



# RLM FOUNDATION'S OXFORD WORLD SCHOOL

( Affiliated To CBSE, Affiliation No - 1131170 )

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## Minutes of 1<sup>st</sup> Executive Committee of Parent Teacher Association (EPTA) Meeting – AY 2023-24

### Minutes of Meeting

Venue : Virtual Meeting over Google Meet

Day & Date : Saturday, 4<sup>th</sup> Nov 2023

SR.NO	NAME	DESIGNATION	GRADE
1	Dr. Kavita K Roy	Chairperson / Principal	–
2	Mrs. Tamanna Kamlesh Balani	Parent Representative	Grade 1
3	Mrs. Manisha Roy	Parent Representative	Grade 2
4	Mrs. Somya Agrawal	Parent Representative	Grade 4
5	Mrs. Neha Monga	Parent Representative	Grade 6
6	Mrs. Rashmi Anand Dhokariya	Parent Representative	Grade 7
7	Mrs. Amit Rajnikant Waghmare	Joint Secretary / Parent Representative	Grade 8
8	Mr. Ajay Kasturilal Ahuja	Joint Secretary / Parent Representative	Grade 9
9	Mrs. Sangita Sonawane	Vice – Chairperson / Parent Representative	Grade 10
10	Mrs. Swapna Belitkar	Teacher Representative	Grade 1
11	Mrs. Jini Nair	Teacher Representative	Grade 2
12	Mrs. Manisha David	Teacher Representative	Grade 3
13	Mrs. Deepa Choudhary	Teacher Representative	Grade 4
14	Mrs. Mrunalini Jamdade	Teacher Representative	Grade 5
15	Mrs. Sapna Yadwad	Teacher Representative	Grade 6
16	Mrs. Vidhatri Chourasia	Teacher Representative	Grade 7
17	Mrs. Savita Sonawane	Secretary / Teacher Representative	Grade 8
18	Mrs. Jyothi Joshi	Teacher Representative	Grade 9
19	Mrs. Seema Ahuja	Teacher Representative	Grade 10

## Members Absent

20	Mrs. Sahina Bano	Parent Representative	Grade 3
21	Mrs. Nilima Gorakh Tekawade	Parent Representative	Grade 5

### Welcoming Members:

Dr. Kavita K Roy, Principal and Chairperson, extended a warm welcome to all the members of the Executive Committee of the PTA of Oxford World School for the academic year 2023-24. The Chairperson noted the attendance and marked the requisite quorum. Leave of absence was granted to members who were not present with prior intimation. The agenda was circulated along with the Notice of the Meeting to all the members.

### Agenda

- **Welcoming the members of the Executive Committee**
- **Introduction of members of Ex. Committee of PTA**
- **Reading the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011, and the rules made there under.**
- **Constitution of the Executive Committee.**
- **Adoption of Byelaws of Oxford World School**
- **Status Report on Academic and Administrative Operations from April to October, 2023-24.**
- **Maharashtra Act No III of 2020**
- **Fee structure for the Academic year 2024-25.**
- **Vote of thanks.**

The meeting was called to order and commenced at 10:00 am after ascertaining the presence of the required quorum. The Chairperson informed the committee members regarding the absence of Mrs. Sahina Bano & Mrs. Nilima Gorakh Tekawade and the members excused his presence.

#### 1. Introduction of the members of the Executive Committee:

The meeting was called to order at 10:00 am after ascertaining the presence of the required quorum. Dr. Kavita K Roy, Chairperson of Parent Teacher Association (PTA) of Oxford World School, began the meeting by informing the members that the quorum is being achieved. She then, introduced each member of the Executive Committee of the PTA for 2023-24. She briefed the members about the process of the selection of the members of the Executive Committee of the PTA (EPTA).

#### 2. Reading the Maharashtra Educational Institutions (Regulation of fees) Act, 2011 and the rules made thereunder with respect to the formation, rules and responsibilities of the EPTA:

The Chairperson also informed the parent that the mode of communication for all the members of the PTA for any matters concerning academics, school policies & guidelines is through the respective EPTA members. She further added that the email and the contact information of the EPTA members are put on the website for the ready reference. She reinforced that the parents must not form any micro-social media groups like WhatsApp to discuss matter relating to school. In addition, the parents were instead asked to contact the respective EPTA members via email for the same.

The Chairperson informed that the Bye Laws, constitution of EPTA, Annual General Body Meeting were according to Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the rules made thereunder. She mentioned that the minutes of the meeting, general responsibilities and the

Byelaws of the Executive Committee of the PTA (EPTA) were displayed on the school website. She also intimated the parents that according to the Fee Regulation Act, 2011 the parent of every student in the school would be a member of the Parent – Teacher Association.

