

### RLM FOUNDATION'S

## **OXFORD WORLD SCHOOL**

(Affiliated To CBSE, Affiliation No - 1131170)

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# Minutes of 1- Executive Committee of Parent Teacher Association (EPTA) Meeting – AY 2025-26

### Minutes of Meeting

Venue: A/V Room

Day & Date: Saturday, 27<sup>st</sup> Sep 2025

#### **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 2025-26. 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

- Welcome address and introduction of Executive Committee members.
- Reading of the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and Rules [Maharashtra Act No. VII of 2014] as modified up to 17th Jan 2015.
- · Constitution of the Executive Committee.
- Nomination of Secretary (from teachers).
- Selection of Vice-Chairperson (from parent representatives).
- Nomination of Joint Secretary (from teachers).
- Selection of Joint Secretary (from parent representatives).
- Adoption of the PTA Bye-laws of Oxford World School.
- Status report on Academic and Administrative operations (April September 2025).
- Discussion on Maharashtra Act No. III of 2020.
- Review of school policies in the Almanac 2025-26.
- Highlights of achievements of 2024-25 & 2025-26.
- Fee-related information for AY 2026-27 & 2027-28.
- 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 2025-26. 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 2025-26

Sl No	Name	Designation	Grade
1.	Ms. Gayatri Pandit	Joint Secretary / Parent Representative	Grade 8
2.	Ms. Nilesh Shriram Sanukale	Joint Secretary / Parent Representative	Grade 9
3.	Mrs Hema Waghmare	Vice- Chairperson / Parent Representative	Grade 10
1.	Mrs Savita Sonawane	Secretary / Teacher Representative	Grade 10

(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.

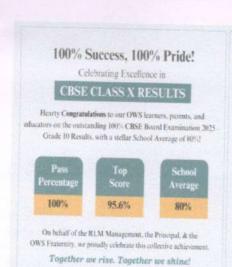
## Status Report on Academic and Administrative Operations from April to October, 2025-26

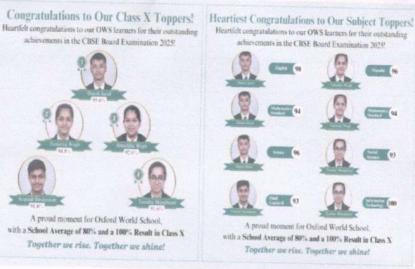
Principal's Update to Parents: Detailed Academic Insights

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

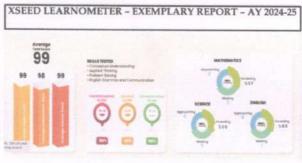
The results of the first board examination for Grade 10 for the academic years 2023–24 and 2024–25 have been officially published on our website. We are proud to announce that OWS School learners have achieved 100% success in their performance. Key highlights of the learners' results are as follows:





- Total Students Registered for AY 2025-26: 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. For the AY 2025-26 there will be 17 students who will be present for the CBSE Board Examination for the year 2026.
- 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 2025-26 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 realworld skills.



SAFAL AY 2024-25 REPORT [Grade 5]			SAFAL AY 2024-25 REPORT [Grade 8]		
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- 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.
- Monthly Bulletin are uploaded month wise: The Principal informed parents that the school uploads the Monthly Bulletin and Glimpses of the Month at the beginning of each month. These updates provide a concise summary of academic progress, upcoming assessments, events, and key activities. This initiative ensures timely and relevant communication, keeping parents and students well-informed and engaged in the learning process, thereby supporting overall development and academic excellence.
- Introduction of Cambridge English Language Assessment (CELA) for Grades 2–5 (AY 2026–27): The Principal informed parents about the introduction of the Cambridge English Language Assessment (CELA) platform for learners of Grades 2 to 5 from the academic year 2026–27. Participation in this assessment will be mandatory for all students to help them build strong skills in English language proficiency. An orientation session will be conducted by experts to provide detailed insights into the CELA framework, its objectives, and the benefits it offers in enhancing learners' English communication and comprehension skills.

#### Learners

Cambridge English Qualifications are indepth 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.

