

PICT MODEL SCHOOL
Survey no. 6, Mahalunge - Balewadi, Pune – 411045
Minutes of the 2nd Executive Committee of Parent Teacher Association (EPTA)
Meeting 2020-2021

Day and Date : 10thOctober 2020, Saturday
Time : 10:30 am to 12:00 noon
Venue: The Auditorium, PICT MODEL SCHOOL

Members Present:

Mrs. Manju Surendran	Principal (Chairperson)
Ms. Kimaya Balki	Parent Representative -Grade 1
Ms. Sonali Bagla	Parent Representative -Grade 2
Mr. Jaswinder Sondhi	Parent Representative -Grade 3
Mr. Abhijit Kokane	Parent Representative- Grade 4
Mr. Amit Shirodkar	Parent Representative- Grade 5
Mr. Sanjay Bhujbal	Parent Representative- Grade 6
Mr. Alok Kanhai	Parent Representative- Grade 7
Ms. Vaishali Samnerkar	Parent Representative-Grade 8
Ms. Sujata Patil	Parent Representative-Grade 9
Ms. Ashwini Gramopadhyay	Teacher Representative- Grade 1
Ms. Rama Purandare	Teacher Representative- Grade 3
Ms. Anagha Gorhe	Teacher Representative- Grade 4
Ms. Joyee Sur	Teacher Representative- Grade 5
Ms. Swati Desale	Teacher Representative- Grade 7
Ms. Sharvani Shahpurkar	Teacher Representative- Grade 8
Ms. Shweta Bora	Teacher Representative- Grade 9

Members Absent:

Ms. Amruta Kulkarni	Teacher Representative- Grade 2
Ms. Padmini Manokaran	Parent Representative -Grade 6

Welcoming Members:

Mrs. Manju Surendran, Principal and Chairperson of the EPTA extended a warm welcome to all the members of the Executive Committee of the PTA of PICT Model School.

Mrs. Manju Surendran, Principal noted that the requisite quorum for the meeting was present and called the meeting to order. Leave of absence was granted to Ms. Padmini Manokaran and Ms. Amruta Kulkarni as per their communication to the school. The Principal then tabled 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 the EPTA.

Agenda:

1. Reading the Minutes of the First Executive Committee Meeting of Parent-Teacher Association.
 2. Review of the first term online sessions, syllabus uncovered, assessments – process and challenges – Academic and Administrative.
 3. Fee implications for the Academic year 2020-2021.
 4. School infrastructural additions during the lockdown.
 5. Impact of COVID-19 pandemic on the school schedule
 6. Vote of Thanks
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1. **Reading the Minutes of the First Executive Committee Meeting of the EPTA:** Minutes of the meeting for the first EPTA were displayed for all EPTA members to go through.
 2. **Review of the first term online sessions, syllabus uncovered, assessments – process and challenges – Academic and Administrative.** The following points were shared with the members by the Chairperson, Mrs.Manju Surendran.
 - o **Academic:**
 - **Journey of an online session:** Online sessions for Grade 1 to 9 commenced from 24th April, 2020.
 - Sessions started from Week 4; Term 1 closed at Week 23. Term 2 will commence from Monday, 12th October, 2020
 - Professional development of the educators continued. Updating the skills to bridge the gap between the regular and the virtual classroom along with continuous coaching of the educators through the respective segment coaches.
 - Screen time increased both for the learners and educators.
 - PICT Model School's adaptive journey of how a 55-minute online session is conducted was discussed. The highlights were tabled as follows.

