

**Minutes of the First Executive Committee of Parent Teacher Association (EPTA) Meeting
2021-2022**

Date: Saturday, 3rd July, 2021 Time: 10:30 a.m. to 12:00 pm Venue: Microsoft Teams

Members Present:

Mrs. Manju Surendran	Principal
Mr. Abhishek Mishra	Parent Representative -Grade 1
Ms. Anindita Kharoo	Parent Representative -Grade 2
Ms. Zankhana Zalavadiya	Parent Representative -Grade 3
Mr. Aniket Palkar	Parent Representative-Grade 4
Mr. Sanjib Kumar Mondal	Parent Representative- Grade 6
Ms. Ruchi Gupta	Parent Representative- Grade 8
Ms. Poonam Kale	Parent Representative- Grade 9
Ms. Hansa Sinha	Parent Representative- Grade 10
Mrs. Srijana Rai	Teacher Representative- Grade 1
Ms. Sneha Patil	Teacher Representative- Grade 2
Mrs. Rajni Desai	Teacher Representative- Grade 3
Mrs. Sonali Chakraborty	Teacher Representative- Grade 4
Mrs. Soma Mukherjee	Teacher Representative- Grade 5
Mr. Rajesh Deshmukh	Teacher Representative- Grade 6
Mrs. Preety Sharma	Teacher Representative- Grade 7
Mrs. Tamali Ghosh	Teacher Representative- Grade 8
Mr. Pramod Bichkule	Teacher Representative- Grade 9
Mrs. Kavita Juneja	Teacher Representative- Grade 10

Members Absent:

Mrs. Supriya Nagrani	Parent Representative -Grade 5
Mr. Varun Kumar Arya	Parent Representative- Grade 7

Welcoming Members:

Mrs. Manju Surendran, Principal and Chairperson, extended a warm welcome to all the members of the Executive Committee of the PTA of PICT Model School for the academic year 2021-2022. The Chairperson noted that the requisite quorum for the meeting was present and called the meeting to order. She tabled the agenda as circulated along with the Notice of the Meeting to all the members. The meeting unanimously adopted the Agenda for the First Executive Committee Meeting of the PTA.

Agenda:

- Welcome Address
- Introduction of the members of the Executive Committee.
- Reading the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the Rules made thereunder.
- Constitution of the Executive Committee.
- Adoption of Bye Laws of the PTA of PICT Model School.
- Impact of COVID-19 pandemic on the school schedule- online classes, latest Government notification and curriculum implications.

- Vote of thanks.

Introduction of the members of the Executive Committee:

The meeting commenced with the introduction of all parent representatives and teacher representatives.

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.

Mrs. Tamali Ghosh, Teacher Representative read out the Act and the rules thereunder.

Constitution of the Executive Committee:

Mrs. Manju Surendran 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 among the Parent Representatives. The meeting unanimously nominated the following as the office bearers of the EPTA for AY 2020-21.

1. Mr. Sanjib Mondal, Parent Representative of Grade 6, was elected as the Vice Chairperson of the EPTA for the year 2021-22.
2. Mrs. Tamali Ghosh, Teacher Representative of Grade 8, was appointed as the EPTA Secretary.
3. Mr. Pramod Bichkule, Teacher Representative of Grade 9, was appointed as the Joint Secretary.
4. Mr. Abhishek Mishra, Parent Representative of Grade 1, was appointed as the Joint Secretary.

Adoption of Bye-laws of the PTA of PICT Model School:

A show of hands confirmed the adoption of Bye-laws of the PTA that was read out by the Secretary, Mrs. Tamali Ghosh.

Impact of COVID-19 pandemic on the school schedule-online classes, latest government notification and curriculum implications:

Online Classes- The Chairperson informed that online classes are successfully implemented for all classes across Grades 1 to 10. Grades 1 and 2 have no formal assessment as per last year's Government notification with 2 to 3 sessions per day. She added that Grades 3 to 5 have 3 sessions of 55minutes each with efforts to curb the necessity for sessions on Saturday. Grade 6 to 9 have 3 to 4 sessions everyday considering the curriculum and syllabus compliance and learning needs of learners. The Chairperson assured that the vertical progression is never compromised, keeping in mind the learners individual needs. Grade 10 learners have 4 sessions in a day, starting from 8.30am. Subject specific sessions in small groups, comprising 10 to 12 learners, are scheduled in the afternoons to cater to the clarification of doubts and practice higher order thinking questions which aids conceptual depth.

Latest Government guidelines- With the renewed lockdown guidelines, owing to the Delta Plus variant, the Chairperson informed that the school is awaiting notification from the state government regarding opening of physical classrooms and that parents would be informed about the same. She added that the staff is being vaccinated in small batches to comply with 100% vaccination for the safety and security of the staff and in preparation for physical reopening of the school.

Curriculum Implications- The Chairperson mentioned that curriculum reviews are conducted periodically to check on efficacy and impact of learning strategies. Modification of syllabus is undertaken within the larger perspective which is aligned with minimum levels of learning specific to the target grade and age. She assured that the school is in the process of review, keeping the possibility of the extended lockdown, screen time concerns, physical and mental wellbeing of the learners. The resolutions will be shared through the upcoming Beacon.

