



RLM FOUNDATION'S OXFORD WORLD SCHOOL

(Affiliated To CBSE, Affiliation No - 1131170)

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Minutes of 1st Executive Committee of Parent Teacher Association (EPTA) Meeting – AY 2024-25

Minutes of Meeting

Venue : Virtual Meeting over Google Meet

Day & Date : Saturday, 28th Sep 2024

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 2024-25. 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 September, 2024-25
- 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 10:30 am after ascertaining the presence of the required quorum.

- **Introduction of the members of the Executive Committee:**

The meeting was called to order at 10:30 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 2024-25. She briefed the members about the process of the selection of the members of the Executive Committee of the PTA (EPTA).

- **Reading the Maharashtra Educational Institutions (Regulation of fees) Act, 2011 and the rules made there under 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. [It was also shared through the EPTA Circular]

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.

- **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 2024-25

Sl No	Name	Designation	Grade
1.	Mr Issac Shelly	Joint Secretary / Parent Representative	Grade 8
2.	Mrs Varsha Samudrla	Joint Secretary / Parent Representative	Grade 9
3.	Mr Amit Wagh	Vice- Chairperson / Parent Representative	Grade 10
4.	Mrs. Monika Parashar	Secretary / Teacher Representative	Grade 8

The list of members of the Executive Committee for the Parent Teacher Association for the academic year 2024-25 has been posted on the website [\[www.oxfordworldschool.com\]](http://www.oxfordworldschool.com).

(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)

- **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.

- **Status Report on Academic and Administrative Operations from April to October, 2024-25**
 - **Principal's Update to Parents: Detailed Academic Insights**

The principal provided a comprehensive update on the school’s academic progress and key initiatives, ensuring that parents are informed about the steps being taken to enhance the learners' educational experience. Below is an elaboration of each point discussed:

- **Academic Report: CBSE Grade X Board Exam Results:** The results of the first board examination for Grade 10 for the academic year 2023-24 have been officially published on our website. We are proud to announce that OWS School learners have achieved 100% success in their performance. Here are the key highlights of the learners' results:

1. **Princess Dilip Darandale** - 81.4%
2. **Aleena Shafeeq** - 73.6%

- **Total Students Registered for AY 2024-25:** For the academic year 2024-25, 17 learners have registered for the board examination. We have successfully completed all the necessary tasks, including the filling of OASIS, HPE, and LOC, ensuring compliance with CBSE requirements and meeting the prescribed deadlines. **Annual Blessings/Aashirwad Ceremony:** Annually, the school organizes a Blessings/Aashirwad Ceremony to honour and felicitate academic achievers. This event serves as a powerful motivation for all learners, encouraging them to strive for academic excellence.

- **Assessment for Learning Schedule:** At the start of the academic year, the school uploaded the detailed assessment schedule for the different stages: Foundational (GN - G2), Preparatory (G3 - G5), and Middle & Secondary (G6 - G10). This proactive step was taken for the convenience of parents, ensuring they are well-informed about key assessment dates and expectations throughout the year. The schedule outlines the timeline for internal assessments, periodic tests, and term-end exams, providing clarity on academic milestones.
- **PT-1 and Term 1 Progress:** The school successfully conducted Periodic Test-1 (PT-1) for the academic year 2024-25 as per the planned schedule. Following PT-1, the Term 1 assessments are progressing smoothly, with all assessments taking place on time. This is crucial for maintaining academic continuity and ensuring that learners are evaluated in a timely manner. The smooth execution of PT-1 reflects the school's commitment to academic discipline and adherence to the schedule.
- **Special Learning & Remedial Sessions:** To cater to diverse learning needs, the school's educators initiated special accelerated learning and remedial sessions for learners who required additional academic support. These sessions focused on addressing individual learning gaps and reinforcing critical concepts to help learners catch up with their peers. These remedial measures have proved beneficial in boosting learner performance, ensuring no child is left behind in their academic journey.
- **Revision Sessions:** Adequate revision sessions were conducted by grade educators to ensure that learners received ample practice and could revise key concepts thoroughly before assessments. These sessions helped to enhance learner confidence and preparedness for upcoming exams. By providing structured revision time, the school ensured that students were better equipped to tackle their exams and assessments, leading to better performance outcomes.
- **Subject Enrichment Activities (SEA):** In alignment with NEP 2020 and the National Curriculum Framework (NCF), the school has assigned Subject Enrichment Activities (SEA) to students across various grades. These tasks are designed to supplement the core curriculum and encourage practical learning, creativity, and critical thinking. SEA tasks are a critical component of holistic education, enabling learners to explore subjects in greater depth through hands-on activities, research, and creative projects, while adhering to CBSE guidelines.
- **Focus on Foundational Stage (FLN):** For learners in the foundational stage (Grades GN - G2), the school placed a strong focus on Foundational Literacy and Numeracy (FLN) skills. The assessments at this level were tailored to enhance learners' core numeracy and literacy abilities, which are vital for building a solid educational foundation. The questionnaires and learning activities were designed to meet FLN objectives, ensuring that learners develop essential reading, writing, and mathematical skills early on.
- **Competency-Based Examinations (G6 onwards):** From Grade 6 onwards, the school has adopted competency-based assessments, which focus on evaluating a learner's understanding, skills, and application of knowledge rather than rote memorization. Tools like the XSEED Learnometer and SAFAL Exams have been integrated into the school's assessment framework to support skill enhancement and help learners improve their analytical and problem-solving abilities. This approach aligns with the evolving educational standards aimed at fostering real-world skills.
- **Grade 10 Competency-Based Questions (CBQ):** For Grade 10 students, the school has implemented a significant shift in the examination format in line with CBSE's revised circular. Fifty percent of the upcoming board exam questions will be competency-based (CBQ), meaning they are designed to assess a student's higher-order thinking skills and application of knowledge rather than simple recall of information. These questions are also aligned with the standards of competitive exams, preparing learners for future challenges beyond school exams.
- **Discontinuation of Monthly Reports:** The principal informed parents that the school will **discontinue the practice of uploading Monthly Reports**. Instead, the school will introduce an **Academic Monthly Update [Bulletin of the Month]**, which will be shared at the start of each month. This update will provide a concise summary of academic progress, upcoming assessments, events, and other key activities for the month. This shift aims to streamline communication and ensure that parents receive timely, relevant updates regarding their child's academic journey. This detailed approach ensures that both parents and students remain well-informed and actively engaged in the educational process, contributing to the overall development of learners and the achievement of academic excellence.

- **Introduction of Cambridge English Language Assessment (CELA) for Grades 2-5-** The principal informed parents that we are excited to announce the introduction of the **Cambridge English Language Assessment (CELA)** examination platform for learners from **Grades 2 to 5** in the current academic year. Participation in this examination will be **mandatory** for all students, ensuring they gain valuable skills in English language proficiency. To provide further insight into CELA and its benefits, we will be conducting a **physical orientation session** on **5th October 2024**. A detailed parent circular, outlining all necessary information regarding the CELA examinations, will be shared shortly. She informed that **CELA-certified resource personnel** will visit the school on **5th October 2024** to lead the orientation session. Their expertise will help clarify the assessment's structure, goals, and how it will benefit our learners' English language development.

Learners	Educators
Cambridge English Qualifications are in-depth exams designed to make learning English enjoyable, effective, and rewarding for students. These qualifications are based on authentic situations and test all four key skills – speaking, writing, reading, and listening [LSRW] . By preparing for these exams, students not only enhance their English language proficiency but also develop essential skills that are useful both inside and outside the classroom .	The CELA exam will not only benefit learners but also educators. English teachers will be advancing their qualifications by participating in the TKT (Teaching Knowledge Test) examination, which is advantageous for their professional development. This opportunity will pave the way for them to become Cambridge examiners in the near future.

