

OXFORD WORLD SCHOOL

Opposite Panchshil Towers, Kharadi Annex, Maharashtra 412207

Minutes of the 2nd Executive Committee of Parent Teacher Association (EPTA) Meeting Academic Year 2020-21

MINUTES OF MEETING

VENUE: Virtual Meeting over ZOOM

Day and Date: Thursday, 24th December 2020

Time: 3:00 pm

Members Present

Sl. No	Name	Designation	Grade
1	Dr. Kavita K Roy	Chairperson	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
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	Mrs. Yogita Fernandes	Joint Secretary/Parent Representative	Grade 4
2	Dr. Ankush Lawande	Vice –Chairperson/ Parent Representative	Grade 6

Agenda:

- Welcome address of the members of Executive Committee.
- Reading the Minutes of the First Executive Committee meeting of Parent-Teacher Association.
- Review of Virtual Learning Session, Subject -wise syllabus uncovered, Online Assessment process & challenges – Academic & Administration.
- Fee implications for the Academic year 2020-21
- Reimbursement / Reconciliation of Transport Fee
- Vote of thanks.

The meeting was called to order and commenced at 3:00 pm after ascertaining the presence of the required quorum. The Chairperson informed the committee members regarding the absence of Mrs. Yogita Fernandes & Dr. Ankush Lawanda and the members excused their presence.

1. Welcome address of members of the Executive Committee:

The meeting was called to order at 3:00 pm after ascertaining the presence of the required quorum. Dr. Kavita K Roy, Chairperson of the Parent Teacher Association (PTA) of Oxford World School, began the meeting by informing the members that the quorum is being achieved.

2. Reading the Minutes of the first Executive Committee Meeting of the Parent Teachers Association:

The Chairperson informed the parents that the 1st EPTA MOM is uploaded to the Oxford World School website. The 1st EPTA MOM was again read out for the parents.

- Review of Virtual Learning Session, Subject -wise syllabus uncovered, Online Assessment process & challenges – Academic & Administration

- **Academics**

- The Virtual Academic Year 2020-21 commenced on 13th April 2020 for the learners of Grade I to VI. Initially, the educators started with the Prerequisite Skill Worksheet, supported by YouTube link which helped the learners to bridge the learning gap. The planned Virtual learning Session was abiding by the PRAGYATA – Guidelines on digital Education circulated by the Ministry of Human Resource Development (MHRD). The Virtual Learning Sessions were bifurcated into Synchronous or Real-time Communication and Asynchronous Learning sessions.
- Strategies like creating a timetable that combines asynchronous activities with practical activities like board games and many such games played with siblings and caregivers, and physical activity, and building in one-on-one catch-ups with students helped to take the pressure off.
- The Virtual Learning Session focused in the effective implementation of the 5 As (Aim, Action, Analysis, Application & Assessment) methodology by clearly stating the learning objectives.
- The educators maintained a wide range of checklist across subjects and grades to ensure class participation, doubt clarification, regular maintenance of learning logs, as well as maintaining the attendance records, assessment marks and observation of each learners.
- There is a lot of time invested by the educators for preparing the lesson plans, PowerPoint presentations, Worksheets (*pre-requisite and practice*), Subject Enrichment Activities and creating the assessment (*Online and Offline*), keeping in mind none of the questions are merely copied and pasted or repeated, catering to the learning objectives and ensuring each learner is benefitted through the effective implementation of the quality education.
- It was put forward that the educators also ensure regular attendance by the learners, both for the scholastic and co-scholastic sessions, and keep a check on those who do not attend the virtual learning sessions regularly. This report was shared with the Segment leaders on a regular basis and informed to the respective parents.
- Teaching Learning Material created by the educators, after discussion, are reviewed by the Segment leaders, who check each and every worksheet diligently and send them across to the Principal who then verifies the same before it gets upload to the virtual platform for the learners.
- Educators and Segment leaders also introduced the accelerated learning sessions for the learners who needs extra assistance.
- Oxford World School conducted a lot of Continuous Professional development programmes for their educator so as to upgrade their skills and knowledge.

