THE BEACON SCHOOL

Gurugram, Haryana | CBSE Affiliated

SCHOOL MANAGEMENT COMMITTEE (SMC) | MINUTES OF MEETING

Meeting No.	SMC/2026-27/01	**Date**	12 April 2026
Venue	Conference Room, The Beacon School, Gurugram	**Time**	As scheduled
President	Justice Bhanwar Singh	**Secretary / Convener**	Ms. Roopa Midha
Mandatory Under	CBSE Affiliation Bye-Laws 2018 (Rule 10); RTE Act 2009 (Sec 21)		

1. MEMBERS PRESENT

S.No.	Name	Designation / Role in Committee	Attendance	Signature
1	**Justice Bhanwar Singh**	President	Present	
2	**Ms. Jyoti Arora**	Vice President	Present	
3	**Ms. Deepa Kumar**	Parent, The Beacon School — Parent Member	Present	
4	**Ms. Rupal Siyal**	Parent, The Beacon School — Parent Member	Absent	
5	**Sangeet Mukherjee**	Ex-officio Member	Present	
6	**Ms. Roopa Midha - Principal**	Ex-officio Member Secretary	Present	
7	**Ms. Seema Chaumal**	Ex-officio Member	Present	
8	Ms. Neha	Educationist — Teacher	Present	
9	**Ms. Reena**	Educationist — Teacher	Present	
10	**Ms. Anuradha**	Nominated Local Education Expert	Present	
11	**Ms. Gauri Ishwaran**	Educationist	Present	
12	**Ms. Komal Vig**	Educationist	Present	
13	**Pawan Saxena**	Appointed by Mgmt Trust	Present	

2. AGENDA

- 1. Constitution and formal inauguration of the SMC for AY 2026-27
- 2. Election of President and ratification of Member Secretary
- 3. Introduction of committee members — roles and responsibilities
- 4. Review of CBSE Affiliation Bye-Laws relevant to SMC functioning
- 5. Presentation of School Development Plan (SDP) for AY 2026-27
- 6. Academic launch update — Nursery to Grade 8, AY 2026-27
- 7. Discussion on school infrastructure, safety readiness and staffing
- 8. Any other matter with the permission of the Chair

3. PROCEEDINGS & DISCUSSIONS

Constitution of SMC

• The Head of School, Ms. Roopa Midha, welcomed all members and briefed the committee on the mandate of the SMC under CBSE Affiliation Bye-Laws 2018 and the RTE Act 2009.

• Justice Bhanwar Singh was unanimously elected as President of the SMC for AY 2026-27. Ms. Roopa Midha was confirmed as Member Secretary in her ex-officio capacity as Head of School.

• The committee noted that The Beacon School is a private unaided CBSE-affiliated school serving Nursery to Grade 8, operational since April 2025.

• All members were briefed on CBSE Bye-Law requirements including meeting frequency, quorum (50%), term (3 years), and statutory compliance obligations.

School Development Plan (SDP) 2026-27

• Ms. Roopa Midha presented the SDP for AY 2026-27 highlighting key priorities: academic quality, inclusive education, infrastructure enhancement, and parent engagement.

• The committee reviewed and approved the SDP framework. A detailed SDP document will be circulated to all members within 15 days.

• It was noted that the school now extends from Nursery to Grade 8 in AY 2026-27, having added Grades 6, 7 and 8 this session.

Academic & Infrastructure Update

• The Head of School provided an update on enrollment for AY 2026-27 across all grades (Nursery to Grade 8), staffing status, and timetable readiness.

• Members raised queries regarding library resources, laboratory setup for middle school, and CCTV coverage of all premises.

• Ms. Roopa Midha confirmed that safety and security audits are scheduled within the month as per CBSE and Haryana School Safety Policy requirements.

4. RESOLUTIONS & ACTION POINTS

Resolution No.	Resolution / Decision	Action By	Target Date
R-01	SMC for AY 2026-27 is hereby constituted with Justice Bhanwar Singh as President and Ms. Roopa Midha as Member Secretary.	Head of School	12 April 2026
R-02	The School Development Plan for AY 2026-27 is approved in principle; detailed SDP document to be shared with all members.	Head of School	30 April 2026
R-03	Monthly SMC meetings to be held on the second Saturday of each month; next meeting scheduled for May 2026.	Member Secretary	Ongoing
R-04	All compliance committees to be constituted within the month.	Head of School	30 April 2026

5. NEXT MEETING

Proposed Date: Second Saturday of May 2026

Venue: Conference Room, The Beacon School, Gurugram

Members are requested to review the CBSE Affiliation Bye-Laws and the draft SDP before the next meeting.

6. SIGNATURES

The above Minutes of Meeting are confirmed as a true and accurate record.

_____	_____	_____
Justice Bhanwar Singh	**Ms. Roopa Midha**	_____
President — SMC	Member Secretary / Head of School	Member

Minutes prepared by: _____ *Date:* _____