

## **PTA: MINUTES OF THE MEETING**

1. The Annual Parent Teacher Association General Body Meeting was conducted on the 30<sup>th</sup> April 2016. The meeting was attended by:
  - a. Chairman: Flying Officer Deepesh Rajpoot, Executive Director
  - b. Secretary: Dr TS Chakravarti, Headmistress
  - c. All Staff members
  - d. Parents from the Pre-primary and primary sections.
2. The Headmistress, Dr TS Chakravarti, welcomed Executive Director of Air Force School Chabua Flying Officer Deepesh Rajpoot, All parents present and the staff member to the PTA.
3. She then introduced the Teaching staff to all present.
4. She began by discussing the points on behalf of the school. The points were as follows:
5. **General points:** The parents were requested
  - a) To go through the school and the school website on regular basis.
  - b) That the gates would close immediately after the bell ring; no child would be admitted in the premises thereafter.
  - c) To refer to the school calendar given in the diary for school holidays and last working days (half days). Except last working days of the month which will be half day for all students, **No other half days would be given to students**
  - d) That bulk SMS facility will be activated shortly. Thereafter there would a month of overlap period during which the diary notes as well as SMS would be issued. After one month the diary notes regarding routine things would be discontinued
  - e) To give their current mobile numbers and intimate the school as soon as there was a change in phone numbers. They were also requested to provide you service numbers and AFCEL numbers so that they may be contacted in case of emergency.
  - f) To share the medical history of their child with the class teacher and the HM personally so that the children requiring constant care could be under strict supervision.
  - g) To avoid putting the child under undue stress and to stop spreading infection the parents were dissuaded from sending their kids to school if they were not feeling well.
  - h) To participate in the orientation sessions organized by the school as they were planned keeping in mind the needs and queries of parents. They provide a platform to work together and discuss things at leisure which is not possible due routine school days. The poor attendance in previous orientation sessions was also discussed.
  - j) That the following schedule for the school dress will be followed.
    - Primary**
      - i. Mon, Tue, Thur, Fri: blue
      - ii. Wed: full white
      - iii. Sat : White with house shirt
      - iv. Tie is compulsory for classes 1-5

## **LKG and UKG**

- i. Mon, Tue, Thur: blue
  - ii. Wed: full white
  - iii. Fri : White with house shirt
- k) That the TC form at least one week in advance so that it would be ready at their time of departure.

## **6. Academics**

- a) All books and copies were to be covered.
- b) Parents were requested to purchase all workbooks and activity books. Textbooks may be reused.
- c) It was informed that to teach children the importance of neat and tidy work 10 marks will be designated in every subject for the maintenance of books and copies.
- d) Parents were requested to send the books as per the class time table.
- e) It was informed that to reduce the weight of bags some books such as MSc, GK, Cursive writing, English Textbook and Hindi books will be kept in class. These books would be sent once in a week on rotation basis, parents were requested to monitor the timetable and duly send them back.
- f) It was informed that schedule of Home work was given in the diary. It was being strictly followed by the teachers. Parents were requested to check the books and copies of that particular subject for the homework in case a diary note was not given. Since when the homework is given in the copy. It may not be given in the diary.
- g) It was informed that correction work would be executed within 7 days of the completion of the chapter. In case there was any discrepancy parents were free to report it.
- h) It was informed that in case the child was proceeding on long leave.(any leave more than three days) a written application was required to be submitted in school
- i) Parents taking the children on long leave were requested to help their children complete the pending work. Request for photocopy of work from other note books would not be entertained\_by the school.

## **7. Evaluation:**

- a) It was informed that the assessment in classes LKg, UKg, I and II would be worksheet based.
- b) The worksheet would be given at the end of each month to evaluate the progress of each child
- c) There would be 8 cycles of evaluation for classes I and II
  - i. Apr-May : May 1<sup>st</sup> week
  - ii. Jun-July: Last week of July
  - iii. August: Last week of August
  - iv. September: Last week of September
  - v. Oct-Nov: Last week of November
  - vi. Dec-Jan: Last week of January
  - vii. February: Last week of February
  - viii. March: Last week of SA2 in March
- d) Dates would be intimated at the beginning of each month.

