



MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING [2020-2021] Google Meet S.No. 7 DATE 19.09.2020 Page 1 of 10

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.Sundeep, 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	 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	Mrs.Poonam Agrawal, the Secretary updated the members with the following: SMS 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. Uploaded in the NeverSkip Portal 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 ere uploaded on the NeverSkip Portal for Grades 1 to 8.
- The notes and teaching videos are uploaded in the NeverSkip Portal on a day- today basis for all Grades.

Facebook

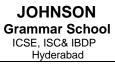
 All the activities held are regularly uploaded on the FB. The Secretary informed the parents to view the school's facebook page frequently for day-to-day updates.

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 h 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 VII held on 23.07.2020 Spin a Story Competition for class VIII held on 23.07.2020 English/Hindi/Telugu Elocution for class VIII 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 studen 09.09.2020 				
	Celebrations Doctor's Day was celebrated on 01.07.3 addressed the students of Grade 5 during Pink Day celebrated for UKG on 03.07.202 World Population Day celebrated on 11.0 Blue Day celebrated for LKG held on 27.07 Bakrid Celebrations held for classes L.KG. Yellow Day celebrated for L.KG. on 07.08.3 Sri Krishna Ashtami celebrations for classes Virtual Independence Day celebrated on 07.09 International Literacy Day celebrated on 07.09 International Literacy Day celebrated on 16.09 Grey Day Celebrations for UKG held on 18 Samuel Johnson's Birthday on 18.09.2020	the assembly. 20. 7.2020 7.2020. & U.KG. on 30.07.2020 2020. es L.KG. & U.KG held on 10.08.2020. 15.08.2020. 1.2020. 18.09.2020.			





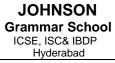
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Mrs.Bindu Muralidharan, Academic Support Head gave a gist of the following: Participation in the External Competitions / Events

- 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 Mukt 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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3 Updates of	Others Special message was given by 6 teachers on 'How Great They Feel on Teacher'. These messages were sent to the Radio City and are publis digital platform. The articles written by Ms.Andrila, Mrs.Shoba Subramanian & Chatterjee on 'Teachers Day' were sent to the Times NIE. The videos of Mrs.Maria Selvina and Ms. Samina Amjad were sent 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, au campaign awareness programs, quality check tests, inspecting the school rebased on the Government Order, WHO and Ministry of Health and Family Whe further updated the members regarding the various HSCP activities playear 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 our future than the safety of all our CHILDREN'. As a part of Health Saprotection (HSCP) an Online Assessment on 'Internet Safety' was continued in the safety of all our CHILDREN'. As a part of Health Saprotection (HSCP) an Online Assessment on 'Internet Safety' was continued in the safety of all our CHILDREN'.	
the circula from the Council		0% in Sciences, Math, Computer the academic year 2020-2021 (circular he same and the reduced portion will ansfer Certificates ces are working with a minimal staff he receipt of the countersigned Transfer to dispatch the countersigned Transfer art Courier Agencies. In order to enable through courier. We have to remit an





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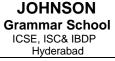
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		Mrs.Bindu Muralidharan, Academic Support Head briefed about the Sports. Fit India Freedom Run She informed the members that it has been organized by the Fit India Movement from 15.08.2020 to 02.10.2020 to encourage fitness. The information is shared with a parents of classes 6 to 8 on how to participate in the event along with their families a friends. Khelo India (SAI).			
4	Updates on the G.O. from the Ministry of Education	r Khelo India. ation of the G.Os received from the addes LKG to VIII.			
		 In the light of the current pandemic circumstances, the school stands in solidar with its stakeholders and in addition to abiding by the G.O.46 guidelines of roll back the fee structure to that of academic year 2019-2020 offers a furth reduction of 10 percent in the monthly tuition fee. This concession is applica w.e.f. from August, 2020 till the time the online classes continue and the schiphysically reopens. Implemented new time tables for classes LKG to VIII from 16.07.2020 as the was an amendment in the screen time of the classes based on the Pragy Guidelines on Digital Education issued by the MHRD (Ministry of Hum Resource Development) in consultation with CBSE and NCERT on 14-07-2020). 			
5	Updates on the School Readiness	A video on School Readiness was shown to the members and Mrs.Anitha, the Admir Head informed the members about — Infra Readiness 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 Visito 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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6	Updates on	 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. Mrs.Ajitha, Teacher Representative thanked the management for the timely 		
	the Staff salaries and School Fee	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. 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. 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. She further informed that the school is taking loan to meet the expenses of staff salaries and rents.		
7	Suggestions	Quary Paicad	Replied	Pacalution(s)
	and queries received from the parents to PTA members	Query Raised The President asked the parents to give in their opinion about the reopening of the school in case a Government Order is issued regarding the same.	All the parent members of that the online classes are on smoothly and express their unwillingness in sen the students to school duthe pandemic situation. further stated that the class can continue online until vaccine is available.	e going ed ding e to They asses a
		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 He informed that the profile both the siblings can be von the mother's mobile. Sinformed the parent that procedure will be explain over a telephonic call after meeting.	of iewed She the ed





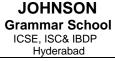
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	Dr.Divija requested to conduct PTMs on a monthly basis.	The President, Mrs.D.Saraswathi Rao info that it is NOT possible as t teaching periods will be affected.		
	Dr.Divija informed that the 2 nd and 3 rd Language Hindi / Telugu notes of class VI uploaded in the NeverSkip Portal are not clear.	Secretary assured the par that it will be looked into resolved.		
	Dr.Divija inquired if the zoom app was safe for conducting the online classes.	The Secretary informed the most of the safety issues been addressed in the version. Mr.Uday said that the teat are trained on all the safe aspects.	have rsion achers	
	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.	The President informed the log is being maintained by teachers to ensure that all students get a chance unit to interact with the teach	y the Il the iformly	
	He requested to share a mail / circular that will help the parent members to communicate the information with the other members.	Mr.Siddarth, Operations I informed that all the stati of the fee collection, experies dues, other expenses current cash flow of the swill be shared with the PT members through mail. Homentioned that the management will continustrive to maintain transparat all levels.	istics enses, and school FA de also	
	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 Ope Head — informed that school has ensured that transaction fee is absorbed the school and the parein not charged while in payments through any pagateway.	at the at this bed by nts are making	





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	Mr. Venkata Narasimha Rao Prattipati asked the process for uploading the subjective part of the assessment.	Mrs.Sowmya, Coordinator class 8 briefed that — The Objective segment of paper to be answered the Google Link and submitted. The Subjective segment written on a paper, so and uploaded in the 2 rd released. A Flow Chart for the procesto attempt the Assessment be uploaded in the Nevers Portal for reference. Also, teachers will guide the studuring the revision classes	of the arough d. to be anned link edure ats will skip the idents	
	Mrs.Habeeba — expressed that if the children are not able to write the online assessment, will it affect the children.	conduct Mock Assessment The President informed to may not have any direct if on the children and it is the parents to decide where the children write assessments or not. however, suggested that parent monitors the research	ts. that it - mpact supto nether the She it the	
	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?		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. 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.	
	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.		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.	



thanks

JOHNSON Grammar School ICSE, ISC& IBDP

CSE, ISC& IBDF Hyderabad

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