

JOHNSON GRAMMAR SCHOOL ICSE & ISC®

MALLAPUR
Since 1979

Plot No. A/16, Mallapur Road, Nacharam, Uppal Mandal, Malkajgiri Medchal District, Hyderabad – 500 076.
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(Affiliated to the Council for the Indian School Certificate Examinations, New Delhi)



AP018

MINUTES OF THE GOVERNING BODY MEETING (DRAFT) MALLAPUR CAMPUS

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Held at : Conference Hall, Junior Wing
Date : 13 March, 2021
From : 12:00 noon to 1:45 pm
Chaired by : Mrs. Chandra Bhanu - Rector & Chairman, PTA
Attended by : Mr. Anil Israel – Principal & President, PTA
Mrs. Sushma Reddy – Vice Principal & Secretary, PTA
Mrs. K.L. Surekha – Headmistress
Mrs. S. Lakshmi – Operations Representative
Mr. K. Siddharth – Operations Head
Dr. Saveen Souda - Vice President, PTA
Mrs. Lakshmi Ratnam – Teacher Representative
Mrs. S. Vinutha - Joint Secretary, PTA
Mrs. Uma Anil T. - Admin Staff Representative
Mrs. Jaya Sreedhar - Educated Mother
Mr. John Alex – Education Representative
Mr. Syed Jamsheed Ahmed – Chartered Accountant

The following points were discussed

S.No	Discussion	Details of Minutes	Resolution
1	Welcome Address	<ul style="list-style-type: none">Mrs. Chandra Bhanu, the PTA Chairman started the meeting by welcoming all the members of the Governing Body.The Chairman introduced the members of the Governing body and asked the parent members to introduce themselves.The agenda of the meeting was shared with the members.The Chairman informed the following to the membersThe school strictly adhered to the G.O. No.46The tuition fee was collected in monthly installments.The tuition fee was waived off for three months.No child was ever stopped from attending the online classes and examinations based on the status of fee payment.PTMs were conducted and the concerns were addressed in the best possible way.Staff were paid salaries for all the 12 months, though the fee was collected for only 9 months.There was no hike in the salaries of the staff for the last academic year (2020-2021).The staff members have been recognized and will be awarded with ACE Awards by the Education teamNo staff was terminated during this pandemic period.Internet allowance was paid to all the teachers.	

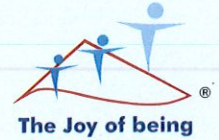


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S.No	Discussion	Details of Minutes	Resolution
		<ul style="list-style-type: none"> The school had to pay the rent of the buildings for all the 12 months without any exemption. The minimum monthly electricity bill was paid. The amount incurred for the renewal of Trade License, Sanitization Certificate, etc. was paid on time. School had to manage its expenses by taking overdrafts from the bank. The Chairman informed that the Operations Head will be sharing the income and expenditure details for the academic year 2020-2021 after which the members can decide on the fixation of salaries and the fee structure for the academic year 2021-2022. 	
2	Address by the Principal	<ul style="list-style-type: none"> Mr. Anil Israel, PTA President started the address by thanking the parents for the cooperation extended by them during this pandemic. He said that JGS believes in the school and parent working together for the benefit of the students. He also said JGS is open to any suggestion which helps the students. He informed that to ensure this collaboration, the school conducts Parent Teacher Meetings, Parent Teacher Association Meetings, Governing Body Meetings, Parent Orientation Sessions. School invites parents to be judges for events and competitions, to audit the proceedings of examinations, picnics and school lunch. He shared a few testimonials received from the parents of students from classes 1 to 12, appreciating the teachers for conducting the online classes, assessments, competitions & events. He also shared the mails sent by parents applauding the Management for extending 25% concession in the tuition fee. He informed that there are quite a few parents who haven't paid any fee from April onwards, and it is very difficult for the school to meet the expenses. He said when the school tries to contact them, they don't respond to calls. He informed that the school has extended its help to parents depending upon individual case, when they met the Office Superintendent. He urged the parents to meet the school Operations Team in case they have any difficulty in paying the fee. 	



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S.No	Discussion	Details of Minutes	Resolution
3	Presentation by the Operations Head	<ul style="list-style-type: none">• Mr. K. Siddharth, Operations Head, shared a power point presentation which explained the income and expenditure of the school for the academic ear 2020-2021.• A comparison table indicating the budgeted revenue and expenditure to the actual revenue and expenditure was shared.• The Operations Head informed that the key considerations for this year's revenue are<ul style="list-style-type: none">✓ No hike in the tuition fee as per the G.O. 46✓ Management extended the concession of 25% in the tuition fee across all grades and 30% for Pre-Primary students.✓ No staff lay off across all categories✓ Staff concessions were honoured.• Exclusions from the Total Revenue for this year are<ul style="list-style-type: none">✓ Yardstick Fee✓ GAIT Fee✓ Annual Fee✓ Torrins Music Fee• The challenges faced by the school this year were:<ul style="list-style-type: none">✓ No concession in rents from the landlords.✓ All recurring expenses such as electricity bills, school up keep and maintenance, insurance, trade license, sanitary certificate, transport fitness certificate etc. are to be paid without any delay.✓ Civil works have been attended to make back to school transition as easy as possible.✓ CERT (Covid Emergency Response Team) was created as a part of HSCP and all the necessary purchases were made in terms of sanitization machinery and consumables in our fight against COVID.✓ Consistent delayed collection of fee impacted the regular day to day operations• A graphical representation of the Income and Expenditure was shared by Mr. Siddharth. He explained how the school spent Rs.119/- for every Rs.100/- earned.• He informed the present strength of the school is 3504, out of which 10% of the students have not paid the fee at all.	



