

**PICT MODEL SCHOOL**  
**Survey no. 6, Mahalunge-Balewadi, Pune – 411045**  
**Minutes of the 2<sup>nd</sup> Executive Committee of Parent Teacher Association**  
**(EPTA) Meeting**

**Date: 2<sup>nd</sup> August, 2018, Thursday**

**Time: 10.30am to 12.15 pm**

**Venue: Board Room of PICT Model School**

**Members Present:**

Dr. Pampa Chaudhuri	Chairperson
Ms. Rajashree Suryawanshi	Vice Chairperson, Parent Representative Grade 4
Ms. Jaya Swami	Secretary, Teacher Representative- Grade 3
Mr. Abhijit Padale	Jt. Secretary, Parent Representative- Jr. Kg
Ms. Amruta Patwardhan	Jt. Secretary, Parent Representative-Grade 6
Ms. Deepali Padale	Parent Representative- Nursery
Mr. Nazim Sheikh	Parent Representative -Sr. Kg
Mr. Sunil Kamble	Parent Representative -Grade 1
Ms. Harsimran Ahuja	Parent Representative -Grade 2
Ms. Priyanka Birajdar	Parent Representative -Grade 3
Ms. Santosh Wadhwa	Parent Representative -Grade 5
Ms. Jaya Bharat	Parent Representative -Grade 7
Ms. Mitranjali Chakraborty	Teacher Representative- Nursery
Ms. Ashwini Gramopadhye	Teacher Representative- Jr. Kg
Ms. Vaishali Vyas	Teacher Representative-Sr. Kg
Ms. Sneha Bandopadhyay	Teacher Representative-Grade 1
Ms. Nivita Michael	Teacher Representative- Grade 2
Ms. Jimmy George	Teacher Representative- Grade 4
Ms. ShilpaDubey	Teacher Representative- Grade 5
Ms. Anupama Patwardhan	Teacher Representative- Grade 6
Ms. Sophia Rasundram	Teacher Representative- Grade 7

The meeting began at 10.30 am as the required quorum was available. Dr. Pampa Chaudhuri, Chairperson of the EPTA of PICT Model School, began the meeting by welcoming the members.

### **1. Adopting the minutes of the 1<sup>st</sup> EPTA**

Ms. Jaya Swami, Secretary, read out the minutes of the 1<sup>st</sup> EPTA held on 6<sup>th</sup> June, 2018. The members adopted the minutes of the 1<sup>st</sup> EPTA without any modifications.

### **2. Update of April -July academic events**

The Chairperson took the parents through the events held in school from the month of March 2018 till date. She informed that the Parent Orientation Program was held between 24<sup>th</sup> March and 28<sup>th</sup> March 2018.

In the Primary Section, Inter- House Competitions such as Quiz, Drawing, Caricature, Yoga, PT display, Rhythm in Me have been conducted.

Pre Primary Happy Hour events included tree plantation, yoga display, world culture, messy day etc.

Dr. Pampa Chaudhuri also spoke about the Professional Development (PD) Programs taken up by the educators at school. The PD sessions started with the Cambridge Teaching Knowledge Test (TKT) on 29<sup>th</sup> April, 2018. 17 educators which included Art and Music faculty took this test and all of them have cleared it. Throughout the summer vacation, educators took up three online training from UK on pedagogy. Educators also had four sessions from XSEED Education, two in house sessions on Active Learning and 2 sessions of Cambridge English Language Assessment (CELA). Apart from these, Counsellors, Special Needs Teachers and teachers in the POCSO Committee have attended CBSE capacity building workshops on Gender Sensitivity and Life Skills. Visual Art Educators along with Pre Primary Educators have attended a workshop conducted by Pidilite India. Dr.Chaudhuri informed all the members about the Helen O Grady Edudrama program which is offered to Jr. KG and Sr.KG learners, from this academic year, to make them ready for CELA. She added that the feedback from the parents on the last PTM (28<sup>th</sup> July, 2018) was very encouraging; learners have started expressing their emotions candidly with their parents.