- e) The syllabus would be uploaded by 5<sup>th</sup> of every month on the school website.
- f) Classes III-V will be graded under six exams namely 4 FAs and 2 SAs
  - Term-I:** FA1 (10%) + FA2 (10%) + SA1 (20%)
  - Term-II:** FA3 (10%) + FA4 (10%) + SA2 (40%)
- g) Attendance is compulsory on the days of exams
- h) No re-exam will be conducted.

#### 8. **Fees:**

- a) It was informed that there had been no fee hike this year.
- b) Fee book was given to the parent at the beginning of the session.
- c) It is the responsibility of the parent to fill the fee book, submit the office copy in school and retain the parent copy.
- d) Fees will be charged quarterly in advance.
- e) Annual fee needs to be paid in the first quarter. It is non refundable and non transferable.
- f) Fees paid after 10th of the first month of the quarter, a late fine of Rs 5 per day will be charged. You will receive a communication regarding the same before the due date.
- g) Fees, including late fees have to be deposited in the bank (SBI, AF Station, Chabua) on the days notified by the school authorities.
- h) Name of the student will be struck off without any intimation if the fee is not paid by the last working day of the month. Further re admission fee will be charged in addition to the late fee.
- j) Only caution money is refundable on the issue of TC.
- k) If any excess amount is paid in respect of fees, it will not be refunded but will be adjusted in the next quarter.

#### 9. **Registrations:**

##### (a) **Panel of Parents**

- i. It was informed that as per the Education code, Air Force School is to maintain a panel of parents who can be called at short notice to help out the school in case of leave or resignation of a teacher. Such parents need not have a teaching degree. For this parent will be paid an honorarium of Rs 500/- per day.
- ii. However, being a graduate is mandatory. Interested mothers were requested to give their names and resumes to Headmistress or the Education Section.

##### (b) **Guest classes**

It was informed that once in a month parents of the pre primary section will be requested to take guest classes. They were requested to cooperate with the school as this would give them and insight into the school activities and also help the teachers have an extra pair of hands to help when we are planning an event or a field trip.

- ##### (c) **SOF**
- It was informed that in the previous academic session AFS had enrolled for Science Olympiad foundation. Willingness was sought for enrollment during the current year as well as for participation of classes I and II. Since, the response was good, it was announced that the school will initiate the process of registration after the summer break. The parents were requested to go through the website of SOF. The link for which has been included in the school website. The parents were also requested to buy resource books directly from the concerned website.

10. The forum was then declared for question answer session and suggestions regarding the general upbringing, academics, teaching learning process and infrastructural requirements in school were welcomed.

- a. The first question was put up by Wg Cdr Navrattan, she wanted to know what was the plan of the school for implementing more smart classes.

**Discussion** ED informed the parent that at present there were two smart classes that were being utilized by all classes. In the current academic session the school had plans to put a smart class in every classroom. HM informed the parent that in one smart class had been included in the timetable in every subject so that all classes get equitable distribution of the available resource.

- b. The next set of questions and suggestion were put up by Dr Devashish Bose.

- i. The parent suggested that there should be more of sports and co-curricular activities apart from the CCAs
- ii. The parent suggested that music and dance should be given due importance and regular song and dance competitions should be conducted in the school.
- iii. He ended by saying that his child had been with the school since 2010 and he would like her to continue in the school for as far as possible, therefore he inquired about the extension plan of the school.

**Discussion** i. ED welcomed the suggestion and he informed the parent that the school planned to take up sports activities on a weekly basis in the Station grounds. At the same time case was being taken up to develop sports infrastructure behind the school premises.

ii. The HM informed the parents that on numerous occasions the school had tried to invite application for the post of music teacher however no suitable candidate had been found till date.

