



2nd PTA EXECUTIVE COMMITTEE MEETING

MINUTES OF THE MEETING

2024-2025

Date: 28/9/2024

Time: 10:00 am to 11:00 am

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

Next meeting: December 7, 2024

Time: 3:00pm to 4:00pm

Attendees:

1. Mr. Girish Kumar (Principal and Chairperson, PTAEC)
2. Ms. Bhavya. V (Secretary, PTAEC)
3. Ms. Gayathri (Vice Chairperson, PTAEC)
4. Ms. Kajal (Joint Secretary 1, PTAEC)
5. Ms. Navya Varun Raj (Joint Secretary 2, PTAEC)
6. Mr. Kishan Kumar DK (Admin Officer)
7. Teacher Representatives
8. Parent Representatives

1. Agenda:

Welcoming the PTAEC members.

2. PARENTS INPUT:

- 2.1 Lack of specific instructions about Art materials for Art class, reuse of drawing kit and art kits.(Grade 1 & 7)
- 2.2 Update of notes on between us app to support absent students or students on leave.
(Grade 2)
- 2.3 Notebooks and Workbooks (retained for an extended period especially during exams) (Grade 5)
- 2.4 Limited revisions for Kannada, Hindi and English before half yearly exam
(Grade 5 & 7)
- 2.5 Concerns regarding the Hindi subject and Math subject (Grade 5& 6)
- 2.6 Scheduling an online meeting or offline meeting. (Grade 6)



2.7 Extra-curricular activities should be limited. (Kaushala Dina, Street Play, Sport activities) (Grade 7)

2.8 Students missing classes during the competition and other events (Grade 7)

2.9 Daily Assembly (Grade 7)

2.10 Academic monitors accompanying birthday students to Principals office. (Grade7)

3. **General concern:**

3.1 Assigning, deadline, completion of portfolio and project.

4. **Administrative discussion:**

4.1 Academic, Administrative and financial discussion for next academic year 2025-2026.

Minutes of the Meeting

1. **Welcoming the PTAEC members.**

Mrs. Bhavya. V (The secretary, PTAEC), welcomed the Chairperson, Vice-chair Person, Joint Secretary, Teacher representatives and the Parent representatives.

2. **PARENTS INPUT**

2.1 . Lack of specific instructions about Art materials for Art class, reuse of drawing kits and art kits. (Grade 1 & 7)

The art teacher ensured, to provide the list of all the required items, well in advance through the daily report. The school informed the parents that art kits and Rough Papers are provided as per the requirement of the current academic year, hence has to be used accordingly.

2.2. Update of notes on between us app to support absent students or students on leave. (Grade 2)

The school informed that Between Us and Loop Learning platforms can be used to cover the missed classes, Students will be given extra remedial support by the teachers, on parent request.

2.3. Notebooks and Workbooks (retained for an extended period especially during exams) (Grade 5)

Corrected books will be sent back in 3 days, if delayed the concern should be brought to the notice of the class teacher.

2.3 . Limited revisions for Kannada, Hindi and English before half yearly exam (Grade 5 & 7)

Revisions were scheduled according to the policy, but due to extended rain holidays declared by the general administration of the district, it got affected which will be taken care of in the future.

2.5. Concerns regarding the Hindi subject and Math subject (Grade 5& 6)

The School will take action to the concerns expressed by the PTAEC member, and convinced them that required action will be initiated with immediate effect.

2.6. Scheduling more online meeting or offline meeting. (Grade 6)



As per the academic planner, the school conducts parent orientation on regular basis. If parents further require clarification or need to discuss on any concern, they can meet the class teacher, academic coordinator, or the principal directly.

2.7. Extra-curricular activities should be limited.

(Kaushala Dina, Street Play, Sport activities) (Grade 7)

The school informed that, these activities are all a part of the academic program and assessments, that are planned and carried out for specific subjects like Value Education, Sports, Skill Education and Integration of Art with subjects.

2.8. Students missing classes during the competitions and events. (Grade7)

The events and competitions will be mapped aptly, without disturbing the academics by reassigning those missed classes to the respective subject teachers. Academic coordinator will ensure the smooth functioning of the classes.

2.9. Daily assembly on regular basis. (Grade 7)

Daily assemblies are currently held indoors due to bad weather, but once conditions improve, they will be conducted outside in the school assembly area.

3.0 Academic Monitors accompanying birthday students to Principals office (Grade 7)

It is an optional privilege given to the Academic Monitor. If they are not interested, it is not binding to them.

3. GENERAL CONCERN.

3.1 Assigning, deadline, completion of portfolio and project.

Students are encouraged to maintain in their portfolios, all the achievements and best of their work round the year including the project on regular time interval. Teachers will motivate the students, to compile the portfolio work and project activities as and when, they are allotted and completed.

4. Administrative discussion:

4.1 FOLLOWING WERE SHARED AS FUTURE PLAN FOR IMPLEMENTATION.

- 4.1.1. Parents were informed about the construction of a new G+3 building.
- 4.1.2. Financial Literacy for grades 7, 8 and Coding for grade 6 will be taught as a subject under skill education from term 2, 2024-2025
- 4.1.3. The school has appointed an Admission counselor, to look into the counseling factor, with regards to the admission and redressal of administrative concerns on regular basis, related to the academics shared by the parents.



4.1.4. Cumulative data of the Response shared by the Parents through Google feedback survey including various factors related to Academic, Administrative and Students welfare was shared with the parents.

4.1.5. Fee structure applicable from the academic year 2025-2026, was shared and approved by the parent representatives of the Parent Teacher Association Executive committee. (PTAEC)

5. General discussion:

PTA representative of grade 5 requested for Sanskrit classes from the next academic session.

The school has informed that this request will be worked on for the next academic session, taking into account the number of students interested.

Attended by:

Grade	Parent Representatives	Teacher Representatives
I	Mrs Sanaz Shaheed	Ms Alisha Francis
II	Mrs Gayathri	Ms Josna Joshy
III	Mrs Navya Varun Raja	Ms Deepthi
IV	Mrs Sharada (ABSENT)	Ms Navya S
V	Mrs Kavya puli	Ms Swapna
VI	Mrs Raksha	Ms Bhavya Amin
VII	Mrs Pranali Prasad T	Ms Alpa Shah
VIII	Mrs Deepa Panigrahi	Ms Gayathri K
IX	Mrs Kajal Jadhav	Ms Vandana Jadhav
X	Mrs Shilpa Rao	Ms Prathibha K

Bhavya.V

Mrs. Bhavya.V
Secretary
PTA Executive Committee Member,
Podar International School, Mangalore

Girish Kumar

Mr. Girish Kumar
Chairperson
PTA Executive Committee Member,
Podar International School, Mangalore