

OXFORD WORLD SCHOOL

Opposite Panchshil Towers, Kharadi Annex, Maharashtra 412207

Minutes of the 1st Executive Committee of Parent Teacher Association (EPTA) Meeting Academic Year 2022-23

MINUTES OF MEETING

VENUE: Virtual Meeting over ZOOM

Day and Date: Saturday, 19th November 2022

Time: 11:00 AM

Members Present

SR.NO	NAME	DESIGNATION	GRADE
1.	Dr. Kavita K Roy	Chairperson / Principal	–
2.	Mrs. Krupa Rasesh Mehta	Parent Representative	Grade 1
3.	Mr. Dnyanesh Ratan Toradmal	Parent Representative	Grade 3
4.	Mrs. Ujvala Kamthane	Parent Representative	Grade 5
5.	Mrs. Hema Waghmare	Parent Representative	Grade 6
6.	Mrs. Paromita Sarkar	Joint Secretary / Parent Representative	Grade 7
7.	Mrs. Pooja Maghrani	Joint Secretary / Parent Representative	Grade 8
8.	Mrs. Talida Shafeeq	Vice – Chairperson / Parent Representative	Grade 9
9.	Mrs. Rohini Ghule	Teacher Representative	Grade 1
10.	Mrs. Swapna Belitker	Teacher Representative	Grade 2
11.	Mrs. Deepa Choudhary	Teacher Representative	Grade 3
12.	Mrs. Mrunalini Jamdade	Teacher Representative	Grade 4
13.	Mrs. Sapna Yadwad	Secretary / Teacher Representative	Grade 5
14.	Mrs. Seema Ahuja	Teacher Representative	Grade 6
15.	Ms. Vidhatri Chourasia	Teacher Representative	Grade 7
16.	Mrs. Jyothi Joshi	Teacher Representative	Grade 8
17.	Mrs. Manisha Singh	Teacher Representative	Grade 9

Member Absent

1	Mr. Rohit Lohia	Parent Representative	Grade 2
2	Mr. Nilesh Lahanu Pawar	Parent Representative	Grade 4

Agenda:

1. Introduction of the members of the Executive Committee.
2. Reading the Maharashtra Educational Institutions (Regulation of Fees) Act, 2011 and the rules made thereunder (only the headings to be read out and parents can be informed to go through the document available in the ethernet)
3. Constitution of the Executive Committee (One Secretary to be nominated by the Chairperson from among the teachers, one Vice-Chairperson to be selected from the parent representatives, one Joint Secretary from the teachers and one Joint Secretary from the parent representatives)
4. Adoption of Bye-laws of the PTA of Oxford World School
5. Status Report on Academic and Administrative Operations from April to November, 2022-23
6. Proposal of revised Fee structure for the Academic year 2023-24 and 2024-25.
7. Maharashtra Act No III of 2020
8. Vote of thanks

The meeting was called to order and commenced at 11:00 am after ascertaining the presence of the required quorum. The Chairperson informed the committee members regarding the absence of Mr. Rohit Lohia & Mr. Nilesh Lahanu Pawar and the members excused his presence.

1. Introduction of the members of the Executive Committee:

The meeting was called to order at 11:00 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 2022-23. 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 2022-23.

Ms. Pooja Maghrani	Joint Secretary/Parent Representative
Ms. Paromita Sarkar	Joint Secretary /Parent Representative
Ms. Talida Shafeq	Vice –Chairperson/ Parent Representative
Ms. Sapna Yadwad	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 November, 2022-23:

- 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 post pandemic and 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 21st 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. 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 27th and 28th Nov 2022.
- 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.
- vii. **District Kumite Winner 2022** (in association with SHOTOKAN KARATE-DO SPORTS ASSOCIATION) Princess of class IX A has brought laurels to the school by bagging a Gold medal in the "1st District Karate Championship 2022", in the "Inter School Karate Competition" organized by SHOTOKAN KARATE-DO -SPORTS ASSOCIATION held at Laxmi Lawn, Wagholi on 8th Oct 2022.
- viii. **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.
- ix. **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.

