



1.

# ***GOVERNANCE OF SVKM INTERNATIONAL SCHOOL***



## 2.

The School governance is significant in ensuring the longevity of the organization and the enduring relevance of its programmes. The structure of diverse committees is based on respect, representation and collaboration.

### **SVKM's Policy**

- Ensuring teachers who deliver the School's education curriculum are afforded every opportunity to develop themselves professionally;
- Ensuring that the SVKM International School's experience is an enjoyable one that assists in preparing for embracing opportunities for the future;
- Ensuring adequate strong Governance across areas of the School; and
- Ensuring that the delivery of quality education is adequately supported through effective financial and operational management of the School.

The management of the School is the responsibility of the Principal.

### **The School's Management**

The Principal is responsible to the School Committee for the management of all aspects of the School and in collaboration with the Committee, for the development of the strategic direction of SVKM International School.



The School senior management and operations teams that support the Principal are as follows:

### **Education**

The Head of School is supported in the administration of education by the:

1. Exam Officer
2. Academic Programme Coordinators
3. Activity Coordinator
4. University Liaison Officer
5. Teaching Staff

The Principal reports to the School Committee, Board of Directors (BOD) / Office Bearers (OB) regarding day to day administration of the school.

### **Responsibilities of the Office Bearers:**

- Ensuring the long – term stability and success of SVKM International School
- Fiscal policy of SVKM International School
- Establishing priorities and policies to provide leadership and overall direction for SVKM International School
- Hiring and evaluating SVKM International School's Principal
- Monitoring the implementation of SVKM International School's policies;
- Evaluating SVKM International School's effectiveness in achieving its Mission;
- Communicating the Board's priorities and policies;



## THE CAMBRIDGE LEARNER ATTRIBUTES

The five attributes given by CAIE are a way of recognizing that students need to develop attitudes and life skills throughout their education, as well as academic skills, in order to be successful at university and in employment.

Through CAIE programmes, schools engage to develop Cambridge students who are:

### **Confident in working with information and ideas – their own and those of others**

Cambridge students are confident, secure in their knowledge, unwilling to take things for granted and ready to take intellectual risks. They are keen to explore and evaluate ideas and arguments in a structured, critical and analytical way. They are able to communicate and defend views and opinions as well as respect those of others.

### **Responsible for themselves, responsive to and respectful of others**

Cambridge students take ownership of their learning, set targets and insist on intellectual integrity. They are collaborative and supportive. They understand that their actions have impacts on others and on the environment. They appreciate the importance of culture, context and community.

### **Reflective as learners, developing their ability to learn**

Cambridge students understand themselves as learners. They are concerned with the processes as well as the products of their learning and develop the awareness and strategies to be lifelong learners.

### **Innovative and equipped for new and future challenges**

Cambridge students welcome new challenges and meet them resourcefully, creatively and imaginatively. They are capable of applying their knowledge and understanding to solve new and unfamiliar problems. They can adapt flexibly to new situations requiring new ways of thinking.

### **Engaged intellectually and socially, ready to make a difference**

Cambridge students are alive with curiosity, embody a spirit of enquiry and want to dig more deeply. They are keen to learn new skills and are receptive to new ideas. They work well independently but also with others. They are equipped to participate constructively in society and the economy – locally, nationally and globally.



## CAIE PARTNERSHIP

The CAIE works in partnership with authorized schools offering their programmes. As an authorized CAIE School, SVKM International:

- shares the mission and commitment of the CAIE to quality international education
- has been authorized by the CAIE to offer the IGCSE and AS / A Level programme
- plays an active and supporting role in the worldwide community of CAIE schools
- shares knowledge and experience in the development of the CAIE programmes
- is committed to the professional development of teachers.

## SVKM's VISION

Equip students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

## SVKM's MISSION

- To equip students with advanced knowledge and the latest skills in their chosen discipline.
- To provide value based education, which will mould them into good and responsible citizens playing a meaningful role in society.
- To tap the students' potential - both hidden and obvious - and offer a platform for their talents.
- To nurture a scientific spirit of inquiry among the students



## **SVKM INTERNATIONAL SCHOOL'S VISION**

With a conviction that every child is bestowed with an innate ability to excel, SVKM International School endeavors to draw out the best in its students by facilitating holistic and life – long learning through meaningful opportunities and enabling an environment that encourages creative thinking, free expression and conscientious action; making them global winners

## **SVKM INTERNATIONAL SCHOOL'S MISSION**

SVKM International School is committed to nurture an inquiring, thinking, enterprising, informed, open minded, principled and compassionate generation empowered to meet local and global challenges and act as a harbinger of peace and harmony.

## **SVKM INTERNATIONAL SCHOOL'S PHILOSOPHY**

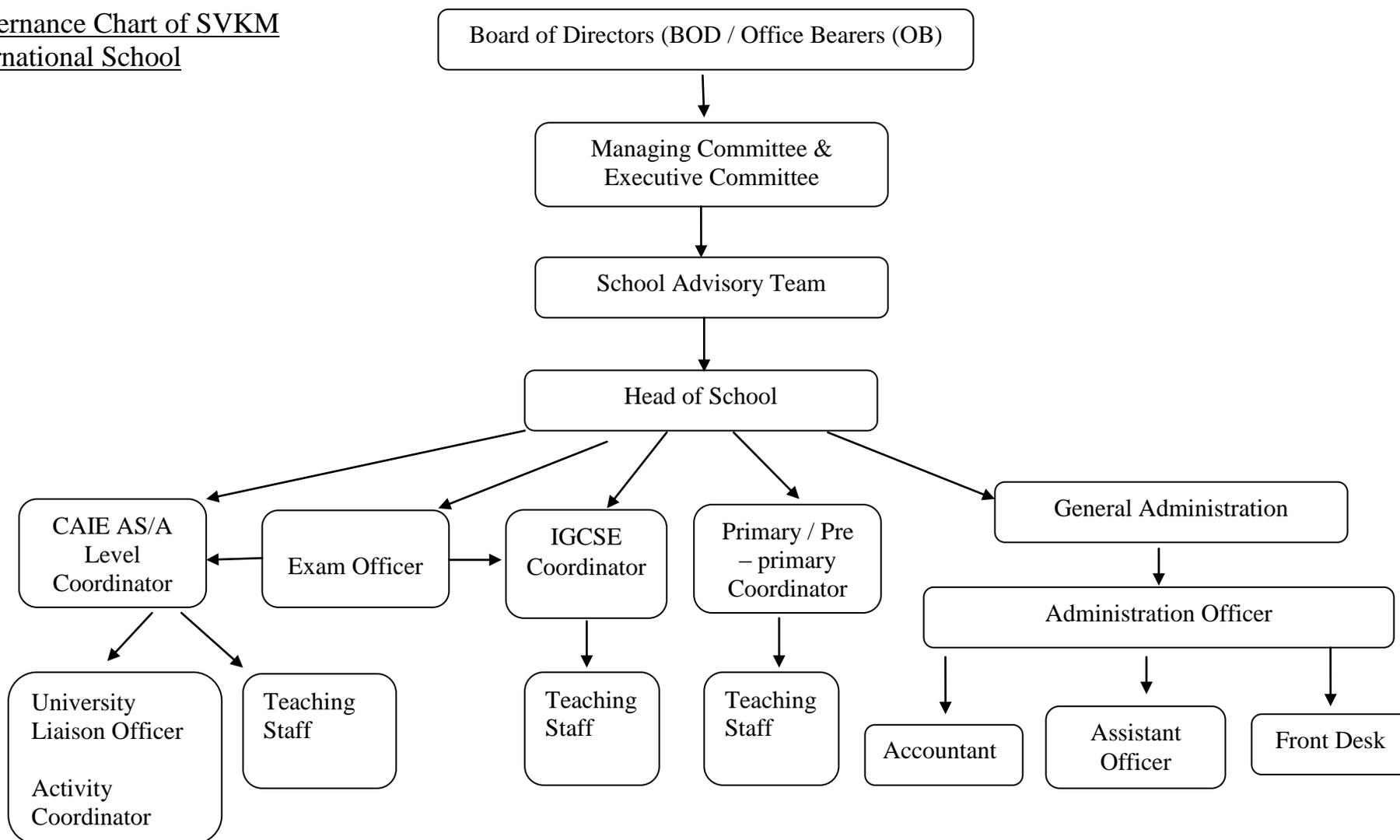
The Philosophy of SVKM International School in partnership with parents, students and the community is to foster inquiring minds, developed through collaborative learning environments that encourage students to enhance their social skills and build mindfulness, making them responsible decision-makers and life-long learners.