- **Monthly Planning and Updates:** As always, all school events and **co-curricular activities (CCAs)** are planned monthly and communicated through the **MCB parent portal** via the "Glimpses of the Month." We consistently share **rubrics for CCA competitions**, ensuring transparency and timely distribution of **CCA certificates** as part of our ongoing process, which has been well received by parents.
- **Highlights of Events and Co-Curricular Activities: Student Council Session:** The Student Council session has concluded, and the list of council members has been published on the school's social media page, marking an important milestone for our student leaders.

STUDENT COUNCIL – AY 2024-25 SENIOR SCHOOL OFFICE BEARERS			
Senior School Office Bearers			
Sr. No	Header of the batches	Name of Students	Class
1	Head Boy	Harshal Agarwal	IX
2	Head Girl	Hansika Ahuja	IX
3	Sports Captain Boy	Ram Dokariya	IX
4	Sports Captain Girl	Nikitasha Patra	IX
5	Cultural Secretary Boy	Shrihan Sarkar	IX
6	Cultural Secretary Girl	Aaratrika Sarkar	IX
7	Discipline In charge Boy	Anvesh Patil	IX
8	Discipline In charge Girl	Apeksha Dadage	IX



HOUSE CAPTAINS



1	Brahmaputra Boy Captain	Aarush Pallav	VIII
2	Brahmaputra Girl Captain	Kashisk Dewangan	IX
3	Narmada Boy Captain	Aarush Toradmal	VIII
4	Narmada Girl Captain	Mayuri Wadate	VIII
5	Ganga Boy Captain	Arnav Basagare	VII
6	Ganga Girl Captain	Krishna Navar	VII
7	Krishna Boy Captain	Aarav Waghmare	VII
8	Krishna Girl Captain	Shraddha Waghmare	VIII

VICE-CAPTAINS

1	Brahmaputra Boy Vice Captain	Chayan Cipani	VII
2	Brahmaputra Girl Vice Captain	Sanvi Kamthane	VII
3	Narmada Boy Vice Captain	Aryan Chittar	VII
4	Narmada Girl Vice Captain	Miksha Bayani	VII
5	Ganga Boy Vice Captain	Gaurav Prajapati	VII
6	Ganga Girl Vice Captain	Sayee Gade	VII
7	Krishna Boy Vice Captain	Yashraj Darekar	VII
8	Krishna Girl Vice Captain	Akshara Madasu	VII

- **SEWA Activities Completion:** The principal apprised the parents that the Grade 9 and 10 learners have successfully completed their SEWA (Social Empowerment through Work Education and Action) activities.
 - Projects completed include:
 - a. Project 1: *Swachh Vidyalaya, Swachh Bharat*
 - b. Project 6: *Environment Conscious Citizens*
 - These projects will be graded accordingly.
- **External Examination Platform:** 95% of learners from Nursery to Grade 10 have enrolled in various external examinations such as SOF, NSTSE, SpellBee, Hindi Olympiad, NOS, and Silver zone Olympiad. This participation is expected to enhance learners' competencies and prepare them for competitive exams.
- **CBSE Examinations:** Learners participated in CBSE external examinations, including the CBSE Reading Challenge, Aryabhata Ganit Challenge, and Veer Gatha Project.
- **Interschool Competitions and Nationals:** Several learners represented the school in interschool and CBSE national competitions, including karate events in Panchkula Haryana and competitions at Sanjay Ghodawat School, Kolhapur. Their performance was commendable, with expectations for future accolades.
- **Field Trips and Awareness Programs:** Field trips and awareness programs are regularly conducted as per the planner. The school will organize a Health Check-Up Camp in association with Motherhood Hospital in October.
- **RTE Admission Update:** There was a significant delay from the government regarding the RTE admission process this year. To support RTE learners and their families, the school organized:
 - a. A Parent Orientation Session
 - b. Differentiated PT
 - c. Differentiated TERM 1 question papers for learners
- **CPD Sessions for Educators:** Educators at Oxford World School are enrolled in Continuous Professional Development (CPD) sessions, ensuring they complete the required 50 hours as per CBSE mandates. Many teachers have also qualified for the CTET Examinations this year. The record of the 50 hrs of the CPD session is uploaded on the website.
- **Committees Formed in School -**
 - **POCSO & POSH** - Ensures child safety and protection against sexual offenses and workplace harassment.
 - **Sakhi Savitri Committee**- Supports female students' welfare and empowerment initiatives.
 - **Transport Committee** - Oversees the safety, routes, and overall management of school transport services.
 - **ICC Committee**- Addresses internal complaints related to harassment and misconduct within the school.