#### Educators

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 2025-26 SENIOR SCHOOL OFFICE BEARERS					
	Header of the batches	Name of Students	Class		
	Head Boy	Ram Dhokariya	TX		
	Head Girl	Mayuri Wadate	1X		
	Sports Captain Boy	Aarush Palav	IX		
	Sports Captain Girl	Shreya Sarate	IX		
	Cultural Secretory Boy	Parth Deshmukh	tX		
	Cultural Secretory Girl	Rutuja Sanukale	IX		
	Discipline In charge Boy	Anvesh Patil	IX		
	Discipline In charge Girl	Joanna Shelley	IX		

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- 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 Platforms: Around 95% of learners from Nursery to Grade 10 have enrolled in external examinations such as SOF, NSTSE, SpellBee, Hindi Olympiad, NOS, Silver zone Olympiad, and others. Participation in these platforms enhances learners' competencies and prepares them for future competitive assessments.
- CBSE External Examinations

Learners have also actively participated in CBSE-driven external examinations, including:

- CBSE Reading Challenge
- Aryabhata Ganit Challenge
- Veer Gatha Project
- Health & Awareness Initiatives: The school organized a Health Check-Up Camp in
  collaboration with Motherhood Hospital and conducted an Oral Hygiene Dental Screening
  and Awareness Session for learners. Additionally, awareness programs were arranged for
  learners as well as teaching and non-teaching staff, ensuring holistic health and wellness across
  the school community.
- Interschool Competitions and Nationals: Several learners represented the school in interschool and CBSE national competitions, including karate events at Panchkula (Haryana) and competitions at Sanjay Ghodawat School, Kolhapur. They also participated in ZP matches,

showcasing commendable performances. Notably, Shrawani Waghmare brought laurels to the school by excelling in the National Boxing Competition held in Goa.

- 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 2020. Distribution of APAAR ID consent forms is scheduled for Monday, 30th September 2024. Parents are requested to review and sign the consent form. The Principal briefed the parents that the student's birth certificate, Aadhaar card, and transfer certificate should display the same details to avoid any issues in creating the APAAR ID.
- 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.

2020 : Mah. III]

The Maharashtra Compulsory Teaching and Learning of Marathi Language in Schools Act, 2020 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:— II-Upper Primary and Seenadary School Level
(Standard VI to X)

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

Sr. No.	Standard	Academic Year	
1.	1	2020-2021	
2.	11	2021-2022	
3,	HI	2022-2023	
4.	IV	2023-2024	
5.	v	2024-2025	

Sr. No.	Standard	Academic Year
1.	VI	2020-2021
2.	VII	2021-2022
3.	VIII	2022-2023
4.	IX	1923-2024
5.	X	2024-2025

Marathi Compulsory in All Schools – The Act mandates teaching and learning of Marathi as a compulsory subject in all schools in Maharashtra, including private and government institutions.

Penalties for Non-Compliance – Schools not following the Act may face penalties up to \$1 lakh or cancellation of recognition/NOC.

- 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.
- Proposed Fee Hike AY 2026–27 & 2027–28 (Based on AY 2025–26 Fee)
   Fee Hike Policy: As per the management's policy, fee hikes are scheduled every two years.
   Although an increase was due this year, the management has deferred it until AY 2026–27.
   This decision was taken in view of major ongoing projects, including:

- Vertical expansion project
- CBSE affiliation renewal and extension up to Grade 12
- Future Fee Increase (AY 2026-27 & 2027-28): A 10% fee hike has been approved by the SMC Committee for AY 2026-27 & 2027-28 to support the continued provision of high-quality, CBSE-compliant education and resources. No fee increase will apply to the Pre-Primary section. The updated fee structure for AY 2026-27 will be published on the OWS website.

SI No	Grades	Current Fee [INR]	Proposed Fee [INR]	Difference in amount	Percentage increase	
1	Nursery	79,350	· The Preschool fee (	GN - GUKG) will remain the s		
2	Jr. KG	79,350	years 2026-27 and 2027-28.  No fee hike is proposed for the Preschool section, keeping in mind the group of learners and to support parents with young children.			
3	Sr. KG	79,350				
	on de la serie	FEE STRUCTURE	FOR AY 2026-27 & 2027-			
4	Grade 1	80,500	88,550	8050	10%	
5	Grade 2	80,500	88,550	8050		
6	Grade 3	80,500	88,550	8050	10%	
7	Grade 4	80,500	88,550	8050	10%	
3	Grade 5	80,500	88,550		10%	
)	Grade 6	80,500	88,550	8050	10%	
10	Grade 7	80,500		8050	10%	
1	Grade 8	80,500	88,550	8050	10%	
2			88,550	8050	10%	
	Grade 9	97,750	1,07,525	9775	10%	
3	Grade 10	97,750	1,07,525 eting - AV 2025-26	9775	10% 42	

