

English Speaking Environment

CEO said still in some schools teachers speak in Sinhala. Certain schools students have been withdrawn as they are not fluent in English. We have to pay more attention to this matter.

Mrs. Ira Wijesinghe was praised for maintaining the discipline of DMG

Sports Meet & Concert

All the sport meets must be over by 18th February. Concerts will be from 15th September – 15th October. All must be over by the given dates.

As management has decided to pay extra attention to education certain activities have been coupled together.

Mr. Salahudeen said he has sent circulars regarding term test marks, sent e-mails, given phone calls, eventhough he couldn't get some mark sheets. Principals must get these done through non-academic staff. He requested to respond to circulars. He further said Time Tables of

GMP/NTB/KLT/AMP/KTM were good. He requested the principals to check question papers and sent them along with marking scheme.

CEO said every teacher must prepare 10 questions from each unit and all the 20 branches must send set of questions to Academic Board. He asked to organize a motivation session for O/L students Mr. Hanthanapitiya suggested to invite some government school teachers to discuss about marking system. Principals said absenteeism is a problem.

Comparative Mark Sheets

Mr. Salahudeen said Science & Maths marks are very low. It is a very pathetic situation that English marks also low. As the students study in English medium this cannot be happened. At least they should get good marks for English. We must take action about this. Mr. Salahudeen discussed about book list problems too.

CEO said he has mailed stationary list to find about amendments. But it was not responded.

CEO explained the SRCB. It is in the print and soon it will be given to schools. CEO discussed about excess leave taken by teachers of all branches and discussed about the action to be taken. Mr. Nagasinghe suggested to give incentives to teachers who do not take leave. CEO said from this year we must start taking action about teachers who take excess leave.

Library project circular was circulated and all requested branches were given Science Lab equipments. CEO further said most branches have not processed the applications of students to system. He also said in the system we can't clear arrears and we can't reduce surcharges. Principals were asked to check with managers and put all the applications to system. CEO asked the principals to share the code of ethics and rules and regulations with parents.

Mr. Salahudeen said not to put computer print outs. Teachers must prepare the teaching aids.

Managing Directress explained the stationary and book list for 2020 and briefly discussed the year plan. For singing & dancing finally decided to conduct Group singing & Group dancing. MD has sent a circular about hanging and pasting papers on walls as it was a problem to remove them for painting walls.

She said management has discussed with branch managers and reduced some of the stationary items. She asked the principals to tell the teachers not to disturb the computer instructors when they are conducting classes for outside students and also not to allow teachers to go and use computers for their private purposes. If teachers want to use computers for school work they must get the permission of principals.

Talking about I/S Mr Devepriya Thalavitiya said he is going to have three Grade 01 classes and RTP is going reach 500 and also doing English as a subject for A/L. his school is having both commerce & arts streams.

It is remarkable to say that there is no arrears at HTN.

KBG principal said conducting classes after 1.30 is not successful. He is going to start a special programme after the sports meet.

CEO said he has signed an agreement with IWMS. On 19th of February, we will give a training to our teachers and thereafter our students can face ellocution exams conducted by them.

Correct Record

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Malani Dissanayake
Directress International School

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Sepalika Wijethilake
Secretary

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Tharanga Jayasekera
Managing Directress

Note : Please fill and bring this when you come to the Principals meeting on
 14/02/2019

Progress Analysis Sheet (February)

• No. of Students

	Play Group	LKG	UKG	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
2018																	
2019																	

• Teachers & Class rooms used

	Play Group	LKG	UKG	1	2	3	4	5	6	7	8	9	10	11	12	13
No of class rooms																
No. of teachers																

Number of other teachers : _____

Total number of teachers in the school : _____

• Sport meet

<ol style="list-style-type: none"> 1. How many days taken for practice? 2. Where was it held? 3. When? 4. Time duration 5. Any problems you had to face 6. Are you going to conduct the sport meet after 15th of Feb? 	
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