



## Minutes of the First Executive Parent Teacher Association Meeting

A.Y. 2025-26

**Day and Date:** Friday, 6<sup>th</sup> June, 2025

**Time:** 8.30 am.

**Venue:** Library

**Quorum:** Ms. Zarreen Poonawala – Principal and Chairperson  
Mr. Tarun Patel – Administrative Officer  
Ms. Kanisha Shaikh – Senior Coordinator  
Academic and Event Coordinators  
EPTA Members

**Agenda:**

1. Welcoming the EPTA members
  2. Mission and Vision of the school
  3. Safety of Children at Podar
  4. Glimpses of activities conducted in 2024-25
  5. Std. X and XII Board results
  6. Glimpses of activities conducted in April 2025
  7. Teachers' Training Programs in April
  8. Academic Enhancement Programs planned
  9. Forthcoming activities
  10. Any other matter with the permission of the Chairperson
  11. Continuation of celebration of World Environment Day & participation in the Legacy Tree initiative.
- Ms Kanisha Shaikh the Senior Coordinator welcomed the EPTA members mentioning how Podar cherishes its stakeholders, especially the students and parents.
- They were shared the mission and vision of Podar and how Podar strives to bring excellence to each child maintaining their uniqueness of each one of them.



Esteemed Principal, Ms. Zarreen Poonawala felicitated the EPTA members with a Tulsi plant to spread the message of environment nurture on the occasion of the World Environment Day.

The following are the EPTA members of the A.Y.2025-26:

- Std.I – Ms Varsha Parmar
- Std.II - Ms Anitaben Chetanbhai Halpati
- Std.III - Mr Ashish Sinha
- Std.IV - Ms Mita Patel
- Std. V - Mr Vijay Tiwari
- Std.VI - Ms Mary Desai
- Std. VII - Ms Avni Maru
- Std.VIII - Ms Rupal Ratnawat
- Std.IX - Mr Kanhaiya Singh
- Std.X - Ms Bijal D. Desai
- Std.XI - Ms Kaushika Patel
- Std.XII - Ms Preeti Sankhala

EPTA members assigned to various Committees, details as given below:

1. Ms Preeti Sankhala – SMC
2. Ms Avni Maru - POSCO

Senior Coordinator, Ms.Kanisha Shaikh presented the following:

#### **Important Dates A.Y.2025-26**

- Periodic test 1 is from 14.07.2025 to 19.07.2025
- Regular classes will be conducted during the Periodic Test 1.
- Other examination dates of Term 1 exam of III to X and XI and XII were communicated.

#### **Board Toppers 2024-25**

- The school proudly shared the joy of Board results and also felicitated the toppers. Principal Ma'am rewarded the students and also urged the parents to felicitate their child on this proud moment. The wave of joy had spread with the students and their parents being rewarded for their hard work and success.

#### **School Behaviour Policy**

Parents were guided for the school behaviour policy.

##### **Rules for Behaviour:**

- Be polite and gentle with all
- Only use appropriate language
- Speak in English



- Be punctual to school
- Be well groomed at all time.
- Do Not Touch Policy even among the peers

### **Safety of Children**

- As per the Government guidelines, the students who commute on their own vehicles are being continuously guided to follow the road safety rules. Even the banner is placed at the gate for students', parents' and teachers' awareness.
- To wear helmet
- To wear seat belt
- Placed suggestion box in each class to give space to the students for suggestions, feedback and concerns
- Replies to these are placed on the students' notice board

### **ACE - Academic Curriculum Enhancement**

- Chapter-wise PIE worksheets (Pioneering worksheets – Preliminary, Intermediate and Exemplary)
- Practice sheet for remedial students
- Read To Succeed
- Read-a-thon competition (I to V)
- J - A - M (Just a minute)

This competition would be conducted grade-wise in term 1 where the students would be given the topic on the spot to speak upon. This activity is planned to enhance their speaking and analytical skills.

- D-E-A-R (Drop everything and read - on every Saturday)

The students would be encouraged to drop everything and read any book which they bring. They can even exchange it with their partners and read the other book. This activity would be conducted on every Saturday to enhance their reading skills.

- D-E-A-L (Drop everything and listen)

The students would be encouraged to drop everything and listen to the audio and further answer the comprehension questions. This activity would be conducted on every Saturday to enhance their listening and comprehending skills.

- Handwriting competition would be planned to encourage the students to focus and improve upon their handwriting.

### **Teachers' Training Programs conducted in April**

- CPD\_ 'Educator's Toolbox: Designing, Managing, and Inspiring the Future Classroom.'

To ensure that teachers become well-equipped with such pedagogies such that they groom students to be ready with the 21<sup>st</sup> century skills.

- School Health Wellness





was a 2 days training conducted by the CBSE resource persons to train the teachers and ensure that the welfare of the students and their personal development is looked after by the school in a fine manner.

➤ **Aspects of a good lesson**

was a one day in-house training for the teachers to ensure that the lessons are prepared by the teachers with the learning outcome in view and to plan the teaching learning process with the detailed preparation of **Subject Knowledge Delivery and Students engagement**.

**New Initiatives**

- **Innovation Lab** was inaugurated in presence of parents in April and students had presented the usage of various coding tools and robotics devices.
- **Uddeshya program** was organized where the current Board class students were made to meet the alumni toppers virtually. The students were guided on the preparation methods, clear step by step guidelines on the bit-by-bit preparation, probable obstacles, the ways to overcome it and the board exam experience. They were also guided on how to manage time and control stress.
- **Plantation Drive** was conducted via the students of Std. I and II under the Podar Volunteer Program. Here the students were made to plant the saplings as a care towards the environment.
- **Innovations of the Assembly**
  - **Everyday theme of the assembly** - based on which thought of the day and the teacher's talk is delivered.
  - e.g. >> Bullying
    - >> Health and Nutrition
    - >> Digital Well-being and screen time
  - **Other Special Assembly days**
    - >> Monday – Monday Melody (Musical welcome at reception by the students)
    - >> Monday Self positive talk
    - >> Wednesday – Empirical Science Day  
(Science experiment will be presented in the assembly)
    - >> Everyday 4 G.K questions based on the theme

The meeting was concluded with the inspiring speech by Ms.Zarreen Poonawala.

Principal Ma'am thanked the parents to give their valuable time and be present for the meetings and school events. She emphasized that the strong connection between the parents and school would ensure fruitful results for the students. She highlighted on the matter of fact that both the parents and the school are working towards the development and learning of the students and hence their combined efforts would definitely bring prosperous results.



