



MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING [2020-2021]
Zoom Meeting

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Held on : 04.07.2020, Saturday
 From : 11:00 a.m. to 12:00 noon
 Conducted by : Mrs. D. Saraswathi Rao, President & Mrs. Poonam Agrawal, Secretary
 Attended by : PTA Members - Mr. K. Raghunath Reddy, Mr. Srinivasulu V, Mr. R. Sundeep,
 Mr. Venkata Narasimha Rao Prattipati, Dr N Divija, Mrs. Amarjyoti Beedi,
 Mrs. Vedavahini P
 Mrs. Nandita Acharya-Academic Head, Mrs. Bindu Muralidharan K-ASH
 Mr. Siddarth K-Operations Head, Mrs. Lakshmi S.-Office Superintendent,
 Coordinators - Mrs. Vemu Sowmya, Mrs. Deepa Gokul S, Mrs. Surekha Rao D.,
 Mrs. Talari Swaroopa, Mrs. B. Nandana, Mrs. Buddhi Rajasree,
 Mrs. Shashi Rashmi, Mrs. A. Vilasini, Mrs. Jasmeet Kaur, Mrs. Rakhima Zafar,
 Mrs. Anitha Kosuri-Admin Head, Mrs. Resu Sravani-Teacher Representative

The following points were discussed :

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S.No.	Subject of Minutes	Details of Minutes								
1	Welcome Address	<ul style="list-style-type: none">It was rendered by the President, Mrs.D.Saraswathi Rao and Secretary, Mrs.Poonam Agrawal.								
2	Question and Answer session	<table><tr><th>Parent Query</th><th>Management Response</th></tr><tr><td>Few students are unable to join due to lack of sufficient devices. How is the school going to help such students</td><td>The school is uploading all the recorded videos of all the sessions, PPTs, Notes of lessons in the NeverSkip portal to enable the parents to download and catch up with the ongoing syllabus.</td></tr><tr><td>The attendance of those students who are logging in with a mobile is not getting registered in the parent portal. What about the status of attendance for such students</td><td>Teachers are marking the attendance of each session manually.</td></tr><tr><td>Surcharges are being levied when the payment of fee is being done through Credit card. This was also discussed in the previous PTA. How is the management helping the parents in this regard?</td><td>Assured the parents that the school is working towards resolving this concern. A tie up with Axis bank is in the process and since it involves work to be done at a major level, it is taking time. However, payment through a Debit card does not attract any surcharges.</td></tr></table>	Parent Query	Management Response	Few students are unable to join due to lack of sufficient devices. How is the school going to help such students	The school is uploading all the recorded videos of all the sessions, PPTs, Notes of lessons in the NeverSkip portal to enable the parents to download and catch up with the ongoing syllabus.	The attendance of those students who are logging in with a mobile is not getting registered in the parent portal. What about the status of attendance for such students	Teachers are marking the attendance of each session manually.	Surcharges are being levied when the payment of fee is being done through Credit card. This was also discussed in the previous PTA. How is the management helping the parents in this regard?	Assured the parents that the school is working towards resolving this concern. A tie up with Axis bank is in the process and since it involves work to be done at a major level, it is taking time. However, payment through a Debit card does not attract any surcharges.
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		Parents requested to know the broad plans of the school once it reopens, post COVID19. Staff is being trained to face the challenges but what about the students?	The Admin Head shared a detailed report on the School Readiness. The points are shared in the segment - 'School Readiness'
		Parents expressed concern about the screen time (6 to 7 hours) of the students on a daily basis as the parent community is raising objections in the media about the same.	HM shared the schedule of the online classes across all the grades in detail. -Pre Primary - 1 and half hours session -Grade 1 to 3 - 2 sessions per day -Grades 4 & 5 - 4 sessions per day -Grades 6 to 8 - 4 sessions per day. We are ensuring that all the sessions across the grades wind up by maximum 12:30 p.m. This schedule includes Assembly and also a Ten minute break. HM also suggested that parents can stop other screen time and encourage only screen time for the school sessions.
		Is the syllabus reduced as per the Government notification	<ul style="list-style-type: none"> Yes, 25% of the syllabus has been reduced, ensuring that the concepts having a connectivity with the succeeding grade is not affected. For grades 9, 10 and 12 the syllabus has been reduced by the Council.
		As parents we are trying our best to provide devices to the students, how are the teachers being facilitated?	<ul style="list-style-type: none"> The teachers were trained to take up the online classes in the initial days and it is an ongoing process. They are now provided with Internet allowance. The Head of the Departments and the Coordinators observe the classes daily and share their feedback immediately after the session ends to ensure that the teachers improvise on their execution of classes online.