- **SMC-** Works on school management policies and key decision-making processes.
- **EPTA-** Facilitates collaboration between parents and teachers to enhance student development.
- **APAAR Implementation:** The school has implemented the Automated Permanent Academic Account Registry (APAAR) as part of the 'One Nation, One Student ID' program in alignment with the National Education Policy of 2020. Distribution of APAAR IDs consent form is scheduled for Monday, 30th September 2024. Parents are requested to review and sign the APAAR ID Consent Form.
- **Maharashtra Act No. III -** The principal apprised the EPTA members about **Maharashtra Act No. III of 2020**, which mandates the teaching of Marathi as a compulsory subject in all schools across Maharashtra from grades 1 to 10. The Act ensures the progressive introduction of Marathi in all education boards, emphasizing cultural preservation and compliance with state regulations.
- **School Fee Update:** The school fee will remain unchanged for the academic year 2025-26. The next fee hike will occur in the academic year 2026-27, following the completion of the vertical expansion project.
- **Transport Fee Update:** There will be a significant increase in transport fees, with details to be shared in December 2024. The transport facility must be opted for the full academic year once chosen, and timely payment is the responsibility of the parents.
- **Admission Withdrawal Policy:** If cancellation occurs before 31st March of the current academic year, the first instalment of the school fee will be refunded, while the Admission Fee and Registration Fee will be forfeited. Post 31st March 2025, a pro-rata refund of the school fee will apply, with dues collected till the month of discontinuation. Fees paid to third-party services will not be refunded. The principal apprised the parents the policy is hoisted on the website and even mentioned in the student Almanac.

Interaction with EPTA members:

During the meeting, the **Principal** acknowledged that all agenda points were covered and encouraged parent partners to share their concerns or questions.

- **Ms. Avanti Shah**, the parent representative for **Nursery**, raised a concern about fee payment via the parent portal and the imposition of late fees. The **Principal** assured parents that no late fees are imposed if a technical glitch occurs in the system. However, she emphasized the importance of timely fee payments, as instalment dates are shared at the start of the academic year.
- **Ms. Deepika Sharma**, the parent representative for **Grade 1**, raised concerns about the **Term 1 assessment dates** and the dates for **External Examinations**. The **Principal** explained that the assessment schedule is planned in March for the upcoming academic year, while external examination dates are released later. She clarified that external exams are optional platforms designed to enhance students' knowledge and skills. Ms. Sharma also appreciated the school for its well-planned revision sessions, noting that students appeared confident for the **Term 1 exams**. Additionally, she raised concerns about the frequency of **computer practical sessions**. The **Principal** responded that learners are taken to the computer lab as needed, but based on feedback, the school would increase the frequency of practical's to align with the syllabus.
- **Ms. Shreya Chaudhary**, the parent representative of **Grade 2** & **Ms. Priyanka Sharma**, the parent representative of **Grade 3**, raised the following concerns.
 - **Bag Weight:** The **Principal** explained that the school adheres to **CBSE guidelines** for appropriate bag weights.
 - Classes 1-2: 1.5-2 kg
 - Classes 3-5: 2-3 kg
 - Classes 6-8: 3-4 kg
 - Classes 9-10: 4-5 kg Additionally, **HPE staff** conduct random checks, and class teachers remind students to follow the timetable while packing their bags.
 - **Blazer Requirement:** Ms. Sharma raised concerns about the blazer being mandatory during summer. The **Principal** clarified that **blazers are not required** during the summer season.
 - **Transport – Route 2 Semi-Yellow Bus:** Ms. Sharma asked about the compliance of the bus. The **Principal** confirmed that the **semi-yellow bus** for **Route 2** is compliant

with RTO regulations and has a valid **contract carriage permit**, valid from **22nd August 2023 to 21st August 2028**.