### 3. Constitution of the Executive Committee:

The Principal informed the meeting that the Executive Committee would be headed by the ‘Principal’ who is the Chairperson of the EPTA by default. She then called the parents to nominate the Vice - Chairperson and one Joint Secretary from the Parent Representatives. The meeting unanimously nominated the following as the office bearers of the EPTA for AY 2023-24.

Mr. Amit Rajnikant Waghmare	Joint Secretary/Parent Representative
Mr. Ajay Kasturilal Ahuja	Joint Secretary /Parent Representative
Ms. Sangita Sonawane	Vice –Chairperson/ Parent Representative
Ms. Savita Sonawane	Secretary / Teacher Representative

*(As per the Maharashtra Educational Institutions (Regulation of Fee) Rules, the Vice- Chairperson and two Joint Secretaries were elected from amongst the Parent Representatives and the Secretary was elected unanimously from among the Teacher Representatives. The Association will be headed by the ‘Principal’ who is the ex-officio Chairperson of the EPTA)*

### 4. Adoption of Bye-laws of the PTA of Oxford World School:

The adoption of Bye-laws of the PTA that was being read out. It was also informed that its displayed on the School’s website.

### 5. Status Report on Academic and Administrative Operations from April to October, 2023-24:

- i. **Formative & Summative Assessment - 1-** FA-1 and SA-1 was successfully completed before the Diwali Break for all grades in the month of July & Oct. Detailed test / Exam wrapping was done, and the results were analyses to identify learning gaps. The overall performance report of the students was uploaded on the Notice Board of each grade under the HALL OF FAME Section. Sample Question papers were shared with the parents just to bridge the learning gap as OWS believe that the sample question papers are the key to excellence as the learners can track their performance and improve their time management.
- ii. **External Examination enhancing 21<sup>st</sup> century skills:** OWS conducts a lot of personality development activities & external examinations are conducted for the learners to enhance their skills and knowledge. All the External examination are conducted as per the schedule and the chairperson encouraged the parents and educators to motivate the learners to participate in these examinations. Learners from Nursery – G-10 participated in many external examinations [SOF, NOF, Hindi Olympiad, SpellBee, Spell Quest, Ganit Prabhuta Pariksha, Heritage quiz, Aryabhatta Ganit Challenge etc ] as it helps students to know their performance. It also helps them to know their knowledge level. In addition, it encourages them to learn and improve their knowledge and grades. Also, it creates a competitive spirit in students.CCA activities were conducted as per the shared glimpses of the month viz., days to be celebrated, commemorated etc.
- iii. **XSEED Learnometer:** The chairperson apprised the EPTA members about XSEED Learnometer as the powerful skills-based test and special diagnostic report. It Builds a solid foundation for competitive exams. It will be conducted on 25<sup>th</sup> - 28<sup>th</sup> Nov 2023.
- iv. **SEWA (Social Empowerment through Work Education and Action):** As a part of the mandatory CBSE assessment compliance, each learner of Grades 9 and above will be taking up 15 hours of activity targeted at Social Empowerment through Work Education and Action [SEWA] during the year. These activities are very important for the development of empathy and life skills among the learners.
- v. **Sixth Subject in Grade 9 ICT (Code 402) :** The Chairperson informed the members that ICT has been introduced as a sixth subject.
- vi. **Competency Based Assessment (CBA):** When assessment is undertaken to assess a learner’s progress in achieving defined learning goals/ competencies/learning outcomes, it is considered as CBA. It is an outcome-based approach to education to ensure proficiency in learning by students through demonstration of the knowledge, skills, values, and attitudes

required for dealing with real life situations at the age and grade appropriate level. **As per the latest CBSE class 10 exam pattern 2024** - 50% of the questions will be competency-based (MCQs, source-based questions, case study-based questions, etc.), 20% of the questions will be MCQs and 30% of the questions will be short/long answer type questions. The Chairperson also apprised that the 1<sup>st</sup> PRE-BOARD will be conducted post Diwali break. The 2<sup>nd</sup> PRE-BOARD Examination will be in the month of January. The learners will be having the holidays from 1<sup>st</sup> Feb 2024.

