

FSA Ordinary Meeting

FSA Ordinary Meeting
18 January 2024, 6:00 PM
CIS Multi-Purpose Room

1. Attendance

1.1. Noted that all members of the FSA Exec Committee (“**Exec Co**”) were present, being:

1.1.1. Laetitia Vincke (“**L**”) - President

1.1.2. Shelly Roderick (“**S**”) - Vice President

1.1.3. Emma Howe (“**E**”) – Treasurer

1.1.4. Cory Macculloch (“**C**”) - Secretary

1.2. Noted there was representation from family members. There was also representation from staff members (including Adrienne Waller) and Jim Urquhart (“**Mr. Urquhart**”), CIS Director was also present. Approximately 17 members participating online, with an equal amount participating in person.

1.3. Noted that C would take minutes as Secretary of the Exec Co.

2. Previous Meetings

2.1. Minutes of the previous FSA Ordinary Meeting held on 11 November 2023 were approved.

3. FSA Objectives

3.1. L discussed the FSA objective of awareness and community building by providing an update about FSA communication.

3.1.1. L noted that there is still room for more communication and awareness of the FSA among the community. L mentioned that the FSA reached out and demoed a mobile application called Class List and was considering this mobile application as one way for the FSA to gain awareness and for parents to communicate with each other.

3.1.2. L provided general information about the application, including its features. L noted that FSA will be sharing a link of a video demo of the app to the CIS community and we will be welcoming feedback. Discussion ensued about the cost of the app, which is about \$ 5 CI per student plus a one-time onboarding charge.

3.1.3. L then discussed the morning coffee parent connect event which has been put on periodically at Fresh coffee shop.

3.2. L discussed the topic of parent volunteers and staff appreciation.

3.2.1. L raised the topic of accepting 2 middle school parent volunteers per grade level. This person would act as a liaison for new parents that come into the school.

3.2.2. L also raised the topic of ambassadors who could serve as volunteers to meet and be there for new parents.

3.3. L discussed the topic of uniform sales.

3.3.1.L noted that we have a new local supplier to supply uniforms for the next school year (Becky's Closet). L noted that the selection was made after a review process and that Becky's Closet provides uniforms to other schools on Islands. Parents are encouraged to drop by the location.

3.3.2. L noted that there have been some uniform changes for EC. For next year, the dry polo shirts will only apply in kindergarten so PK 3 and PK 4 can use PE shirts.

3.3.3.L mentioned that the FSA is looking for a volunteer to help with uniform sales. A volunteer came forward.

3.3.4. There was a discussion and suggestion for Becky's Closet to have sizing samples at the school for parents to see. FSA Exec Committee noted that it was a great idea and would be reaching out the supplier.

3.4. Events

3.4.1.L provided an update about the first event that was put on by the FSA Exec Committee on 1 December 2023 (trivia night). A general discussion about the event ensued, with FSA exec committee noting that the event was well received and attended. FSA Exec Committee noted that Mr. Urquhart did a good job as trivia master.

3.4.2.L noted that the FSA Exec Committee is now examining having a second event sometime in April. Timing is TBD, it is just an idea at this stage.

4. Message and Presentation from Jim Urquhart

4.1. Mr. Urquhart began presentation about three topics of interest: (1) theft on campus, (2) transportation when there are track and field events, (3) CIS's academic standing. Visual presentation materials are appended in Appendix A.

4.1.1. Mr. Urquhart provided general information about school makeup, including class population. EC – 143, ES – 394, MS – 216, HS – 242, 985. Cayman 25%, Canada 24%, UK 18%, USA 17%, and 16% from other countries (India, Brazil).

4.1.2. Mr. Urquhart discussed the topic of theft on campus, noting the instance of 1 phone theft that was reported and discussed on the community WhatsApp group. Mr. Urquhart noted that there are over 1720 personal devices on campus on any given day. Mr. Urquhart noted that there are 122 surveillance cameras in school (including external cameras). Mr. Urquhart also noted that there are 5-6 security guards on the premises. Of those security guards, one of those security guards monitors the cameras.

4.1.3. Mr. Urquhart mentioned that if there are extra events happening, extra people will be hired as security and brought on.

4.1.4. Mr. Urquhart discussed what would happen in instances where there is a theft. Mr. Urquhart noted that there is a code of conduct. In previous instances where there were egregious situations involving theft (i.e., multiple incidents), such theft by a student has resulted in expulsion.

4.1.5. Mr. Urquhart noted that there are 6 lost and found locations.

- 4.1.6. Mr. Urquhart then discussed the topic of transportation for track and field events. Mr. Urquhart noted that there are 4 vans and 2 cars on belonging to CIS. Each van can hold 14 students. Mr. Urquhart noted that there are only 2 companies on the island that can provide transportation services that are approved by the Ministry of Education. These same two companies do public school routes in the morning and after school. Mr. Urquhart noted that the track and field event happens 1 day a year and it applies to all private schools. Mr. Urquhart discussed logistics of the track and field event (including when attendance is taken, where drop off occurs, etc.).
- 4.1.7. General discussion from parents about what will happen in the future, noting that parents work, it is hard to arrange pickup, and the date was not provided well in advance. Mr. Urquhart noted that there are challenges to remedying the issue in that sometimes CIS is not given that much advance notice from the CI Government of the allocation of track field to the schools.
- 4.1.8. Mr. Urquhart discussed the topic of academic performance, noting that we are on the IB diploma regime, 45% of CIS grade 12 students sat the full IB diploma and 92% of Grade twelve students sat at least one IB exam. 91% of our graduating students passed the IB diploma (the world average is 79%). The Average IBDP average was 32, whereas the global average was 30. CIS' average score per course was 5.15, where the global average was 4.84. Over the last three years, our pass rate and diploma score have been above the global average.
- 4.1.9. Mr. Urquhart discussed CIS's performance in reading, math, and science noting that we are above the global average on all topics across the grades.

5. Ongoing Matters

- 5.1. E noted that we remain as an unincorporated association and on the basis of that structure we have submitted the necessary paperwork to the bank.

6. Other Matters

- 6.1. L closed the meeting by thanking everyone.

Appendix A

Meeting Materials

1. Presentation from Jim Urquhart



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January 2024 - JU.pc

Appendix B

Post Meeting Supplemental Information

1. Video demonstration of the “ClassList” mobile application referenced in meeting

[Link here](#)