- **GPS Functionality & Live Location Sharing:** Concerns about **irregular GPS functionality** were acknowledged. The **Principal** assured parents that in the event of GPS malfunctions, **lady attendants** share the **live location** of the bus for parents' convenience.
- **Washroom Cleanliness:** The school has outsourced cleaning services to **Sniffy Services**, and washrooms are cleaned regularly, with **daily logs** maintained.
- **Cashless School Initiative:** Ms. Sharma expressed her wish for the school to become **cashless**. The **Principal** acknowledged the importance of this suggestion and mentioned that the school is working towards it. However, for smaller amounts, it sometimes becomes challenging to process digital payments, which results in the need for **cash collections**. The **Principal** assured that the feedback was well noted and the school will continue to explore options to improve this system.
- **Introduction of Sanskrit as a Subject:** Ms. Priyanka Sharma, the parent representative of **Grade 3**, raised the possibility of introducing **Sanskrit** as a second language. The **Principal** clarified that **Sanskrit will not be introduced** in the current academic year. The school provides options for a **second language**, where students can choose between **German** and **Hindi**. However, in compliance with the **Maharashtra State Language Policy**, **Marathi** is mandatory as a second language for **Grade 10** in all schools across Maharashtra, including **CBSE schools**. This policy dictates that options like **Sanskrit, German, or other foreign languages** cannot be chosen as the second language in **Grade 10**. However, in earlier grades, students have the flexibility to select their second language. The **state-imposed regulation** takes precedence for the final **board examination**. Additionally, this year, the school offers **German** as an option for **Grade 10 learners**, while **Marathi** is offered as a **functional subject**. However, future offerings are subject to changes based on revised compliances imposed by the **state and central governments**. This ensures that the school is aligned with both **state policies** and **CBSE guidelines**, while providing flexibility in language choices for students in earlier grades.
- **Ms. Anjana Kale, Grade 6 Parent Representative** raised the concern in regard with the **OMOTECH Session**: Ms. Kale raised a concern regarding the **OMOTECH session**, mentioning that students who have opted for it are busy with the sessions on **Saturdays**, while the other learners might feel disengaged. The **Principal** addressed this by explaining that for the remaining students, **educators** ensure that they are productively engaged in completing their **pending tasks** or spending time in the **library** during the **45-minute sessions**. The focus remains on keeping all learners occupied with meaningful activities.
- **Road Connectivity to the School:** Ms. Kale also brought up the issue regarding the **road connecting to the school**. The **Principal** clarified that the area surrounding the school has now come under the **PMC (Pune Municipal Corporation)** jurisdiction. While the road outside does not fall under the school's premises, the **municipality** is responsible for improvements. The **Principal** added that the **school management** has already taken the initiative to improve the road condition by investing their own resources, making it somewhat better.
- **Appreciation for Academics:** The **EPTA members** expressed their appreciation for the way the **academics** are being handled at the school. They voiced their satisfaction with the current processes in place for the learners' progress. In response, the **Principal** reiterated the importance of timely **fee payments** for the smooth functioning of the school. She emphasized the need for continuous **collaboration** between the **school, parents, and students** to ensure the **holistic development** of the learners. With no further queries, concerns, or feedback, the meeting was formally **called off**.

Vote of Thanks: There being no other business, the meeting ended with the Chairperson Dr. Kavita K Roy thanking the members warmly for their participation and presence in the meeting. She also thanked them for their constant support and continued trust.

Date: 28th Sep 2024
Pune

