



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

Google Meet

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Held on : 28.11.2020, Saturday  
 From : 4:00 p.m. to 6:00 p.m.  
 Conducted by : Mrs. D. Saraswathi Rao, President & Mrs. Poonam Agrawal, Secretary  
 Attended by : PTA Members - Mr. R. Sundeeep, Mr. D. Sudheer Reddy, Mr. Raghunath Reddy  
 Mr. Venkata Narasimha Rao Prattipati, Mrs. Vedavahini P.  
 Mrs. Ajitha – Teacher Representative  
 Mrs. Nandita Acharya-Academic Head, Mrs. Bindu Muralidharan K-ASH  
 Mr. Siddarth K-Operations Head, Mrs. Lakshmi S.-Office Superintendent,  
 Mrs. B. Divya – Chief Operating Officer  
 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. Arun Jyothi Adepu-Personal Secretary to Principal,  
 Mrs. Kumud Emani-Personal Secretary to Headmistress  
 Mrs. Anitha Kosuri-Admin Head, Mrs. Y. Neelima-Cultural Incharge  
 Mr. John Alex

The following points were discussed :

S.No.	Subject of Minutes	Details of Minutes
1	Welcome Note and declaration of the Agenda	<p>The President, Mrs. D. Saraswathi Rao and the Secretary welcomed the members for the virtual PTA meeting.</p> <p>The Agenda for the day was declared by the President.</p> <p>The President announced to the members the achievements of the school.</p> <p>She also briefed the members about :</p> <ul style="list-style-type: none"> <li>-the various activities happening in the school.</li> <li>-that from the 3<sup>rd</sup> Term classes 1 &amp; 2 will have one batch with 2 periods. The third period will be conducted, but is not mandatory for the students. The points of the G.O. No. 46 was reiterated.</li> </ul>
2	Academic Updates	<p>The President spoke about the Extra Attention, Doubt Clearing and the Support Classes. Various other activities like – Scouts and Guides, Kaleidoscope Club Activity, Science Club, Clever Harvey Prodigy Programs, 'Test Drive' Career Workshops, etc., are also being conducted.</p> <p><b>Uploaded in the NeverSkip Portal</b></p> <ul style="list-style-type: none"> <li>▪ Monthly class time tables and portion are being uploaded.</li> <li>▪ Times NIE Web Edition, Pinnacle (August and September), Cordova Newsletters (Oct &amp; Nov), 'The Pencils' Press (Oct) and Physical Fitness videos for Grades LKG to 8.</li> <li>▪ Second Term Assessment Timetable and Portion for Grades 1 to 8 have been uploaded.</li> <li>▪ The notes and teaching videos are uploaded in the NeverSkip Portal on a day-to-day basis for all Grades.</li> </ul>



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### Opinion Poll Results –

- Opinion Poll for the parents regarding the 'Screen Time' for the 'Online Classes' and 'Swap in Batches' was taken and the results shared with the parents.
- Classes PP to II - The timings of Batch 1 and 2 NOT to be swapped PP to have 2 sessions everyday.
- Classes III to VIII - The timings of Batch 1 and 2 to be swapped every month.

### Updates on the circulars from the Council/ GOs

- As part of Social Responsibility, the CISCE has decided to join the Government's efforts in the campaign titled, "Public Health Response to COVID-19 Appropriate Behaviour" by disseminating the message through all its affiliated schools. The school will organize activities to focus on promoting the right way of - Wearing Masks, Washing of Hands, Following Social Distancing, etc., before the school physically reopens.
- As a part of the second edition of Fit India School Week Celebration in December, the CISCE has planned a virtual symposium to flag-off the Fit India School Week on 25.11.2020 at 11:00 a.m. The details were shared with the parents and staff to watch the live telecast and to be a part of the same.

### Mrs. Poonam Agarwal updated the members with the following:

#### New Initiatives –

- MCE - Maths Centre of Excellence launched on 15.10.2020 by the Education.
- Puzzle of the week, Sum of the Day, Math Assembly, Math Monthly Activities / Competitions and Math Word of the Day have been organized for Grades 1 to 8.
- Public Speaking sessions are being conducted for the students Grades 5 to 8.
- Initiated 10 Books Campaign virtually, the stories are being uploaded in the NeverSkip Potal for the students of Grades 1 to 8. The reviews will be taken through a questionnaire / google form.
- Initiated the interactive sessions by the Student Counsellor from 11.11.2020 for the identified students.

### Mrs. Nandita Acharya the Academic Head briefed the members about the MCE - MATH CENTRE OF EXCELLENCE

- MCE is an initiative taken up by the school to create and nurture love for Math in every child. It is constituted with an aspiration to
- remove Math phobia from the learners, make learning fun, engaging and pleasurable and prepare them to become lifelong learners.
- create an easy way to learn the different concepts of Mathematics by introducing puzzles, riddles, games etc to keep the interest and curiosity alive.



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		<ul style="list-style-type: none"> <li>develop techniques for critical and logical thinking.</li> <li>introduce Math in creative and innovative ways by linking it with art, life skills etc to enhance their reasoning skills and precision and expand their vision.</li> </ul> <p><b>Activities related to MCE</b></p> <ul style="list-style-type: none"> <li>Math assembly (twice a month)</li> <li>Sum of the day (thrice a week)</li> <li>Puzzle of the week</li> <li>Math activities (1 per month)</li> <li>Math worksheets</li> <li>Math exhibition (concept celebration week)</li> </ul>
3	Infrastructure	The Admin Head Mrs. Anita briefed the members about the School readiness and the maintenance being done in the school by the House Keeping staff.
4	Events, Celebrations and Competitions	<p><b>Mrs. Y. Neelima, the Cultural Incharge briefed the members about the following:</b></p> <ul style="list-style-type: none"> <li>Hindi Divas celebrated on 14.09.2020.</li> <li>Ozone Protection Day celebrated on 16.09.2020.</li> <li>Samuel Johnson's Birthday celebrated on 18.09.2020.</li> <li>Virtual Product Launch Competition for class 7 held on 24.09.2020.</li> <li>World Heart Day celebrated on 29.09.2020</li> <li>Drop Everything And Read-II (DEAR) was held for classes I to VIII on 03.11.2020.</li> <li>The students were addressed about the 'World Tsunami Awareness Day' during the assembly on 05.11.2020.</li> <li>The students were addressed about the 'World Cancer Awareness Day' during the assembly on 07.11.2020.</li> <li>Library Week and Children's Week held from 09.11.2020 to 13.11.2020.</li> <li>Communal Harmony Week held from 16.11.2020 to 21.11.2020.</li> <li>Adzap / Johnson's Talk Show Competition for classes 6, 7 and 8 held on 21.11.2020.</li> </ul>
5	Trainings	<p><b>Mrs. Kumud Emani, the HSCP coordinator briefed about the following:</b></p> <ul style="list-style-type: none"> <li>HSCP Session on 'Corporal Punishment' was conducted for teachers of Grades PP to 8 on 28.09.2020.</li> <li>Anti Bullying Committee Meeting was conducted for the Student Representatives on 29.09.2020.</li> <li>Sessions on Augmented Reality have been conducted for the teachers by Mrs.Sowmya.</li> </ul>



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Second Term  
Online  
Assessments

**Mrs. K. Bindu Muralidharan, the Academic Support Head briefed about the following:**

The portions for the assessment were uploaded in the portal on 11.11.2020.

**The assessments will commence:**

- for classes 6-8 on 11.12.2020
- for classes 3-5 on 16.12.2020
- for classes 1 & 2 on 17.12.2020

**Timings :**

- Class 1 : 8:30 am – 9:30 am
- Class 2 : 10 am – 11 am
- Class 3 : 8:30 am – 9:30 am
- Class 4 : 8:30 am – 9:30 am
- Class 5 : 10 am – 11:15 am
- Class 6 : 10:30 am – 11:45 am
- Class 7 : 8:30 am – 9: 45 am
- Class 8 : 8:30 am – 10 am

**Marks Allotment :**

- Class 1 - 20 marks
- Class 2 – 20 marks
- Class 3 – 20 marks
- Class 4 – 20 marks academics and 10 marks – non-academics
- Class 5 - 15 marks objective, 5 marks subjective (academics) and 10 marks – non-academics
- Class 6 - 15 marks objective, 10 marks subjective (academics) and 10 marks – non-academics
- Class 7 - 15 marks objective, 10 marks subjective (academics) and 10 marks – non-academics
- Class 8 – 10 marks objective, 15 marks subjective (academics) and 10 marks – non-academics

**Note : The Non-Academic marks will be reflected as a separate segment in the report sheet.**

### CRITERIA FOR NON-ACADEMIC COMPONENTS FOR ONLINE CLASSES

- Prompt in Responding 2 marks
- Videos being switching on 2 marks
- Submission of assignments 2 marks
- Punctuality in attending the online classes 2 marks
- Proper posture and etiquette 2 marks

Classes 1 to 7 : The assessments will be conducted through Google Forms.

Classes 5 to 7: Math and language subjective part will be written and the answer scripts to be scanned and uploaded through the shared link

Class 8 : All the subjects (subjective part) will be written and the answer scripts to be scanned and uploaded through the shared link

**No assessment** will be conducted for the **Third Language** during the second term assessment.



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		<ul style="list-style-type: none"><li>▪ Revision for all the classes will be done 1 week prior to the commencement of assessments.</li><li>▪ SECOND TERM VACATION commences from 24 December, 2020.</li><li>▪ The online classes will resume for the THIRD TERM on 28 December, 2020.</li><li>▪ The second term E- PTM for classes I to IV will be held on 09.01.2021 and for classes V to VIII it will be held on 16.01.2021.</li></ul>				
7	Grade Wise activities	The Coordinators of classes Pre-Primary, 2, 3, 5 & 8 briefed about the grade wise activities conducted during the Second Term. They spoke about the doubt clearing, support and extra classes being taken for different students.				
8	Operations	<p><b>Mr. Siddharth, the Operations Head spoke about the following :</b></p> <ul style="list-style-type: none"><li>▪ The salaries are being paid to all the staff members on time and there are no lay offs.</li><li>▪ No student has been deprived of the online classes irrespective of the status of their fee payment. Report cards of all the students were released on time and were uploaded on the portal.</li><li>▪ The staff who has resigned were replaced immediately.</li><li>▪ The debit and credit charges are being absorbed by the school averaging to an amount of Rs.10,000 per day.</li><li>▪ The School has availed a substantial loan to support the expenses.</li><li>▪ Mentioned that 760 students did not pay the fee for this academic year from the beginning.</li><li>▪ A graph was shown regarding the payment of fees which shows a gradual decline from the month of March to November.</li></ul>				
9	General	The President, Mrs. D. Saraswathi Rao informed the members that the registrations for the next academic year 2021-2022 have started and the fee of 2019-2020 will continue. Hike will be done based on further Government Orders.				
10	Parents concerns	<table><tr><th>Concern Raised</th><th>RESOLUTION(s)</th></tr><tr><td>Mr. Narsimha Rao, PTA Member expressed his regret looking at the number of fee defaulters. He also expressed his concern as to how the School is going to deal with the situation.</td><td>The President replied – to create awareness in the parents and to acknowledge the efforts of the school. The school is conducting the online classes with all the latest technological improvements and is ensuring that the students’ academic year should not suffer.</td></tr></table>	Concern Raised	RESOLUTION(s)	Mr. Narsimha Rao, PTA Member expressed his regret looking at the number of fee defaulters. He also expressed his concern as to how the School is going to deal with the situation.	The President replied – to create awareness in the parents and to acknowledge the efforts of the school. The school is conducting the online classes with all the latest technological improvements and is ensuring that the students’ academic year should not suffer.
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11	Date for the next PTA	4 <sup>th</sup> Saturday of January 2021 i.e., 23.01.2021
12	Vote of thanks	The meeting ended by thanking and wishing everyone.

<b>PRESIDENT PTA</b>	<i>P. Saraswathi Rao</i>
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