- x. **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.
- xi. **Fees 2nd and 3rd Instalment:** The Chairperson stated that the 2nd instalment of the fees for the academic year 2022- 23 was received, and she thanked all our parent partners for paying the same on time.

7. Proposal of Fee structure for the Academic year 2023-24 and 2024-25:

The Chairperson informed the members present that since its inception in 2017, the fees of Oxford World School has not been increased. However, keeping in mind the duress of the parents induced by the pandemic, the fee increase had been deferred to the academic year 2022-2023. In addition to this, she informed that the school managing body has generously refunded the transport fee of the Academic Year 2021-22. The chairperson proposed the fee hike of 15% for the Academic year 2023-24 and 2024 -25. The revised fee structure will be hoisted on the website.

She also shared that the 6th Pay Commission salaries been implemented from this academic year. Taking into consideration the hike in salaries and the additional maintenance costs due to current inflation, the Board of Trustees had proposed an average fee hike of 15%, applicable to Nursery through Grade 10, for the next academic year 2023-2024 and the same has been upheld by the School Managing Committee (SMC). The same fee will continue through the following academic year 2024 – 2025.

With this informed, the Chairperson opened the floor for discussion. Further to the discussion, the parent representatives unanimously accepted the fee increase by endorsing the prescribed Format III of the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011. The Chairperson requested the members to come to the school campus for signing the same.

In the context of online schooling in the last two academic years and the absence of Health and Physical Education Sessions, the Parent Representatives applauded the HPE classes on campus this academic year. They shared that the learners will get more laurels for the school.

Parent Representatives inquired about the limited number of periods allotted to the 3rd Language classes. The Principal informed the meeting that that III Language is offered only from Grade 1 to Grade 8 with focus on the communicative aspect of the chosen language. The allotted periods are proportionate to the syllabus of 3rd Languages.

The meeting discussed about the academic rigour adopted on campus. The Principal explained how the learners had lost the practice of writing in the last two years and how writing speed has taken a beat. It is important to give the requisite practice to the learners so that they can be better prepared for their Board Exam. Keeping this in focus, the educators are also taking classes in the evening, giving up their private time so that they can support the learners better. The Chairperson added that in the previous year CBSE had reduced the syllabus keeping in mind the online classes, but this academic year the syllabus is back to 100%. Also, more than 40% of the paper is competency based therefore, the entire syllabus has to be covered in detail. The projects and assignments are all a part of the submissions related to internal assessments as mandated by the CBSE. Parents Representatives agreed to encourage the learners to attend these classes.

Enforcement of strict discipline on campus was discussed in the meeting. The Principal stated that with the commencement of on campus classes, this academic year, it was noticed that the basic etiquette of children in a formal school needed reinforcement and she appealed to all the parent partners to keep talking to their wards about the necessity of rules and regulations on campus. Teacher Representatives seconded the Principal and requested the parent partners to talk to their wards about the difference between a formal and an informal setup which will help the learners in maintaining the required discipline in the school premises. She apprised that parents to monitor and sensitize their wards in using the internet, she added that the parental controls are necessity to ensure they are kept safe from threats online. These threats include predators, cybercriminals, cyberbullying and inappropriate content. She informed that the parents that a lot of awareness and sensitization sessions are conducted in school by renowned organizations.

The Parent Representatives committed their support and unanimously requested the Chairperson to write a letter to the larger group of parents. The Chairperson acknowledged the suggestion, and she assured the meeting that the same will be done the following week.

In the context of reaching out to the school about concerns and issues, the Principal and the Chairperson appealed to that the EPTA members not to get involved in individual concerns raised by the parents as every learner has individual needs and to protect the reputation of the learner, such concerns can be discussed only with the parents discreetly. The school cannot discuss individual concerns in a forum. The parent representatives agreed that the school is always prompt in responding to emails and always arranges for meetings as requested by the parents.

8. Maharashtra Act No III of 2020: 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

8. Vote of Thanks

There being no other business, the Chairperson thanked all the members of the executive committee for their presence in the EPTA meeting. She added that they also receive appreciating mails for specific educators which is a motivation for them as well. She expressed her gratitude for the support and trust that the parent partners extend to the school. On this note, The Chairperson ended the 1st meeting of EPTA for the academic year 2022-23.