

OXFORD WORLD SCHOOL

Opposite Panchshil Towers, Kharadi Annex, Maharashtra 412207
Minutes of the 2nd Executive Committee of Parent Teacher Association (EPTA) Meeting
Academic Year 2019-20

MINUTES OF MEETING

VENUE: A/V Room

Day and Date: Saturday, 8th November 2019

Time: 9:00 am

Agenda:

- 1. Reading and adopting the MoM of 13th July 2019**
- 2. Details of Student Campus**
- 3. School Infrastructure – Adequacy, Functionality and Aesthetics Report**
- 4. Teaching Staff – Qualification, Educational Background, Experience**
- 5. Academic / Scholastic & Co-Scholastic Information**
- 6. Safety and Security in School**
- 7. Committees**
- 8. Proposed Fee for the upcoming Academic Year (2020-2021)**
- 9. Concert /Annual day /Recital plan and costume logistics**
- 10. Affiliation Process**
- 11. Any other agenda with the consent of the members**
- 12. Vote of Thanks**

The meeting was called to order and commenced at 9:10 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. The Chairperson then placed the Agenda as circulated along with the Notice of the Meeting to all the members. The meeting unanimously adopted the Agenda for the second Executive Committee of PTA (EPTA).

- 1. Reading and adopting the MoM of 13th July 2019-** The meeting commenced with the reading of the Minutes of the 1st Executive Committee of Parent Teacher Association (EPTA) of 13th July 2019 and the same was unanimously adopted by the meeting without any modification.
- 2. Details of Student Campus** – The Principal, Dr. Roy, apprised the Committee members that the School has 19 classrooms conducive to learning. The School library and ICT facility act as resource centers.
- 3. School Infrastructure – Adequacy, Functionality and Aesthetics Report** - The Infrastructure detailed presentation was shared with the all the members. The meeting was informed of the upcoming additions which are the Composite lab and the Math lab for the AY 2020-21.
- 4. Teaching Staff** – The Principal, Dr. Roy, apprised the committee members that the School recruits qualified teachers and non- teaching staff. She informed that

the recruits are assessed through a written test and a face to face interview by a competent panel. The candidates demonstrate their competency in a class demonstration followed by an interaction with her. She also shared that the School carries on staff development programmes and capacity building workshops for the teachers.

5. **Academic / Scholastic & Co-Scholastic Information-** The Principal apprised the Committee of the academic plan and informed them that the School is following the CBSE curriculum. The meeting was informed that the teachers are familiar with the spirit and content of NCF. The Co-Scholastic framework of the School was shown and a detailed report of all the HPE activities conducted in the School.
6. **Safety and Security in School** – Dr. Roy shared that safety and security tops the list of all the responsibilities that Oxford World School shoulders. The members were briefed about the safety and security measures in the school campus viz., CCTV cameras, police verification of all teaching and non-teaching staff, psychometric test conducted for all the staff.
7. **Committees** – The Principal informed the meeting that the school has formed the POCSO and ICC Committee and regular awareness drives are been conducted as per the prescribed norms.
8. **Proposed Fee for the upcoming Academic Year (2020-2021)** Dr. Roy apprised the Committee members about the guidelines of the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011. She then, proposed the annual fee for year 2020-21. The meeting noted that the fee structure for the Academic Year 2020-21 was the same as that of the current Academic Year 2019-2020. The fee structure of Academic Year 2020-2021 same was passed unanimously by all the members.
9. **Concert /Annual day /Recital plan and costume logistics** – Dr Roy informed that the Annual Day would be organised on the first week of February. She informed that the students will be given ample opportunities to participate and showcase their talents in various events throughout the year rather than focussing only on the Annual Day. She also apprised the committee members that the function will be organised in the Symbiosis Auditorium.
10. **Affiliation Process** – The Principal informed the Committee members that the School has received the NOC from the State Government and the process of affiliation with CBSE is in progress.

11. Any other agenda with the consent of the members

- * Ms. Neha Srivastava, Parent Representative of Grade 1, raised a concern the CCA competition result has to be declared in the parent portal. Dr Roy apprised the parent that CCA results are uploaded in the website once the felicitation is done. It was also told that the parents view the Glimpses of the Month which states that the results and the felicitation is done on the last Friday of every month.
- * Mr. Anthony Fernandes, Parent Representative of Grade 3, suggested that a Student Counsellor and an Instrumental Music Facilitator to be appointed in the School. Dr Roy apprised the committee members that the advertisement for the same has been put in the newspaper and the above stated facilitators will be appointed.

- * *All the parent representatives unanimously appreciated the efforts of the school in making the process of teaching and learning effective by transmission of knowledge, imparting skills and formation of attitudes, values and behaviour. They also appreciated the way the school is conducting and showcasing the CBSE prescribed videos to sensitising the students with the current issues. The parents expressed their satisfaction on the way the Glimpses of the Month and the daily diary upload are shared via Parent Portal.*

12. Vote of Thanks- There being no other agenda, the meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting.