



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

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Held on : 19.09.2020, Saturday
 From : 4:30 p.m. to 6:30 p.m.
 Conducted by : Mrs. D. Saraswathi Rao, President & Mrs. Poonam Agrawal, Secretary
 Attended by : PTA Members - Mr. R. Sundeeep, Mr. D. Sudheer Reddy, Mrs. Syed Habeeba
 Mr. Venkata Narasimha Rao Prattipati, Dr N Divija, Mrs. Amarjyoti Beedi,
 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, Mr. Udaya Kumaran – Edunation Team

The following points were discussed :

S.No.	Subject of Minutes	Details of Minutes
1	Welcome Note and declaration of the Agenda	<ul style="list-style-type: none"> The President, Mrs. D. Saraswathi Rao and the Secretary, Mrs. Poonam Agrawal welcomed the members for the virtual PTA meeting. Meeting started with a prayer and the agenda for the day was declared by the President. The President drew the attention of all the members to the minutes of the previous PTA meeting and thanked the parents for attending the virtual PTMs. She further briefed the members regarding the upcoming First Term Assessments. Classes 1 to 4 – MCQs Classes 5 to 8 – partly MCQs (15 marks) and Subjective (10 marks).
2	Academic Updates	<p>Mrs. Poonam Agrawal, the Secretary updated the members with the following :</p> <p>SMS</p> <ul style="list-style-type: none"> Word of the Day – WOTD is being shared as an SMS regularly for Grades 1 to 8. Regular Homework Assignments are being sent as an SMS for Grades 4 to 8. Assignment Links are being shared for Grades 5 to 8 in all subjects. <p>Uploaded in the NeverSkip Portal</p> <ul style="list-style-type: none"> Monthly class time tables are being uploaded in the NeverSkip Portal Monthly portions are being uploaded in the NeverSkip Portal. Times NIE Web Edition is being uploaded in the NeverSkip Portal for Grades 4 to 8. Pinnacle Magazines – June and July issues have been uploaded in the NeverSkip Portal for Grades 1 to 8.



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- First Term Assessment Timetable and Portion for Grades 1 to 8 have been uploaded in the NeverSkip Portal.
- ELEP Passages are uploaded on the NeverSkip Portal for Grades 1 to 8.
- The notes and teaching videos are uploaded in the NeverSkip Portal on a day- to-day basis for all Grades.

Facebook

- All the activities held are regularly uploaded on the FB. The Secretary informed the parents to view the school's facebook page frequently for day-to-day updates.

Activities

- Initiated Science Club & Math Club for Grades 6 to 8.
- Various Club Activities are conducted for Grades 6, 7 & 8.
- Scouts and Guides sessions are being held for Grades 6, 7 & 8.
- Clever Harvey Prodigy Program is offered to students of Grades 6 and 7.

General

- Drop Everything And Read-I (DEAR) was held for classes I to VIII on 17.07.2020.
- Physical Fitness videos are being uploaded in the NeverSkip Portal for Grades LKG to VIII and for the staff to ensure physical wellbeing of all.
- Based on the representations made by the parents and to facilitate better interaction between the teachers and the students, the timings for LKG & UKG have been revised w.e.f. 10.08.2020. The amended time tables are uploaded in the NeverSkip Portal.
- To overcome the boredom of the Pandemic, a few students of Grade 8 have come up with an innovative idea of a mini monthly school magazine 'The Pencils Press'. It has been uploaded in the NeverSkip for the students of classes 3 to 8.
- It has been decided to give a short break of 20 minutes (12:50 p.m. to 1:10 p.m) for the students to have their lunch (classes 5 to 8 2nd batch) w.e.f. 11.09.2020 based on the suggestions put forth by the parents.
- Extra Attention classes are being conducted for Grades 1 to 4.
- Extra Attention Classes and Doubt Clearing Classes are being conducted for Grades 5.
- Doubt Clearing Classes are being conducted for Grades 6, 7 and 8.
- A Student Representative Body consisting of members from Grades 5 to 8 has been formed.
- e-PTMs conducted successfully for Grades LKG to 8 from 09.09.2020 to 17.09.2020. 45% of parents attended the PTM.



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Mrs.Y.Neelima, Cultural Incharge briefed about the Competitions and Celebrations

- Spell Bee Finals held for classes III & IV on 04.07.2020
- English Paragraph Writing Competition for class VIII held on 14.07.2020
- English, Hindi, Telugu - Story Telling Competition for classes I & II held on 17.07.2020
- Computer Quiz Prelims for classes VI and VII held on 17.07.2020
- English/Hindi/Telugu Elocution Finals for class VIII held on 18.07.2020
- English/ Hindi / Telugu Recitation for classes III & IV held on 18.07.2020
- Declamation Competition for class V held on 21.07.2020
- Declamation Competition for class VI held on 22.07.2020
- Declamation Competition for class VII held on 23.07.2020
- Spin a Story Competition for class VIII held on 25.07.2020
- English/Hindi/Telugu Elocution for class V held on 27.07.2020.
- Computer Quiz Finals for classes VI and VII held on 27.07.2020.
- Associated Word Activity for classes III and IV held on 29.07.2020
- Associated Word Activity Competition for class I held on 10.08.2020
- Associated Word Activity Competition for class II held on 12.08.2020
- Freedom Quiz conducted by RJ Radio City on 10.08.2020.
- Mono Acting Competition for Grades III and IV held on 27.08.2020
- Singing Competition for classes VI, VII and VIII held on 07.09.2020.
- Dance Competition for class V held (recorded videos shared by the students) on 09.09.2020

Celebrations

- Doctor's Day was celebrated on 01.07.2020. Dr.Sowjanya (ex-student of JGS) addressed the students of Grade 5 during the assembly.
- Pink Day celebrated for UKG on 03.07.2020.
- World Population Day celebrated on 11.07.2020
- Blue Day celebrated for LKG held on 27.07.2020.
- Bakrid Celebrations held for classes L.KG. & U.KG. on 30.07.2020
- Yellow Day celebrated for L.KG. on 07.08.2020.
- Sri Krishna Ashtami celebrations for classes L.KG. & U.KG held on 10.08.2020.
- Virtual Independence Day celebrated on 15.08.2020.
- Virtual Teachers' Day celebrated on 07.09.2020.
- International Literacy Day celebrated on 08.09.2020.
- Hindi Divas celebrated on 14.09.2020
- Ozone Protection Day celebrated on 16.09.2020
- Grey Day Celebrations for UKG held on 18.09.2020
- Samuel Johnson's Birthday on 18.09.2020



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**Mrs.Bindu Muralidharan, Academic Support Head gave a gist of the following :
 Participation in the External Competitions / Events**

- 19 students participated in the e-Tirangaa Competition conducted by Amanora School. MADHUMITA SRINIVAS PURANAM of UKG-E secured the Runner Up position in the 'Spin A Yarn' - Story Telling Competition.
- Students of Grades 6, 7 and 8 participated in the Poster Making Competition 'Swachhata Pakhwada 2020' organized by ONGC.
- Articles of 28 students of Grades 6, 7 and 8 were sent articles to the Time NIE for the Article Writing Competition.
- The recorded videos of 5 students from Grades 6 and 8 were sent to the Times NIE for the News Bulletin Anchor Competition.
- Many students from Grades 4 to 8 participated in the Children's World Contest - May issue.
- Online Quiz on 'Is Cyber Bullying A Threat to You' was organized by State Telangana Police for classes 6, 7 and 8.
- Students participated in the Freedom Quiz conducted by RJ Radio City.
- The Winners Workshop was held for the students of Grades 6, 7 and 8 conducted by Mr. K.V.Pradeep, a Motivational Speaker.
- 3 best paintings of our students were selected for the Painting Competition - Gandagi Mukh Mera Gaon and were sent to gmb.mhrd@gmail.com
- Online Painting Competition 'Mixing Ka Magic Contest' was organized by Camlin for students of Grades LKG to VIII.
- 'School Super League Season 3' was conducted by the Times NIE in association with BYJU'S Learning App for the students of classes 3 to 8.
- The special messages of 10 students (Grades 6, 7 and 8) for Teachers' Day were selected for the Radio city digital platform on YouTube.
- Scouts and Guides participated in the National level e-Quiz on 'Builders of Modern India' organized by ZPHS, Pegadapally.

Mrs.Nandita Acharya, Academic Head spoke about the workshops conducted for the staff.

- Active Learn and Blooms Taxonomy workshop was conducted for the teachers.
- Sessions on 'Communication Skills' are being conducted for the teachers at all Grades.
- Teachers have enrolled for various PD modules.
- HSCP Induction Training was conducted for all the staff members.
- A Webinar on 'Khelo India Fitness Assessment' was attended by Mr.Shivalingam and Ms.Laharika (the P.E.Ts).
- Initiating the Literary Club-'The Cusp of Change-Curator' for teachers from 24.09.2020.



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Others

- Special message was given by 6 teachers on 'How Great They Feel on Being a Teacher'. These messages were sent to the Radio City and are published on the digital platform.
- The articles written by Ms.Andrila, Mrs.Shoba Subramanian & Ms.Shreosi Chatterjee on 'Teachers Day' were sent to the Times NIE.
- The videos of Mrs.Maria Selvina and Ms. Samina Amjad were sent to the Times NIE on 04.09.2020 for the Storytelling Contest - 'Tell A Tale'.

Mr.Udaya Kumaran, Edunation Team spoke about the HSCP.

He informed that he is involved in conducting the HSCP trainings, audit planning, campaign awareness programs, quality check tests, inspecting the school readiness, etc., based on the Government Order, WHO and Ministry of Health and Family Welfare.

He further updated the members regarding the various HSCP activities planned for this year and also HSCP Monthly Newsletters that are shared with the school.

There is nothing more precious to a parent than a CHILD, and nothing more important to our future than the safety of all our CHILDREN'. As a part of Health Safety & Child Protection (HSCP) an Online Assessment on 'Internet Safety' was conducted on 11.09.2020 which would help the child to know the safety measures they need to follow digitally.

3

Updates on the circulars from the Council

Mrs.D.Saraswathi Rao, the President informed about the implementation of the circulars received from the Council.

Reduction of syllabus

The Council has reduced 20% in English & Hindi, 40% in Sciences, Math, Computer Studies and Social Studies for Grades VI to VIII for the academic year 2020-2021 (circular dated 13.07.2020). The school has implemented the same and the reduced portion will be uploaded in the portal.

Change of mode of dispatch of Countersigned Transfer Certificates

Due to the COVID-19 pandemic, the Post Offices are working with a minimal staff resulting in delay in dispatch and consequently the receipt of the countersigned Transfer Certificates by the Schools. It has been decided to dispatch the countersigned Transfer Certificates to the schools by the DTDC / Blue Dart Courier Agencies. In order to enable Council to dispatch the documents of our School through courier. We have to remit an amount of Rs. 175/- per kg towards the courier charges.



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		<p>Mrs.Bindu Muralidharan, Academic Support Head briefed about the Sports.</p> <p>Fit India Freedom Run</p> <p>She informed the members that it has been organized by the Fit India Movement from 15.08.2020 to 02.10.2020 to encourage fitness. The information is shared with the parents of classes 6 to 8 on how to participate in the event along with their families and friends.</p> <p>Khelo India (SAI).</p> <p>Students of Grades 1 to 8 have been registered for Khelo India.</p>
4	Updates on the G.O. from the Ministry of Education	<p>The President informed the status of implementation of the G.Os received from the Government.</p> <p>The following was shared with the parents of Grades LKG to VIII.</p> <ul style="list-style-type: none"> In the light of the current pandemic circumstances, the school stands in solidarity with its stakeholders and in addition to abiding by the G.O.46 guidelines of rolling back the fee structure to that of academic year 2019-2020 offers a further reduction of 10 percent in the monthly tuition fee. This concession is applicable w.e.f. from August, 2020 till the time the online classes continue and the school physically reopens. Implemented new time tables for classes LKG to VIII from 16.07.2020 as there was an amendment in the screen time of the classes based on the Pragyata Guidelines on Digital Education issued by the MHRD (Ministry of Human Resource Development) in consultation with CBSE and NCERT on 14-07-2020).
5	Updates on the School Readiness	<p>A video on School Readiness was shown to the members and Mrs.Anitha, the Admin Head informed the members about –</p> <p><u>Infra Readiness</u></p> <ul style="list-style-type: none"> Procurement of Thermal screening, Fog spray, pedestal sanitiser dispensers, steamers, PPE equipment and face masks has been done. Chemicals like sanitisers, glycerine, sodium hypochlorite etc which are required to run the equipment are also procured in large quantities. Various signages to display the information and share the knowledge regarding COVID'19 are procured and kept ready. They are already put up in the Visitor Lounge to spread the awareness. The Isolation Room has been identified and a nurse and a driver will be designated for the same. Physical distancing markings are done at all the required areas.



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		<u>Documentation & Trainings</u> <ul style="list-style-type: none">▪ Various SOP's are created with strict guidelines consisting of Do's and Don'ts to be followed before and after the school re-opens.▪ Filling up of the Health Self Declaration Form has already begun.▪ ERT (Emergency Rescue Team) has been created under the leadership of the Principal and the Roles and the Responsibilities are defined for the team members. The information will be displayed every nook and corner.▪ The staff of all the departments like - housekeeping staff, transport team, security, etc., are being trained.											
6	Updates on the Staff salaries and School Fee	<ul style="list-style-type: none">▪ Mrs.Ajitha, Teacher Representative thanked the management for the timely payment of the salaries without any deductions and the additional internet allowances given. She further stated that many trainings given to the teachers for conducting the online classes successfully are of great help. She expressed her happiness on being a part of PTA.▪ Due to the present pandemic, all the staff members have put forward their decision for NO GIFTS on the Teachers' Day eve.▪ No hike in the staff salaries for 2020-2021▪ The Office Superintendent informed that the school is abiding by the G.O.46 and updated the members on the status of fee collection. <p>153 parents have not paid the fee for the last academic year (2019-2020) 1367 parents have not paid the fee from the month of April, 2020 45% of the parents have paid the fee so far.</p> <p>She also expressed that 100% salaries paid to the staff who were unfortunately affected by COVID -19 and were not able to perform their duties.</p> <p>She further informed that the school is taking loan to meet the expenses of staff salaries and rents.</p>											
7	Suggestions and queries received from the parents to PTA members	<table><tr><th>Query Raised</th><th>Replied</th><th>Resolution(s)</th></tr><tr><td>The President asked the parents to give in their opinion about the re-opening of the school in case a Government Order is issued regarding the same.</td><td>All the parent members opined that the online classes are going on smoothly and expressed their unwillingness in sending the students to school due to the pandemic situation. They further stated that the classes can continue online until a vaccine is available.</td><td>-</td></tr><tr><td>Dr.Divija expressed that she could not attend the PTM of her elder son as the communication will go to the father's mobile.</td><td>Mrs.Anitha, the Admin Head informed that the profile of both the siblings can be viewed on the mother's mobile. She informed the parent that the procedure will be explained over a telephonic call after the meeting.</td><td>-</td></tr></table>			Query Raised	Replied	Resolution(s)	The President asked the parents to give in their opinion about the re-opening of the school in case a Government Order is issued regarding the same.	All the parent members opined that the online classes are going on smoothly and expressed their unwillingness in sending the students to school due to the pandemic situation. They further stated that the classes can continue online until a vaccine is available.	-	Dr.Divija expressed that she could not attend the PTM of her elder son as the communication will go to the father's mobile.	Mrs.Anitha, the Admin Head informed that the profile of both the siblings can be viewed on the mother's mobile. She informed the parent that the procedure will be explained over a telephonic call after the meeting.	-
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	Dr.Divija requested to conduct PTMs on a monthly basis.	The President, Mrs.D.Saraswathi Rao informed that it is NOT possible as the teaching periods will be affected.	-
	Dr.Divija informed that the 2 nd and 3 rd Language Hindi / Telugu notes of class VI uploaded in the NeverSkip Portal are not clear.	Secretary assured the parent, that it will be looked into and resolved.	-
	Dr.Divija inquired if the zoom app was safe for conducting the online classes.	The Secretary informed that most of the safety issues have been addressed in the version 5.0. Mr.Uday said that the teachers are trained on all the safety aspects.	-
	Mr.Sundeep – Appreciated the teachers and informed that most of the parents are happy. Some parents expressed that chance is given only to a few students to answer in the class. He requested to share a mail / circular that will help the parent members to communicate the information with the other members.	The President informed that a log is being maintained by the teachers to ensure that all the students get a chance uniformly to interact with the teacher. Mr.Siddarth, Operations Head – informed that all the statistics of the fee collection, expenses, fee dues, other expenses and current cash flow of the school will be shared with the PTA members through mail. He also mentioned that the management will continuously strive to maintain transparency at all levels.	-
	Mr.Venkata Narasimha Rao said that when the fee is paid through a credit or debit card an additional transaction fee is being charged.	Mr.Siddarth, the Operations Head – informed that the school has ensured that this transaction fee is absorbed by the school and the parents are not charged while making payments through any payment gateway.	-



