

OXFORD WORLD SCHOOL

Opposite Panchshil Towers, Kharadi Annex, Maharashtra 412207

Minutes of the 1st Executive Committee of Parent Teacher Association (EPTA) Meeting Academic Year 2020-21

MINUTES OF MEETING

VENUE: Virtual Meeting over ZOOM

Day and Date: Saturday, 29th August 2020

Time: 9:30 am

Members Present

Sl. No	Name	Designation	Grade
1	Dr. Kavita K Roy	Chairperson / Principal	Principal
2	Mrs. Shweta Shinde	Parent Representative	Grade 1
3	Mrs. Savita Rahatwad	Parent Representative	Grade 2
4	Mrs. Sravanti Naik	Parent Representative	Grade 3
5	Mr. Yogita Fernandes	Joint Secretary/Parent Representative	Grade 4
6	Mrs. Varsha Samudrala	Joint Secretary / Parent Representative	Grade 5
7	Mrs. Sonia Mashal	Teacher Representative	Grade 1
8	Mrs. Bhawana Chhagnani	Teacher Representative	Grade 2
9	Mrs. Manisha Singh	Teacher Representative	Grade 3
10	Mrs. Shubham Chaturvedi	Teacher Representative	Grade 4
11	Mrs. Seemah Prasad	Teacher Representative	Grade 5
12	Mrs. Megha Saxena	Secretary / Teacher Representative	Grade 6

Member Absent

1	Dr. Ankush Lawande	Vice –Chairperson/ Parent Representative	Grade 6
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Agenda:

1. Introduction of the members of the Executive Committee.
2. Reading the Maharashtra Educational Institutions (Regulation of Fees) Act, 2011 and the rules made thereunder (only the headings to be read out and parents can be informed to go through the document available in the ethernet)
3. Constitution of the Executive Committee (One Secretary to be nominated by the Chairperson from among the teachers, one Vice-Chairperson to be selected from the parent representatives, one Joint Secretary from the teachers and one Joint Secretary from the parent representatives)
4. Adoption of Bye-laws of the PTA of Oxford World School
5. Impact of COVID-19 pandemic on the school schedule
6. Preparedness of school for post lockdown reopening-safety, hygiene, medical partnership.
7. Vote of thanks

The meeting was called to order and commenced at 9:20 am after ascertaining the presence of the required quorum. The Chairperson informed the committee members regarding the absence of Dr. Ankush Lawanda and the members excused his presence.

1. Introduction of the members of the Executive Committee:

The meeting was called to order at 9:30 am after ascertaining the presence of the required quorum. Dr. Kavita K Roy, Chairperson of Parent Teacher Association (PTA) of Oxford World School, began the meeting by informing

the members that the quorum is being achieved. She then, introduced each member of the Executive Committee of the PTA for 2020-21. She briefed the members about the process of the selection of the members of the Executive Committee of the PTA (EPTA).

2. Reading the Maharashtra Educational Institutions (Regulation of fees) Act, 2011 and the rules made thereunder with respect to the formation, rules and responsibilities of the EPTA:

The Chairperson also informed the parent that the mode of communication for all the members of the PTA for any matters concerning academics, school policies & guidelines is through the respective EPTA members.

She further added that the email and the contact information of the EPTA members are put on the website for the ready reference. She reinforced that the parents must not form any micro-social media groups like WhatsApp to discuss matter relating to school. In addition, the parents were instead asked to contact the respective EPTA members via email for the same.

The Chairperson informed that the Bye Laws, constitution of EPTA, Annual General Body Meeting were according to Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the rules made thereunder. She mentioned that the minutes of the meeting, general responsibilities and the Byelaws of the Executive Committee of the PTA (EPTA) were displayed on the school website. She also intimated the parents that according to the Fee Regulation Act, 2011 the parent of every student in the school would be a member of the Parent – Teacher Association.

3. Constitution of the Executive Committee:

The Principal informed the meeting that the Executive Committee would be headed by the ‘Principal’ who is the Chairperson of the EPTA by default. She then called the parents to nominate the Vice - Chairperson and one Joint Secretary from the Parent Representatives. The meeting unanimously nominated the following as the office bearers of the EPTA for AY 2020-21

Mrs. Yogita Fernandes	Joint Secretary/Parent Representative
Mrs. Varsha Samudrala	Joint Secretary /Parent Representative
Dr. Ankush Lawande	Vice –Chairperson/ Parent Representative
Mrs. Megha Saxena	Secretary / Teacher Representative

4. Adoption of Bye-laws of the PTA of Oxford World School:

The adoption of Bye-laws of the PTA that was being read out. It was also informed that its displayed on the School’s website.

5. Impact of COVID-19 pandemic on the School schedule:

The Chairperson apprised the members regarding the effective implementation of the Virtual Learning Sessions (VLS). She informed that the academic session commenced on 13th April and the school initially shared the Pre-Requisite Worksheet to bridge the gap before starting the XSEED curriculum. The daily session covered the Scholastic and Co-Scholastic aspects effectively. The Principal informed that the online sessions at Oxford World School were as per the State Government directives and the PRAGYATA Guidelines issued by the Ministry of HRD guidelines for all grades across Nursery to Class VI.

6. Preparedness of school for post lockdown reopening:

The Principal shared the plan for reopening based on government guidelines as and when the directives are given. Identify areas for different activities and allocate specific time for use to different classes. Plan and allocate sufficient time for the back and forth movement of students from their classes to the playground, laboratories, library school etc. Introduction and effective implementation of Hybrid and Blended Learning.

Various measures have to be put in place, from social distancing to staggered school times, to keep students safe and reduce the likelihood of transmitting germs. The chairperson also shared the additional cost being borne by the school for the sanitization, cleanliness, temperature checks, oximeters etc.

The Chairperson noted that the agenda items were covered and welcomed other points for discussion. The parent’s members put forth the following :-

All the parent representative appreciated the teacher’s effort. – The Principal accepted the appreciation and informed

that when this pandemic began, teachers were given little notice to shift very quickly to distance learning or e-learning, sometimes with little or no training. In many cases, they had 48 hours or a weekend to reinvent lessons for an already planned curriculum, learn new technologies, find non-technology solutions to student learning, and figure out how to keep students engaged. The words of appreciation acts as a motivational booster for my teachers.

As all the parent representatives had some common concerns which was read out by Ms. Yogita Fernandes for discussion.

- Waive off the Co-Scholastic Fee was put forward - the Principal informed that there is no room for waiver as the School is abiding by the Government Regulations in terms of conducting online sessions for the wellbeing of the children.
- Waive off the transport fee – the Principal apprised the committee that the school is reviewing it and the outcome will be communicated to all concerned parents at the end of the academic year.
- Curtailing of syllabus – the Principal informed that for Class I – VI, Learning Progression and learning objectives are kept in mind while doing the syllabus mapping. All educators ensure the effective implementation of the concept among the learners.

There being no other business, the meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting.