



INTERNATIONAL SCHOOL OF RIGA

Summary for School Council meetings in February, 2023

On February 6th, 2023, a regular meeting of the month took place where members were discussing ongoing matters related to the school.

Meeting started with Shane Kells presenting Admissions and Marketing update on behalf of Madara Pole. Vadim Grigorenko informed that there is created a Marketing task force team. Currently, the task force team is gathering data and preparing a framework for further work on strategy preparation. The main task is to set a goal for marketing strategy development, and what should be the end deliverable.

The director proceeded with informing main activities in the school since the previous meeting. "Worry Google Forms" are available for students on the 3 campuses in addition to the 3 "Worry Boxes". Also, online Fire Safety Instructions are to be done by all staff members. SC members also discussed the process of communication in case of an emergency evacuation.

Dace Markevica continues with the Finance Committee update and Business Manager Update. Currently working on the budget and will have operational data from 2022 by February 10th.

As for the Facility Committee update, SC members discuss the need and possibility to have extra space/facilities for the short term. The director continues with discussing CIS re-accreditation process. as all domains and summaries completed.

On February 27th, 2023, a regular meeting of the month took place where members were discussing ongoing matters related to the school.

Meeting started with Madara Pole presenting Admissions and Marketing update. As for Marketing update, Madara informed about the admissions campaign coming up. As for the next steps toward planned marketing activities is to finalize ISR Marketing Strategy/Plan and work on website updates.

Shane Kells continues with the Directors report. Students in Grades 8 and 10 have been presented with courses and options for IGCSE and IB DP. As for the CIS re-accreditation process, accreditation groups (within the Senior Leadership Team (SLT) and Office Admin) have been set, with expectations assigned to each oversight administrator, the next steps are working on the 8 Domains individually and in small groups.

As for the Finance Committee updates, Dace Markevica is absent, and Harijs Kovalevskis informs that Dace Markevica is working on the budget. Additionally, the finance report has been sent out.

SC meeting continued with SC members discussing preparation for the upcoming AGM meeting on March 29, 2023. The main topics for the upcoming AGM will be the Financial report and tuition fees.

Please feel free to contact us at school.council@isriga.lv in case of any questions or comments.

Thank you!