The ED apprised the parent that the Music College at Chaulkhowa had been approached and there was a strong probability that the school will find a suitable teacher soon.

iii. ED informed the parent that the extension of school was a time consuming task. It requires infrastructural as well as financial viability. In the current session there were no plans for up gradation of school.

- c. The next suggestion was by Wg Cdr Navrattan Kaur. The parent suggested that the children should get two library periods per week and the children should be taken to the library to give them an understanding of a library and also inculcate the habit of reading.

**Discussion** HM informed the parent that at present there was no dedicated room for library. However, after the summer break the new block would be functional, this suggestion will be implemented. In the meantime every class has one library period per week in the timetable and the in charge was at present taking the books to the respective classes.

- d. Sgt Qazi Azeem Akhter suggested that the routine class activities should be sent to individual children who were long leave via SMS.

**Discussion** HM informed the parent that it was difficult to keep a track of students absent in a particular class on a daily basis. The idea of sending individual messages to concerned parents was not found practical as there are numerous class activities in addition to CCAs. However a composite list of themes and competitions to be undertaken in the current academic session has been listed in the school diary. The split up syllabus for the entire year as well as the weekly class coverage has also been uploaded on the school website.

- e. Dr Monimala Bose had high praises for the school and the changes that the parent had noticed in the current academic session. She felt that under the new head the present session was well planned and academic oriented. She suggested that for the classes III, IV and V wherein the class strength is lower than average; an advertisement can be given in the local newspapers inviting more applications.

**Discussion** ED thanked the parent for her kind words. He informed the parent that the majority of seats in the school were held for children of Air Force personnel. The admission to the civilian students could only be given after it was determined that no AF personnel was in need of that seat for his/her ward. The process was long drawn and could take many months and only by June or early August such seats could be released.

- f. Sgt Sahoo suggested that if on a daily basis five words with their meaning can be given out to the children to help them develop a good vocabulary.

**Discussion** ED thanked the parent for the suggestion and assured that it will be implemented shortly.

- g. Mrs Rekha Gupta said that the schedule of examination had been put in the diary in the previous academic session, however it was not so in the present academic session. She wanted to know the reason for the change and how soon she the schedule would be made available to the parents.

**Discussion** HM informed the parent that the schedule given in the last year's planner had to be changed due to some unforeseen circumstances. Hence it was decided that the dates for exams will be released term wise. The dates for FA1 and SA2 would be uploaded by 12<sup>th</sup> May 2016.

11. At the end of the interactive session, Flying Officer Deepesh Rajpoot addressed the gathering. At the very outset the parents were thanked for their invaluable suggestions and were made aware of the KRA's of the school. The KRA's of the school being:

- i. Strong Academics and Value Education
- ii. Less Homework
- iii. Activity based learning
- iv. Classroom communication in English Language
- v. Healthy body healthy mind

12. The following initiatives were being taken to achieve the desired goals:

- a. In the present academic session the School had plans to install CCTV in the classrooms, corridors and play area for the effective monitoring of the academics and play activities.
- b. The School was initiating the case of installing a total of 11 smart boards so that all classes may have access to smart classes.
- c. ERP software was also being purchased to streamline admissions, student details etc and it was to be linked with the school website to provide real time information to the parents.
- d. Talks were on with State Bank of India, Chabua to develop a web portal for the school so that the depositing of school fees could be made a hassle free experience.
- e. Keeping in mind the constant security concerns, a central addressing system is soon to be installed in the school.
- f. To enhance the sports infrastructure of the school new play equipments are in the process of being purchased by the school. A volley ball court and a half basket ball court are being planned in the area behind the school.

13. The Headmistress thanked all attendees for their invaluable time. She looked forward to working with the staff and parents together as a team for the betterment of the school.

14. The event drew to a close with all the parents being invited to join the School authorities for a cup of tea.