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			<ul style="list-style-type: none"> Each session has a Host and a Shadow teacher to support each other in case of a technical glitch.
		The recorded videos uploaded on the portal are not of the same teacher who is assigned to that particular section.	<ul style="list-style-type: none"> The sessions are being taken by the respective teachers but the videos are of different teachers, as they are uploaded on a rotation basis for the portal to handle the quantum of videos being uploaded on a single day. Clarified further that the PPTs shared are all standardized.
		How is the school working with the parents who are unable to pay the fee. Will their admission get affected?	<ul style="list-style-type: none"> The management is not pressurizing any parent to pay the fee, however following up with those parents who have a due in the last year's fee. The school has never expelled any student on the basis of fee dues and in compliance to G.O. No. 46 there has been no hike in fees. Parents are requested to pay the tuition fee on a monthly basis. The school is only charging the Tuition fee and has waived off the Annual Fee, transport fee and other fees collected towards outsourced activities. Mr Siddarth, the Operations Head shared a detailed PPT explaining the statistics of Total Fee collections against the Total amount spent for the Readiness of the school post COVID19. He also shared the percentage of fees received against the fees due. On an average, 61% have not yet paid the fee, however the school is managing to disburse the salaries of the staff on time. The school has also invested a major amount on meeting the Technical needs, once it reopens.
		When is the school planning to reopen?	The school will abide by the Government rules regarding the reopening of the school and guidelines issued by the Government.



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		Parents of grade 2 requested to know the process of fee payment	It was confirmed that a step by step process of paying the fee will be uploaded on the parent portal. Fee challan books are available at the Cosmos Bank, Habsiguda branch.
3	Parent Member raised a query regarding the School Readiness	<ul style="list-style-type: none"> ▪ The school has initiated an Emergency Rescue Team (ERT) and it is currently working on development of processes for COVID-19 preparedness. ▪ Standard Operational Procedures along with the corresponding checklists are being developed, stating the Precautions to be taken by every stakeholder in every area along with the Do's and Don'ts for all the school personnel in and around the premises. ▪ There will be one Coordinator, who will be dedicated to lead the ERT. ▪ All the processes are documented and the identified team is being trained to efficiently manage the situations in school, post reopening. ▪ An Isolation room has been identified and set up in the school premises. ▪ All the precautionary measures are being implemented in the school as per the World Health Organization (WHO) guidelines. ▪ Various signages have also been procured to be placed at appropriate places in and around the school premises. ▪ Screening of every stakeholder will be done at the entrance. ▪ Sanitizing of all the surfaces in the school premises will be done at regular intervals. ▪ Social Distancing Policy will be shared with all the students daily during the assembly by their respective class teachers. ▪ The policy will also be shared two weeks in advance before the school reopens. ▪ Any student, staff or visitor found having mild cold, cough or temperature will be stationed in the isolation room first and then sent home immediately accompanied by one of their family members. ▪ The HSCP team will be clubbed with the ERT to bring awareness in students about all the Post COVID-19 precautionary measures. ▪ The information will be widely shared with the students across all the grades during their LIFE SKILLS classes, online and also once they are all back to the school. ▪ It is planned to station more staff in all the various areas in the school premises to supervise the social distancing. ▪ Assembly gatherings and playgrounds will not be operational once the school reopens. ▪ An SMS about Self care will be shared with the students two weeks in 	



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		<p>advance before the school reopens.</p> <ul style="list-style-type: none"> Wearing and disposing of masks, not sharing a lunch box, stationery, visiting of rest rooms etc will be closely monitored.
4	Any other item (if any)	<p>The Principal, HM, Coordinators and the Admin Head are religiously attending to all the parent queries and are ensuring to solve their concerns on the same day. The Coordinators also shared their point of views with the parents:</p> <ul style="list-style-type: none"> Parents are requested to check the SMS sent by the school to avoid misconceptions regarding the details of various events / assessments / competitions that are being conducted by the school. Parents are requested not to express their displeasure on the teachers in an inappropriate manner in front of the students during the online classes. Parents are informed that teachers are maintaining a Student Interaction log to ensure that every student is given an opportunity to speak, however, there are a few students who continuously chat to unmute them and this reduces the transactional time of the teacher in the class. Parents of the middle school are requested to monitor their children while attending the online classes to avoid students logging in to other sites parallelly.
5	Vote of thanks	The meeting ended by wishing everyone.