- For every 55-minute session, an active lesson plan is prepared with well-defined success criteria.
- Each session is broken into - introduction, actual learning, doubt clarification, review of assignments and reflection of the lesson to ensure positive engagement of the learners.
- A checklist is maintained by every educator 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 learner.
- The Chairperson also shared the time invested by the educators for preparing the lesson plans, PPT, worksheets (prerequisite and practice) and creating the assessments, keeping in mind none of the questions are copy pasted or repeated, catering to the learning objectives and ensuring each learner is benefitted through positive and quality education.
- It was put forward that the educator also ensures regular attendance by the learners and keeps a check on those who do not attend regularly. This report is shared with the Coaches on a regular basis.
- Teaching – Learning Material (TLM) created by the educators after inter departmental discussions, are reviewed by the Content Team, who checks and formats of each and every worksheet and sends them across to the Director Principal, Dr. Pampa Chaudhuri, who then verifies the content on a one-to-one level with the educators, before they reach the learners. The 3-level checking of worksheets/ content happens 15 days in advance.
- Educators also invest 3-4 hours daily for each session recording for Grades 1 and 2, after multiple trials and editions. The pasting of approved links is rechecked and confirmed by the Coaches and the HRTs before they are accessible to the learners.
- All instructions that go out to the parent partners as PPTs are also been translated into Marathi to avoid inconvenience to the RTE parent partners.
- Educators and coaches also connect with the RTE learners on calls to extend extra support.
- **Journey of Assessment planning and Question paper:**
 - Online assessments consist of Block assessments (MCQs and subjective), Periodic Test (Formative) and Term assessment (Summative).
 - PICT Model School believes in Assessment FOR Learning and not in Assessment OF Learning.
 - Question papers curated by the educators are reviewed by the Content Team and the Director Principal, Dr. Pampa Chaudhuri.
 - Assessment planning starts with syllabus mapping, which is shared with the learners 1.5 months in advance.
 - A scientifically designed blue print for every assessment is followed.
 - Every educator creates at least 3 sets of assessment questions which are never repeated or copy-pasted.
 - The question papers 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 Content Team and the Director Principal, Dr. Pampa Chaudhuri.

- It's a full day engagement for the educators on the day of assessment to ensure successful assigning of the QPs, which is rechecked by the Assessment team and the HRTs, 24 hours in advance.
 - A report is generated by each educator 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 in 55-minute 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 autonomous learners.
 - A detailed feedback for every learner is shared by the educator. Specific recommendations to individual learners for all subjects are shared
 - Term 1 Assessment was successfully conducted without any invigilator. The Principal, Mrs. Manju Surendran sent across a personal letter to each learner to reiterate the PICT assessment policy. Assessment FOR Learning, embedded with honesty and self-reflection.
- **Administration:**
- Continuous support was provided by the Admin team during the assessments; calling up the learners personally who could not upload the answer scripts or the images which were unclear. The Admin team would be on campus till 7 in the evening for downloading the answer scripts received from the parents, segregating them into grade-wise folders and then sending them across to the assessment department, who further distributed them to the concerned subject educator. The Admin team had to make personal calls to around 175 learners per day during the Periodic Test 1.
 - PICT connected with a lot of parent partners for their feedback to choose from an array of online platforms. Virtual implementation of Microsoft Teams, 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 ICT Team. It was not an easy journey, there were many challenges and over time the school improved upon the process.
 - PICT maintained parent connect through individual emails and personal calls by the PRE. All queries were addressed within 48 hours. All email queries were answered and attended to through virtual collaboration between the academic and administrative team.
 - Beacon continued along with the cover letter, in a way consistently connecting with the parent partners during the COVID 19 pandemic.
 - The first virtual PTM was successfully conducted during the first week of September with maximum number of parents connected virtually with the educators.

3. Fee implications for the Academic year 2020-2021.

The Principal, Mrs. Manju Surendran then took up the next agenda point regarding the academic fee for 2020-21. She informed that the 2nd instalment which was due by 15th August 2020 was extended to 15th October 2020 considering the financial constraints of the parent partners due to the COVID 19 pandemic. The Principal, Mrs. Manju Surendran, also informed that in the 3rd instalment, after accounting for the expenses incurred, Government compliances and COVID 19 preparation which was not budgeted for, appropriate relief will be passed on to the parent partners. She also informed that considering the COVID 19 impact, the 2nd Term fee for Transport and the Cafeteria have been deferred. Fixed cost of establishment and maintenance have been absorbed in the 1st Term fee. The school continues to pay the salaries to all

vendor partners and no compromise is made on this value system for which PICT is known for.