- vii. **Grandparents' Day:** The Principal discussed the most awaited event at OWS, which was celebrated with great zeal by the teachers and the learners. This year, the learners accompanied their grandparents to the classes and engaged in various activities such as painting, singing etc. The celebration was filled with nostalgia and fun and was much appreciated by all.
- viii. **Independence Day:** Learners of Grades 4-10 attended the celebration in school. The flag was hoisted by the Principal, Dr. Kavita K Roy. The Principal addressed the students and the learners performed patriotic songs and dance. The event was celebrated with patriotic fervour. All learners had a special breakfast as a part of the celebration.
- ix. **Investiture Ceremony :** The First Investiture Ceremony for the Student Council Members of 2023-24, was successfully held. The Council members were bestowed with their responsibilities by the School Principal, and the Sports Educators. The newly formed Student Council took an oath to carry out the duties assigned to them with integrity, and to be role models of exemplary conduct. The members of the Student Council for the academic year 2023-24 are as follows:

Senior School Office Bearers			
Sr. No	Header of the batches	Name of Students	Class
1	Head Boy	Daksh Saraf	IX
2	Head Girl	Angel Ahuja	IX
3	Sports Captain Boy	Shubham Rajput	IX
4	Sports Captain Girl	Samiksha Bharne	IX
5	Horizon Editor Boy	Avnish Deshpande	IX
6	Horizon Editor Girl	Tanisha Magrani	IX
7	Cultural Secretary Boy	Ansh Nair	IX
8	Cultural Secretary Girl	Tanishka Wagh	IX
9	Discipline In charge Boy	Swapnil Mule	IX
10	Discipline In charge Girl	Shraddha Wagh	IX

- x. **NEP 2020 Guidelines followed in school:** It is the ability to read with comprehension/meaning and perform basic math calculations by the end of Class 3 which covers the age group of 3 to 9 years at foundational level.
- xi. **Continuous Professional Development:** The Chairperson informed the members that all educators were engaged in trainings for continuous professional development. CBSE Resource person has been conducting workshops and sessions for educators across grades and departments, related to Bloom's Taxonomy, Code of Correction and framing of Competency Based Questions. Educators have also been attending webinars and online training sessions conducting by CBSE, DIKSHA, NISHTHA & XSEED.
- xii. **The TLM and CBSE Exemplars** are shared with the learners and educators. TLMs also known as instructional aids, facilitate a teacher in achieving the learning objectives formulated by her/him prior to teaching-learning activities start. The roles of TLMs in the classroom are to make learning real, practical, and fun for children. Teachers use TLMs to illustrate or reinforce a skill, fact, or idea. Provisions of TLMs for students are available under Samagra Shiksha and NIPUN Bharat. Grade 6 – 8 the soft copy of the TLM is shared by the respective subject educators and the same is taken on every Saturday. For Grade 9 the hardcopy of the TLM is given to the learners. Grade 6 – 8 the soft copy of the TLM is shared by the respective subject educators and the same is taken on every Saturday. In the first quarter of this academic year, the school hosted the 'XSEED Kick-off' Training for all staff on 1st June 2023, conducted by the XSEED Trainer, Ms. Sunita Rao.

- xiii. **G20 Regional Summit:** The Secondary Mathematics Educator, Ms. Jyothi Joshi & Grade 9 learner Angel Ahuja represented our school at the Pune Sahodaya Regional Forum on G20, at The Kalyani School, on 20th June 2023.
- xiv. **The Chairperson mentioned that some of our learners had gone on field trips in this quarter (Learners from G-Nursery – G-10)**
- xv. **Fees 2<sup>nd</sup> and 3<sup>rd</sup> Instalment:** The Chairperson stated that the 2<sup>nd</sup> instalment of the fees for the academic year 2023- 24 was received, and she thanked all our parent partners for paying the same on time.
- xvi. **APAAR ID - Mandatory requirement of Aadhar Card. (APAAR ID related circular is already shared)** Recently, as per the state governments compliance we have taken parental consent for the creation of a new student identity card known as the **Automated Permanent Academic Account Registry (APAAR)**.
6. **Maharashtra Act No III of 2020 for the Academic Year 2024-25 :** An act to provide for teaching and learning Marathi language as compulsory in all schools in the State of Maharashtra.

महाराष्ट्र शासन राजपत्र असाधारण भाग आठ, मार्च ९, २०२०/फाल्गुन १९, शके १९४१

### SCHEDULE

(See section 3)

#### Details of implementation

#### I-Primary Level (Standards I to V)

Marathi Language shall be introduced as the compulsory subject in Standard I from year 2020-2021 onwards and thereafter every year it shall be extended to further Standards progressively as below :—

Sr. No.	Standard	Academic Year
1.	I	2020-2021
2.	II	2021-2022
3.	III	2022-2023
4.	IV	2023-2024
5.	V	2024-2025

#### II-Upper Primary and Secondary School Level

(Standard VI to X)

Marathi Language shall be introduced as the compulsory subject in Standard VI from year 2020-2021 onwards and thereafter every year it shall be extended to further Standards progressively as below :—

Sr. No.	Standard	Academic Year
1.	VI	2020-2021
2.	VII	2021-2022
3.	VIII	2022-2023
4.	IX	2023-2024
5.	X	2024-2025

Besides this, many of our students are bringing laurels to the school in various competitions. The Principal mentioned that these success stories are published on the website and the school's social media platforms and requested parents to encourage the learners on these platforms.