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S.No	Discussion	Details of Minutes	Resolution
		<ul style="list-style-type: none">A comparison of projected Revenue and Expenditure for the academic year 2021-2022 with no fee hike and with a hike of 10% was shared with the members to enable the members to decide the hike in fee for the academic year 2021-2022.	
4	Recommendation by the Teachers representative	<ul style="list-style-type: none">Ms. Lakshmi Ratnam, the teachers' representative thanked the school management for supporting Teachers, Staff and Students morally & academically during the crucial Pandemic situation without minding the financial disturbances.She said that inspite of very little available sources, the staff could initiate the online classes right after a week the lockdown was declared, with an intention not to stall the imparting of education to the students and to ensure that learning goes on.She expressed that initially, it was a difficult phase for the teachers to take online classes as many of them were not technically equipped.Training sessions were conducted for all the teachers, which at times went on beyond the working hours only to ensure the online classes run uninterruptedly.Teachers were compelled to procure gadgets like webcam, laptops, white boards, ear phones of good quality, higher bandwidth internet, etc. to run the classes smoothly.She thanked the technical support team for their tremendous support extended at all the times.She also listed out the activities, events and competitions like Puppetry, Origami, Storytelling, JAM, Show and Tell, Science and GK Quiz, Social fair, Kavi Sammelan, Mask making, Fancy dress, Poem Recitation, Declamation and many more, which were conducted to ensure the holistic development of the students.Ms. Lakshmi Ratnam shared that with an intention to inculcate regular learning habit in students, the English Enrichment Programme, Moral education, Communication in English sessions, Acceleration sessions; SUPW activities etc. were conducted.HSCP workshops on Road Safety, Covid Safety, Health & Hygiene, Good Touch and Bad Touch were conducted. A session on the Mental Health Awareness was conducted by the student counsellor, which was appreciated by the parents.	



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S.No	Discussion	Details of Minutes	Resolution
		<ul style="list-style-type: none"> She urged that, this is the time to recognize the trauma undergone during Covid-19 Pandemic and the commitment of Teachers towards the work done for the benefit of students and adequately compensate the same with appropriate hike in their salaries so as to restore both physical and financial health into normalcy. 	RESOLVED to give increment to the staff members (Based on the Government's decision on the fee hike)
5	Representation by the Educated mother	<p>Ms. Jaya Sreedhar, Educated mother extended her heartfelt gratitude and appreciation to the staff and the management for having put forth such a stupendous effort in the conduction of online classes in adherence to the Govt. G. O. 46 with regard to the functioning of the school.</p> <p>She expressed the following:</p> <ul style="list-style-type: none"> ✓ The initial hesitance of every child to attend online classes was eased out by the teachers who handled the sessions to suit the need of every learner. Continual guidance, monitoring and counselling, given by the school is worth mentioning. ✓ The Covid Pledge which helped students reiterate the safety precautions that they need to take. ✓ The teachers grabbed the attention of the students with their meticulously planned lessons, PPTs, the notes which were being uploaded immediately on the Parent Portal on the completion of the topics. ✓ The online assessments which were conducted from time to time. ✓ The day to day communication from school helped the parents to keep track of their child's classes and their progress. ✓ Apart from the curriculum, JGS presented a plethora of activities and competitions for the students to keep them occupied beyond the class hours. ✓ She thanked the Admin team which answered all our queries with regard to technical glitches. ✓ She suggested to issue TCs to the students who have not paid for 2 years and above. Suggested to send a notice to the parents to this effect 	



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S.No	Discussion	Details of Minutes	Resolution
		<p>✓ JGS has yet again proved to be very considerate when it came to the payment of Fees. Parents got a fee reduction of 25% and also the facility to pay the fees on a monthly basis. It had reduced our burden to a very great extent especially at this time when our financial conditions were a matter of worry.</p>	
6	Discussion on the fixation of the salary structure and fee structure	<ul style="list-style-type: none"> • Ms. Vinutha, the PTA Joint Secretary wanted to know the elements covered under the head Maintenance and Development. • <i>It was told the expenses incurred for electrical, plumbing, Labs and Library, Annual Maintenance Contracts, Pest control treatments, Office and Stationery, Transport, Insurance renewal, Fire safety equipment, advertisement, repairs and maintenance HSCP expenses, etc. are covered under the head Maintenance and Development.</i> • Ms. Vinutha informed that she received mails from 8 parents requesting for no hike in the fee. As such, she proposed no hike and no concession in the fee. • <i>It was informed that it will be difficult to retain the teachers this year if there is no hike in the salary.</i> • Ms. Vinutha and Dr. Saveen Souda expressed that they do agree that the staff has done a commendable job during the pandemic. • Ms. Vinutha inquired if the school has the concept of subsidy, which would help the group of parents who find it difficult to pay. • <i>It was informed that the school doesn't have any such concept of subsidy.</i> 	



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		<ul style="list-style-type: none">The school proposed for a hike of 10% in the fee as it is already running a deficit and there will be a hike in the rentals and etc. in the academic year 2021-2022. It was informed that the school doesn't get any concession whatsoever for any of the expenses. Also, 65% of the revenue goes towards the staff salary.A lot of discussion went on and the chartered Accountant, Mr. Syed Jamsheed Ahmed explained the expenditure incurred in details, to the Vice President and the Joint Secretary. He stated that to get back the concession extended to the parents this year, it will take 2 ½ to 3 years for the school to recover from the financial crisis it is undergoing. The minutes of the decision was put on paper and acknowledged by all the members.	RESOLVED to hike the fee by 7% for the Academic Year 2021-2022. (It was emphasized that the school will adhere to the final call of the Government with regard to tuition fee and other fee hike.)
7	Vote of Thanks	<ul style="list-style-type: none">Vote of thanks was proposed by the Chairman.	

CHAIRMAN PTA