The Principal, Mrs. Manju Surendran further added that the 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 parent 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 be taken after due deliberation and taking into account the impact analysis of post COVID 19 on the budget and operations.

4. School infrastructural additions during the lockdown:

The Chairperson shared an aerial view of the school to show the infrastructural modifications made and completed during this lockdown.

The school is ready with all the sports facilities, S block, 3 labs along with the plan for Class 11th and 12th. A video of the school campus was shared.

The Chairperson noted that the agenda items were covered and welcomed other points for discussion. The parent members put forth the concerns raised by parents.

- Mr. Sondhi, Parent Representative of Grade 3, mentioned that there were specific issues highlighted from Grade 3 parents. They are happy with the academics
- Mr. Shirodkar, Parent Representative of Grade 5, wanted a clarification of fee refund pertaining to transport and cafeteria.
In reply, the Chairperson assured the meeting that the fee towards Transport and Cafeteria has been maintained with the school to ensure these facilities are well maintained and ready for the learners as and when the school reopens. The Chairperson also requested that the parents reach out individually in case of any fee concern.
- Mrs. Balki, Parent Representative of Grade 1, put forth a concern stating that the EPTA members should be aware of all the happenings in the school to be able to answer queries from parents.
The Chairperson clarified that the mail sent out with respect to the 2nd EPTA, clearly states that after this meeting, the parent representatives will be in a better position to clarify any doubts raised by the parents.
- Mrs. Balki and Mrs. Bagla, requested that the parents should be informed about the child's progress in the class, individually, but this was not taken up during the PTM. The Chairperson noted her suggestion.
- Mrs. Bagla, Parent Representative of Grade 2, wanted to know how to connect with the concerned Teacher representative to clarify any issues.
The Chairperson clarified that the parents need to write an email to the PRE regarding their concerns to resolve them.
- Mr. Kokane, Parent Representative of Grade 4, congratulated the school for deferring the 2nd Term transport and cafeteria fees. He put forth the issue of parents voicing their concerns about the lack of communication regarding fee implications.
The Chairperson assured that all fee related concerns have been individually addressed to safeguard the privacy of the parent partners. Mr. Kokane suggested that a mail be sent to all the parents which states the fee implications explicitly.
- Mr. Kokane also wanted clarification on whether the school needs to follow the government directive on the date of reopening as many parents are still apprehensive to send their child to school.
The Chairperson informed that the school will have to follow government guidelines and assured that all safety protocols will be strictly adhered to. Page 6 of 6 The EPTA member has categorically brought the concern of fee payment during the pandemic. EPTA member spoke

about the concern of a group of parents, that fees under various heads like transport, cafeteria, lab, gymkhana and laboratory charges collected by school if utilized may kindly be settled/returned back at an early date."

- Mr. Kanhai, Parent Representative of Grade 7, had brought the concern of fee payment during the pandemic. He spoke about the concern of a group of parents that fees under various heads like transport, cafeteria, lab, gymkhana and laboratory charges collected by school if not utilized may kindly be settled. The Chairperson assured him that his suggestion has been well noted and necessary action will be taken.
- Mrs. Patil, Parent Representative of Grade 9, suggested the Director Principal, Dr. Pampa Chaudhuri and the Principal, Mrs. Manju Surendran must connect with the learners of Grade 9 to motivate them as they are at the threshold of the Board Examination. She strongly opined that the quality of the educators must be good even if it means paying more to the Educators as the quality of learning needs to be maintained.
- Mrs. Bagla appreciated the readiness of the sports infrastructure, despite the challenges of the lockdown, and expressed her confidence that the school will ensure that the learners will use all the sports facilities, once the school reopens.

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. The Principal while thanking the parent partners assured them that they can always write to the school for any concerns/suggestions. She thanked the parent community for their continued trust during these trying times. She ended the meeting by reiterating that the learning journey has not stopped and the bond with the learners continue to grow with renewed enthusiasm each day at PICT.