### **3. Upcoming Events - Second Quarter - Term 1**

The Chairperson informed the meeting about the following:

- The National Level Learnometer Assessment (XSEED) for Grades 1 to 7 is scheduled to be conducted on 13<sup>th</sup> August, 2018.

- Term 1 Examination is to be conducted towards the end of September, 2018.
- Field trips are planned in the second week of September, 2018. EPTA parent representatives expressed their willingness to volunteer in the field trips and this gesture was welcomed by the Chairperson.
- Cambridge English Language Assessment (CELA) is scheduled to be conducted on October 20<sup>th</sup>, 2018 and 476 students have registered for the same.

Dr.Chaudhuri briefed the members about the status of the CBSE Affiliation. She informed that the Inspection Committee has been constituted and the inspection is expected to be completed by mid - August, 2018.

#### 4. Report of AGM and concerns raised

- Road - Radha Chowk to School** - The Chairperson informed the meeting about the concern on the safety of the students using the service road at Radha Chowk raised in the AGM (Annual General Body Meeting) of the PTA. Regarding this issue, she informed the members that the matter has been escalated to the Hinjewadi Traffic Police Station and they have assured support. She appealed to the members to monitor the deployment of the traffic personnel at Radha Chowk and mobilise all other parents to take up this issue with the Hinjewadi Traffic Police Station for faster implementation.
- Buddy Parent** - The EPTA representatives informed that the parents across grades have agreed for a buddy representative, in case of absence of the EPTA member during the EPTA meetings due to emergency like being unwell or being out of station only. The Chairperson requested the names of the Buddy Representatives to be presented in the next EPTA. However, it was unanimously agreed that the Buddy Representative will have no right to vote.

#### 5. Fee Proposal for the Academic Years 2019-20, 2020- 21

The Chairperson informed that the total area of the school campus is approximately 10 acres of which the completed built up area as of today is 1,17, 212 sq.ft and another 54308 sq.ft is due for completion by March 2019. The following updates were presented:

Ready and In use 2018-2019	Under construction
<b>SPORTS</b>	
Indoor courts <ul style="list-style-type: none"> <li>• Table Tennis</li> </ul>	Tennis Courts Athletic Track

<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Badminton</li> </ul> Outdoor <ul style="list-style-type: none"> <li>• Basketball</li> <li>• Volleyball</li> <li>• Swimming Pool regular</li> <li>• Swimming Pool kids</li> </ul>	Football Ground Gymnastics Shooting Range Skating Rink Golf Putting
<b>ACADEMIC FACILITIES</b>	
Classrooms - 24 (P Block) for Grades 1 to 7	Secondary (S) Block - 24 classrooms along with Chemistry, Physics and Biology Labs.
<b>MISCELLANEOUS</b>	
<b>Auditorium</b> air cooled with 800 capacity	
<b>Dining hall</b> with capacity of 450	<b>Dining hall</b> with capacity of 450
Kitchen with State of Art equipment	
<b>Firefighting System</b> with exclusive water tank to maintain reserve of 150000 liters	
<b>Water Coolers with RO system - 10</b>	<b>Water Coolers with RO system - 06</b>
<b>Underground water tank</b> capacity 125000 liters with water softening unit	
<b>160 KVA Generator</b> with automatic switch in case of power failure	
<b>STP Plant to treat sewage</b> and water used for gardening	
<b>CCTV Camera surveillance</b>	
<b>Basement Parking</b> for staff 50 cars & 80 two wheelers	
<b>Bus parking shed - 01</b>	<b>Bus Parking Sheds - 02</b>

The Chairperson then, presented the budget for the academic year 2018-2019, 2019-2020 and 2020-2021. She explained the sources of income and the avenues of expenditure to the floor. This was followed by the presentation of the audited income and expenditure statement for the academic year 2015-2016 and 2016-2017, along with the provisional income and expenditure statement for the academic year 2017-2018. The meeting noted that the statements reflect a cumulative deficit. Thereafter, the Chairperson proposed a hike of 8% on the annual school fee for the academic year 2019-20 which will be continued in 2020- 2021 also. The proposed fee structure with 8% on the annual school fee was tabled and after deliberation was approved unanimously by all the members.

The meeting ended with a vote of thanks by the Chairperson at 12.15 pm.