- **Online / Offline Assessment Process & Challenges.**

- Online assessment consists of Block assessment (*daily + weekly*), Formative and Summative assessments (*Objective and Subjective*)
- Oxford World School believes in Assessment for learning and not in Assessment of learning. AFL (Assessment for learning) is an approach to teaching and learning that creates feedback which is then used to improve learner's performance.
- Question papers curated by the educators are reviewed by the segment leaders and by the principal. Assessment planning starts with syllabus mapping, which is shared with the learners a month prior.
- The question paper and the marking schemes curated come from an entire question bank made by the educators that is reviewed against the Bloom's taxonomy by the Segment leaders and the Principal.
- It's a full day engagement for the educators on the day of assessment to ensure successful assigning of the question papers, which is rechecked by the segment leaders 24 hours in advance.
- A report is generated by the educators across every section, every grade and every subject to give feedback of the viewing and turning in of the question papers and answer scripts.
- After the assessment, the educators invest a session on 30 minutes as a Test Wrapping Session to make sure every learner understands what the assessment was about, to self -evaluate themselves and to identify where they went wrong making them an autonomous learner.
- A detailed feedback for every learner is shared by the educator during the PTM organized just after the completion of the assessments. Specific recommendations to individual learners for all subjects are shared with the parents during the PTM.
- Term – I assessments were conducted successfully and the Term Report was uploaded for the parents in the Parent Portal. The learners followed the Oxford World School Assessment policy.

- **Administration**

- Continuous and unconditional support was provided by the Admin department during the assessment, calling up the learners personally who could not upload the answer scripts or the images which were unclear.

- Oxford World School ensured that the Virtual implementation of Zoom platform, that has end -to-end encryption, across grades happened after due deliberation, while ensuring security of the learners which cannot be compromised.
- Training, support and implementation was handled by the Admin support group and the technical team. It was not an easy journey, there were many challenges and over time the school improved upon the process. It was a 360 degree turn for the educators to attain mastery of the same.
- Oxford World School maintains parent connect through individual emails and personal calls by the Parent Representative Executive. All queries are addressed within 48 hours. All emails/ concerns raised through the parent portal are answered through virtual collaboration between the academic and administrative team.
- The two virtual PTM was successfully conducted after the completion of the formative Assessment -I and Summative Assessment -I with maximum number of parents connected virtually with the educators.

3. Fee implication for the Academic Year 2020-21

The Principal, Dr. Kavita K Roy then took up the next agenda point regarding the academic fee for the AY 2020-21. She apprised a large majority of parents have made the required fee payment up to 3rd Installment and we wish to thank them for their continued support. At the same time, the financial challenges for the organization continue to remain a serious cause for concern.

It is imperative for parents to pay the fee up to Instalment-3 (1-3) to enable the school to honor the financial commitments towards salaries, lease rent and other expenses and thereby ensure academic continuity. The school fees payment due dates are already extended many times and for the feasibility of parents the monthly fee payment options are also made available in the parent portal.

The Chairperson explicitly apprised the members that the fee is not increased since the inception. School fee is due for revision, as per norm, in the academic year 2021-22. However, this fee revision is deferred as a relief measure to all our parents' partners considering the COVID 19 pandemic. The next fee revision is due for AY 2022-23. The school will bear the impact of this fee deferment although all deliverables will continue, as committed. The decision of fee revision will take after due deliberation and considering the impact analysis of post COVID 19 on the budget and operations.

4. Reimbursement / Reconciliation of transport fee

The management has decided that the transportation fee will be either reimbursed /reconciled. The transportation fee will be reimbursed before 31st March 2021 only to those parents who have done the one-time full academic payment.

The Principal apprised the members that for the rest of the parents who have paid the transportation fees need not pay the 4th installment.

All the EPTA members appreciated the efforts put in by the educators in the effective implementation of the Virtual Learning Sessions.

The Chairperson accepted the appreciation and mentioned that education of children should undergo an extensive digital transformation to be able to meet the needs of the young generation and their digitalized future. The COVID-19 pandemic has suddenly and abruptly forced schools and education indeed to engage in such a transformation. The COVID pandemic has helped educators and learners to become tech-savvy by shifting from classroom lessons to online learning.

5. Vote of thanks

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