Interaction with EPTA members:

The Chairperson welcomed questions, observations, concerns, and queries from the parent representatives and opened the meeting for discussion. Mrs. Ruchi Gupta, parent representative of

Grade 8, appreciated the efforts taken by the school during this pandemic situation for the larger benefits of the learners. She also requested for feedback on the weekly assignments and for conducting a virtual menstrual hygiene session for girls as is done every year. The Chairperson explained the difference between a guided practice worksheet and independent assignments for the learners and emphasized that learners must be encouraged to clear their doubts during the online classes. She also acknowledged the suggestion for conducting the hygiene session and assured that the same shall be taken up for consideration shortly.

Mrs. Hansa, parent representative of Grade 10, shared concern over increase in screen time. The Chairperson clarified that keeping the vertical progression of concepts in mind and to ensure that fundamental concepts are not compromised with, the timetable is curated every week. However, educators will deliberate on the suggestions put forth. She also mentioned that the special classes conducted for Grade 10 learners, cater to individual learning needs so that learners do not struggle with clarification of doubts and extend their self-study time unnecessarily. She reminded the EPTA that the learners, especially those in grade 10, is being prepared to attempt the Board Examination at the end of this academic year and learners need to be prepared to take up that challenge. She also suggested that learners must refer to their learning log as a part of self-study after their school hours. Similar concern was also raised by Mr. Sanjib and Ms. Anindita Kharoo for other grades and suggested if the duration for the sessions could be reduced. The Chairperson informed that the suggestion has been well taken and the academic team shall deliberate on it. She however, also added that many strategies have already been contemplated so that the overall screen time could be reduced for learners.

Ms. Anindita Kharoo also suggested that for learners of the primary segment, school should consider conducting engagement activities beyond yoga sessions and to have a platform for learners to interact with each other, to break the monotony of virtual classes. She also suggested that since many parents have common queries, a common PTM can be conducted to save time of the educators. The Chairperson informed that the suggestion to conduct engagement activities has been well taken and age-appropriate activity will be considered. However, she added that combined parent meeting is not in line with the school's vision, as common concerns and issues are addressed every week through the cover letter. PICT is an open communication institution and every individual concern raised through the proper communication channel (Email) is addressed without fail promptly.

Mr. Abhishek, parent representative of Grade1, enumerated his difficulty on tracking of the assignment submission dates because of his work schedule. He suggested considering a platform where parents can send recorded queries directly to the educators instead of mails which is time taking. He also shared his observation that certain worksheets are expected to be uploaded on the same day by 6.00 pm which becomes very difficult because learners need assistance from the parents to upload their assignments and they are not around at that time. He suggested that all assignments should be submitted on Saturdays. The Chairperson informed that to get in touch with the educators, the channel of communication will be email communication which is very effectively being used for the last 5 years. Every Friday, parents receive the cover letter along with a detailed WTR from school. Parents are required to note the dates of submission over the weekend and make the learner responsible to adhere to that. For urgent queries, calls can be made in addition to writing mails. Submitting all assignments on Saturdays will put undue pressure on the educators and the quality of feedback may suffer. She also pointed out that certain worksheets are taken up as a classroom task under the supervision of the educators and learners are expected to complete them during the class. Therefore, such worksheets are expected to be uploaded on the same day. However, since 6.00 pm is a time when parents are not around, the submission time henceforth, for guided practice, the uploading will be extended to 10.00 am, next day. For independent worksheet, the submission dates are well spaced so that learners get sufficient time to complete and to upload the same on 'Teams'. In case of any technical glitch in uploading of assignments, parent partners are advised to reach out to the school. The Chairperson assured every possible support and assistance in such cases.

The appreciation from the EPTA members for the quality of teaching learning was accepted by the Chairperson with humility and she acknowledged that this was possible because of the strong support extended by the parent partners. She added that the appreciation will be passed on to all the educators for their continued support, effort and guidance. In this context, the Principal added that during the last academic year and the current year since April, the academic team has been working towards ensuring that learners at PICT Model School are academically at par as per curricular goals and objectives. Close monitoring, one to one follow-ups, regular feedbacks and meeting with educators, coaches and the Principal, as per individual learner's needs, has been relentlessly continuing without any break. The pandemic only stopped the teaching learning community from coming face to face at the campus, nothing else has changed and the school's effort is to make sure that the learners are not at a disadvantage, but always a step ahead in terms of channelizing their potential and achieving their capabilities.

The Chairperson also made the EPTA members aware of the detailed follow up that the school engages in via email, telephone calls and face to face/virtual meets regularly. The commitment to deliver an individualized learning experience which caters to the needs of the 21st Century learners is never compromised at PICT Model School. With more than 100 emails, 30 telephone calls and on an average 3 to 5 one on one meetings with the parent partners daily, the school is committed to ensure the best learning experience for our learners. The Chairperson reiterated the trust and mutual respect shared by all stake holders in this learning journey and sought continued support from the EPTA through this academic year.

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. She wished everyone a safe and a healthy year ahead and with this, she ended the 1st meeting of EPTA for the academic year 2021-22.

Date: 3rd July 2021

Place: Pune