



## Minutes of 2nd PTA Executive Committee Meeting

**Date:** 3rd September 2022

**Time:** 01:00pm to 01:40pm

**Venue:** Sr.Kg. classroom, Podar International School, Mangalore

**Participants:** Principal, Academic coordinator, Members of PTA Executive Committee who signed the document, Admin Officer of school.

### **Agenda:**

1. School behavior policy and School Development Plan.
2. Annual Day and Sports Day date finalization.
3. Issues with submission of notebooks and workbook for Correction and Daily Report.
4. Concern regarding less attendance of students.
5. General Concerns of parents.
  - Academic Concerns and Syllabus Completion
  - Transport related concerns
  - Canteen facility in school.

### **Minutes of Meeting:**

1. Secretary Mrs. Gayathri Prasad welcomed and read the minutes of 1st PTA Executive Committee meeting for the Academic Year 2022-23.
2. **School behavior policy and School Development Plan.**
  - **School behavior policy:** Mr. Girish Kumar, the Chairperson of PTAEC had briefed all parents about the School Behavior policy. It consists of Reward policy and Discipline policy.
  - As part of Reward Policy stickers will be introduced this can be redeemed by students by adding that value to their House Score or collect goodies.



- As part of Discipline policy Discipline Diary, Yellow card Pink Card and Red card system will be introduced through a 10 point process.
- **School Development Plan (SDP) 2022-2024**, which comprises of six parameters, was shared in the meeting for Parents understanding. Six Parameters are: Students Outcome, Teaching Learning Assessment, Effectiveness of Leadership and Management, Behavior and Personality developments, Zero Corporal Punishment, Welfare.
- School shared that proper evaluation and execution of SDP will be a continuous process at school level involving all stakeholders and will be cross verified by Podar Head Office at least twice in one Academic session through verifying the evidences of progress submitted by school. It was also requested that parents should compulsorily take part in surveys sent to them from school for proper feedback on progress of SDP.

**3. Annual Day and Sports Day :**

- School shared that Annual Sports Day 2022- 2023 session is scheduled on November 12, 2022 and Annual Day 2022- 2023 session on February 4th, 2023. Unanimously all PTAEC members agreed for the same.
- Mrs. Vinutha, Joint secretary of PTAEC recommended exempting Grade 10 from Annual Day Event as they will have to be involved in preparation for AISSCE 2023. School opined that decision on the same will be communicated after consultation with Grade 10 students.

**4. Issues with submission of notebooks and workbook for Correction.**

- Concern of non-submission of notebooks and workbook by students for correction even after repeated reminder was brought to the notice of Parents. Parent representatives were requested by school to guide their Class Parents to make sure that the Correction of students work is verified at home and students to be counseled for timely submission according to the Daily report sent to them.
- School has strongly appealed Parent Representatives to ask parents of their respective classes to check the details sent through Daily report compulsorily specially for the notifications shared by school regarding events, and other vital information regarding Academics.





## 5. General Concerns of parents.

- **Academic Concerns and Syllabus Completion:** Parent representatives shared their feedback for improvement with regard to teaching methodology of few subjects Specially Second Language, Third Language and Computer science which was taken on priority by the school and shared that as computer faculty is new to the system so she is undergoing training for adaptation. Parents were also shared candidly that as per the policy of school rote learning is not promoted hence they should not be expecting readymade notes been given in classes from Grade III to X except in exceptional cases as per the requirement of the subjects.
- School shared that Lab activities of different subjects will be taken up in real-time as and when the topic is in process. This clarification was given on requirement of Parent Representative of Grade 10.
- **Transport related concerns:** Mrs. Shobha Acharya, Parent representative of Grade 6, shared the concern that the bus pick up is earlier as compared to previous year. The Chairperson conveyed that the School transport shall operate as per the Transport protocols laid and this delay is a natural delay because of number of pickup spots increased this academic session. Admin Officer was requested in the meeting to look into the optimization of efficiency of the available Bus routes. It was also shared that route revision will be done in next academic session.
- **Canteen facility in school:** Mrs. Chandni C Vikram, Parent representative of Grade 9 shared the concern regarding the Canteen facility and requested the school to look into the execution of the same. Admin Officer of school conveyed that finalization of Vendor for Canteen facility is done with the charges. Chairperson also shared that the number of responses for the Canteen facility is less. So the Secretary was asked to seek consent from Parents during the upcoming Open House.

## 6. Miscellaneous concerns

- Mr. Mohammed Sirajuddin, Parent representative of Grade 8 proposed to add some sports activities which can be trained by the volunteering parents of the school. School had agreed with the input shared by parent representative and the P.E.T. teacher would be requested to seek details regarding the same through a survey among parents for this noble venture. School also shared that very soon few of the sports activities (especially Foot Ball, Cricket, Badminton, Chess and Judo) may start on complete payment basis as an optional facility.





- Mrs. Shobha Acharya, Parent representative of Grade 6, shared the concern of delay in information about the declared holiday. School expressed its reservation on the matter and shared that as and when General Administration shares the information it is immediately shared with parents.
- Meeting concluded with reading the minutes of meeting by the Secretary of PTA Executive Committee Mrs. Gayathri Prasad and signed by the members in PTA Executive committee Minute Diary.

**Attended and Approved by:**

Parent Representative
1) Mrs. Keerthana Jagadeesh
2) Mrs. Shayana B
3) Mrs. Neethu Lakshmi S Bhat
4) Mrs. Shobha
5) Mr. Mohammed Sirajuddin
6) Mrs. Chandni Sreekumar
7) Mrs. Vinutha S

Mrs. Gayathri Prasad

Secretary

PTA Executive Committee

Podar International School,

Mangalore

Mr. Girish Kumar

Chairperson

PTA Executive Committee

Podar International School,

Mangalore