The staff at SVKM International School recognizes and strives to strengthen the pedagogy and andragogy principles of teaching through a constructivist approach of inquiry, action and reflection to enrich conceptual understanding nurturing contextualized learning through effective teamwork and collaboration.



6.

Governance Chart of SVKM International School





The apex governing body is the SVKM (Shri Vile Parle Kelavani Mandal) Trust under which there is a council called Board of Directors (BOD) / Office Bearers (OB) and Executive School Committee and is responsible for the overall development of the International School.

For day to day functioning of the International School, a School Committee consisting of the representatives of the Management, Officials, Educationists and Principal has been constituted.

The School Committee looks after the day to day administration, curricular issues, staff issues and planning under the overall guidance of the Management.

The Principal has the freedom in the day to day administration and academic matters within the overall policy framework decided by the management. He is accountable to the management through the School Committee.

### **School Committee:**

The School Committee manages the planning and implementation of strategies and focuses on policy making

and review in the following areas:

- The Strategic direction and strategic management of the School;
- Ensuring the delivery of quality education to the students attending SVKM International

The CAIE Academic Coordinator plays a vital role in our School. They are the School's primary point of contact on all CAIE – related matters, including registration for all CAIE-approved Professional Development (PD) activities.



## Role of Academic Coordinator

- Quarterly meetings with the Head of School to review and ensure that the leadership structure supports the implementation of the CAIE Programme, demonstrating pedagogical leadership in alignment with the philosophy of the programme(s).
- The Academic Coordinator plays a key role in facilitating the practice of CAIE learner attributes, so that it is 'lived and not just laminated'
- The Academic Coordinator makes academic as well as non academic strategies to foster International Mindedness which extends beyond the 5 F's: Food, Flags, Fashion, Festivals and Famous People. She/he plays a key role in the decision making process to strike balance in coordination with the Activities Coordinator.
- Ensures the effective delivery of high quality teaching and the maintenance of academic standards in alignment with the ATL skills and to promote concurrency and coherency with the core within the School Environment.
- To ensure best teaching practices, professional development opportunities and alignment of School policies with the latest development in the CAIE principles and practices.
- Promotes collaboration within the School, with other Schools, and with other institutions.
- Promotes excellence and improvement in all matters of teaching, learning based on diverse learning needs in consultation with the Special Needs Counsellor and student mentoring programmes.
- Ensures that students have full access to language learning and provides support for student language needs.
- Describes the benefits and implications of putting the essential concepts and skills and the characteristics of effective instruction in place in every classroom in regular review meetings with Team to meet the aims of objectives of the School's Philosophy in alignment with the CAIE requirements.
- Views demonstrations (classroom observations) and practice identifying and developing the attributes of characteristics of effective instruction and reinforcing practice of Academic Honesty at all times.
- Overlooks admission process and subject combination counseling through parent-student orientations for a smooth transition into the CAIE IGCE / AS / A Level Programme and University Placements in



coordination with the University Liaison Officer, while also maintaining alumni connect to facilitate yearly interactions with student community.

- Encourages University and alumni interactions with student body through workshops and guest lectures under the Scholastic Engagement Programme.
- Monitors access to latest CAIE Resources through School Library and e-Library facilities for the students and faculty through a regular review of the School budget.
- Regular meetings with the School Examination Team to ensure smooth conduct of Internal and Board Examinations in alignment with the CAIE expectations with emphasis on Academic Integrity.
- Coordinates with the Team on a monthly basis for an overview of student learning experiences through classrooms focused on building ATLs and assessed and informed through regular formative and summative assessments.
- Conducts regular one-on-one parent-student meetings to inform the student progress and scope of improvement.
- Reviews the IT policy of the School in consultation with the Head of School and IT Team to ensure common access to Technology while reinforcing the principles of Digital Citizenship, providing safe and effective learning environments.
- Carry-out the review evaluation involving all School Stakeholders and the community.

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