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	<p>Mr. Venkata Narasimha Rao Prattipati asked the process for uploading the subjective part of the assessment.</p>	<p>Mrs.Sowmya, Coordinator for class 8 briefed that – The Objective segment of the paper to be answered through Google Link and submitted. The Subjective segment to be written on a paper, scanned and uploaded in the 2nd link released. A Flow Chart for the procedure to attempt the Assessments will be uploaded in the NeverSkip Portal for reference. Also, the teachers will guide the students during the revision classes and conduct Mock Assessments.</p>	-
	<p>Mrs.Habeeba – expressed that if the children are not able to write the online assessment, will it affect the children.</p>	<p>The President informed that it may not have any direct impact on the children and it is upto the parents to decide whether the children write the assessments or not. She however, suggested that the parent monitors the reading and writing skills of the children.</p>	-
	<p>Mrs.Jyothi Beedi and Mrs.Syed Habeeba – There was 10% reduction of fee from August, 2020. Expressed that as some of the parents have already paid the fee in April. For such cases, will the fee be refunded?</p>		<p>RESOLVED to extend 10% concession in the tuition from the month of April, 2020 till the online classes are being conducted for parents of Grades 1 to 8.</p> <p>RESOLVED that the concession amount will be adjusted while clearing the fee of the upcoming months for the parents who already paid the fee before the 10% concession decision came into effect.</p>
	<p>The parents expressed that the students of LKG are finding it difficult to attend the online classes regularly as such they expect a further concession in fee from the school.</p>		<p>RESOLVED that the school has agreed to extend 30% concession on the monthly fee from July, 2020 for the parents of students in LKG till the online classes are being conducted.</p>



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			<p>RESOLVED that the school has agreed to extend 30% concession on the monthly fee from April, 2020 for the parents of students promoted to UKG from Johnson Grammar School till the online classes are being conducted.</p> <p>RESOLVED - For the students newly admitted in UKG, the 30% concession in the monthly fee is applicable from July, 2020 till the online classes are being conducted.</p> <p>Note : The concession extended will cease to continue once the school re-opens physically.</p>
8	Important Resolutions	<p>SUBJECT</p> <p>CRITERIA FOR NON ACADEMIC COMPONENTS FOR ONLINE CLASSES</p> <p>PARAMETERS Classes 4 to 8 5 x 2 = 10 marks Prompt in responding Videos being switching on Submission of assignments Punctuality in attending the online classes Proper posture and etiquette</p> <p>Regarding the Screen Time</p> <p>Regarding reduced portion for classes 6 to 8.</p>	<p>RESOLUTION(s)</p> <p>RESOLVED to implement from 2nd term</p> <p>RESOLVED to send an Opinion Poll to the parents.</p> <p>RESOLVED to upload the reduced portion in the portal.</p>
9	Date for the next PTA	Will be planned in November, 2020.	
10	Vote of thanks	The meeting ended by thanking and wishing everyone.	

PRESIDENT PTA

D. Saraswathi Rao