### Reasons for the 10% Fee Hike

- Implementation of 7th Pay Commission Salaries for Staff: Ensures fair and competitive remuneration for teachers and administrative staff.
- Professional Development & Continuous Training: Regular programs to enhance teaching quality and student learning outcomes.
- Increase in Student Strength & Academic Resources: Maintains optimal teacher-student ratios and provides adequate learning materials and digital resources.
- Engagement with Educational Associations (Ei, CELA): Offers advanced learning tools, competitions, and skill-development opportunities.
- Infrastructure Maintenance & Operational Costs: Upkeep of classrooms, labs, playgrounds, and other facilities; accounts for inflation-related expenses.
- Compliance with CBSE Guidelines: Hiring qualified staff and maintaining facilities as per CBSE requirements.
- Other Operational Expenses: Includes safety measures, extracurricular activities, technology upgrades, and administrative costs.

## Fee Hike Decision (AY 2026-27 & 2027-28)

- A 10% fee hike has been fixed for Grades 1 to 10.
- Preschool learners (GN GUKG) will continue with the same fee; no increase will apply for AY 2026–27 and AY 2027–28.
- 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. Noopur Rawat, LKG Parent Representative, suggested implementing a uniform breakfast system for students, as children tend to get attracted to others' food. She recommended that the day-wise food menu be strictly followed. In response, the Principal informed parents that the Student Almanac includes a food menu section, which serves as a suggestion of healthy food options rather than a mandatory requirement. However, there is one firm rule: students must have one fruit of their choice every day, followed by a healthy breakfast. On Fridays, students may omit the fruit and choose their favourite snack instead.
- Ms. Pravisha Bondre, UKG Parent Representative, suggested increasing the number of worksheets assigned in UKG, expressing concern that learners might face difficulties during their transition to Grade 1. The Principal explained that the focus is on concept clarity rather than the quantity of worksheets. The curriculum is carefully structured, and other pedagogical methods are in place to support a smooth transition. Emphasis is placed on the LSRW (Listening, Speaking, Reading, Writing) approach across all subjects, which is crucial for foundational learning, in alignment with CBSE compliance.
- Mr. Nitin Jain, Grade 3 Parent Representative, suggested the introduction of more sports activities, such as basketball. In response, the Principal informed that the school already offers an innovative Sports Academy for the foundational stage, which provides age-appropriate sports programs. For example, Karate for children aged 6–8 years helps improve focus, discipline, physical coordination, and self-confidence. Skating for Grades 1–2 enhances balance, coordination, and gross motor skills, while Yoga and drills promote flexibility, concentration, and overall physical development. Additionally, locomotor skill enhancement activities support the age-appropriate development of movement patterns and motor skills. For students in Grades 3–10, the school has a tie-up with Shotokan Academy, which provides training in Karate, Football, Skating, indoor sports such as Chess and Cricket; and indigenous sports like Kho-Kho. The Principal further informed that the school plans to introduce additional sports activities along with specialized instructors to ensure effective training and skill development for all students.
- Mr. Balaji Annasaheb Jadhav, Grade 4 Parent Representative, shared that the sports teachers are a bit strict. In response, the Principal mentioned that the school is fully aware of CBSE compliances regarding no-touch and no corporal punishment, as outlined in CBSE Circular No. 26 dated 29th July 2009, which prohibits physical punishment and mental harassment and emphasizes positive and supportive disciplinary measures. The Principal further explained that discipline is maintained through a structured procedure, wherein any concerns are recorded via diary notes, which are expected to be acknowledged by the parents.
- Ms. Gayatri Pandit, Grade 8 Parent Representative, highlighted that girl students are sometimes not keen to participate in sports. The Principal explained that while all students are expected to be on the ground during sports periods, some learners cite reasons such as health issues, not feeling well, or pending academic tasks, which can make full participation challenging. The Principal emphasized that the school encourages learners to be on the ground by explaining the benefits of physical activities, including improved fitness, coordination, focus, and overall well-being.
- Appreciation for Academics: The EPTA members expressed their appreciation for the way academics are being managed at the school and conveyed their satisfaction with the existing processes for monitoring learners' progress. In response, the Principal reiterated the importance of timely fee payments for the smooth functioning of the school, highlighting that it is the responsibility of parents. She further emphasized that patience and respect should be maintained by both staff and parents, and assured that every concern will be addressed within 48 hours, reinforcing the importance of the

"golden trust triangle" between school, parents, and students. The Principal stressed the need for continuous collaboration to ensure the holistic development of 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: 27 Sep 2025

Pune