7. **Fee implication for the Academic Year 2024-25** - The Principal, Dr. Kavita K Roy then took up the next agenda point regarding the academic fee for the AY 2024-25. She announced that the fee structure remains the same for the AY 2024-25. She apprised a large majority of parents have made the required fee payment up to 3<sup>rd</sup> Installment and we wish to thank them for their continued support. At the same time, the financial challenges for the organization continue to remain a serious cause for concern. It is imperative for parents to pay the fee up to Instalment-3 (1-3) to enable the school to honor the financial commitments towards salaries, lease rent and other expenses and thereby ensure academic continuity. The school fees payment due dates are already extended many times and for the feasibility of parents the monthly fee payment options are also made available in the parent portal.

**Uniform and Books:** The service providers have informed of a marginal increase in the costing for 2024-2025. As is the practice, the parents can place the order for the uniforms and pay the amount online directly to the service provider in March 2024. Similarly, the books also can be procured directly from the service providers around February / March 2024.

#### 8. **Interaction with EPTA members:**

The Chairperson informed the committee that all agenda points have been covered and opened the floor to questions, observations, concerns, and queries from the Parent Representatives:

Parent representative of Grade 1, Ms. Tamana Kamlesh Balani, requested to reduce the portion of the FA-1 and SA-1 for Grade 1 learners.

The parents were informed at Oxford World School, we follow a system of continuous multi-disciplinary assessment, which could be formal or informal. We also follow a differentiated system of assessment to cater to the varied needs of children. OWS has been, and will continue taking initiatives to make education competency based. It focuses on the student's demonstration of desired learning outcomes as central to the learning process. Therefore, the focus is on measuring learning through attainment of prescribed learning outcomes, rather than on measuring time. Experiential and active learning are the best pedagogies for CBE. The School advocated introduction of Experiential Learning as mandatory pedagogy to promote critical thinking, creativity and effective study skills among students. OWS has also displayed the Learning Outcomes approach developed by NCERT for classes I-VIII and encouraged the educators to direct their teaching-learning in the light of these outcomes.

The child seeking entry into Oxford World School is evaluated on his/her skills and abilities in order to determine the level in comparison to the expectation of the class into which admission is sought. This helps the teacher to modulate the classroom transaction in order to meet the child's needs. With the firm belief that education touches the mind as well as the being and each influences the other, information regarding each student is collected, considering their ability to apply knowledge, their learning process and how they conduct themselves in different situations. These findings form the basis of a continuous feedback process to the student and parents. A systematic follow up Programme is built around these evaluations, be it on the scholastic, co-scholastic or value/attitudinal front.

We recognize that the larger objective of the Academic Programme is to open minds and steer a child towards critical thinking and application. To this end, we administer assessments that are generated by our educators, keeping in mind the acceptable academic levels globally. Children experiment through and find their feet, thus honing critical life skills and sharpening their academic prowess. The curriculum is therefore designed to ensure that children are in a state of perpetual academic readiness.

Tasks could be varied within a class, homework, class work, projects, presentations- each lends to assessment, projecting a different aspect of the child's learning. Much of the assessment conducted is diagnostic, but we also take Formative & summative assessments as per the Academic Planner.

Finally, the Chairperson put across a few concerns regarding parents missing important deadlines like payment of fees, filling forms for necessary registration details, almanac not being followed and

increasing absenteeism which leads to increase in learning gaps. Parents were also requested to ensure that children attend school regularly. The teachers also requested that the children should be monitored at home, should be motivated to complete their learning log regularly, and must maintain a consistent self-study routine. This habit will surely enhance their conceptual clarity and also develop independent learning skills.

The parent representatives thanked the educators for all their efforts and said that the learners were very happy at school.

#### **9. Vote of Thanks:**

Finally, as there was no other business, the meeting was concluded with the Chairperson thanking the members warmly for their participation and presence in the meeting and for constantly supporting the school in all its endeavours. With this, she concluded the 1<sup>st</sup> meeting of EPTA for the academic year 2023-24.

Date: 4<sup>th</sup> Nov 2023

Place: Pune