



**MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING 2021-2022**

S.No.1	DATE 27-02-2021	Page 1 of 7
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**Held at** : AV Room – Senior Block  
**From** : 9.30 a.m. to 10.30 a.m.  
**Chaired by** : PTA Chairman, Rector – Ms.Chandra Bhanu  
**Attended by** : PTA President, Principal- Mr. Anil Israel  
PTA Secretary, Vice-Principal – Ms. Sushma Reddy  
Head Mistress- Ms. K.L. Surekha  
Admin Head – Ms. Uma Anil

**Parent Representatives**

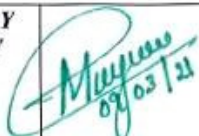


Ms. Uma Rani  
Ms. Pankajini Tandi  
Ms. B V Vasantham  
Ms. Jyothi Jenet Mukiri  
Ms. Vinutha S  
Mr. Mallikarjun Rao  
Mr. Yannam Vijay Kumar  
Dr. Saveen Souda  
Mr. Syed Akbar Pasha  
Mr. Ranga Rao Kasturi Avasarala  
Mr. Rajneesh Kumar Jha

**Teacher Representatives**

Ms. Srimathi Rajesh  
Ms. B Sridevi  
Ms. Kavitha Abbaraju  
Ms Saguna Vinodh




The following points were discussed:

S.No.	Subject of Minutes	Details of Minutes
1	Welcome address & Declaration of the Agenda	<p>The PTA members were welcomed warmly by the President of PTA – 2021-2022, Mrs Chandra Bhanu. She congratulated the nominated members of the PTA 2021-2022 and appreciated them for volunteering to take up the responsibility. She has mentioned that the purpose of the meeting was to elect the Vice President and the Joint Secretary of the PTA. She expressed that the PTA would forge a constructive partnership between the parents, teachers and the extended fraternity of the school. The following Agenda was put forth to the members –</p> <p>➤ Welcome Address &amp; Declaration of Agenda</p> <ul style="list-style-type: none"><li>• Brief note on the school achievements during the AY 2020-2021</li><li>• Mission Statement, Objectives and Constitution of the PTA</li></ul>

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		<ul style="list-style-type: none"><li>➤ Address by the PTA President<ul style="list-style-type: none"><li>• Roles and responsibilities of the PTA representatives.</li><li>• Code of Conduct of the PTA</li></ul></li><li>➤ Address by the PTA Secretary</li><li>▪ Briefing on the school committees.</li><li>➤ Election / Selection of the PTA Executive Members – The Vice President and the Joint Secretary</li><li>➤ Declaration of the elected / selected PTA Executive Members and their roles of responsibilities.</li><li>➤ Fixing the date of next PTA meet.</li></ul>
2	Achievements during the AY 2020-2021	<p><b>The Awards and Recognition achieved by the School and its Staff were thrown light on by the President.</b> The President mentioned that the endeavor for excellence has been the forte of the school. The following achievements were presented before the PTA –</p> <p>* <b>JOHNSON GRAMMAR SCHOOL, ICSE,ISC&amp; IBDP</b> is ranked <b>No. 2</b> in India and <b>No. 1</b> in Telangana and also <b>No. 1</b> in Hyderabad in the Category – ‘India’s Top 20 ICSE Board’ by the Survey done by Education Survey Today.</p> <p>* <b>JOHNSON GRAMMAR SCHOOL, ICSE,ISC&amp; IBDP</b> is ranked <b>No. 7</b> in Telangana and Hyderabad &amp; <b>No. 30</b> in India as per the survey conducted by the <b>EDUCATION WORLD - INDIA SCHOOL RANKINGS – 2020-2021.</b></p> <p>* <b>Lead by example</b> is an annual event conducted at Regional and National level which gives an opportunity to the teachers to showcase the innovative practices that have either influenced their colleagues or learn from each other. Seven teachers who participated in the event – Ms. Kavitha Pandey, Ms. Deepa Muthu Krishnan, Ms. Saraswathi, Ms. Mayura Sagar, Ms Varalakshmi, Ms. Snigdha, Ms. Saborni Das made it to Finals. Among these facilitators, Ms. Mayura Sagar was awarded the runner-up position at National level.</p>

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3	Mission Statement, Objectives of the PTA	<p>The President, Mrs. Chandra Bhanu mentioned that Johnson Grammar School invited nominations from the parents across the grades from PP to 12 to be a part of the PTA Body for the Academic Year 2021 - 2022. She further expressed that the PTA - Parent Teacher Association is an educational, non – political and non – commercial body. The PTA is to help enrich the school environment and provide the stake holders with the required support. She also mentioned that the PTA is devoted to the following aims and objectives:</p> <p><b>Mission Statement of the PTA -</b></p> <p><b>To forge close home – school contact and build a meaningful relationship between parents and teachers and work jointly for enhancing the welfare of the students.</b></p> <p><b>Objectives</b></p> <ul style="list-style-type: none"><li>• To advance the education and all-round development of the students by strengthening relationships between teachers, parents and others associated with the School.</li><li>• To promote welfare of the school students.</li><li>• To create necessary consciousness among the parents as well as stimulate their interest in the education of their children.</li><li>• To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence to create a suitable environment for the implementation of the same.</li></ul>
4	Constitution of PTA	<p><b>The President, Ms.Chandra Bhanu cited the following points pertaining to the Constitution of the PTA.</b></p> <p>* Parent of the students up to grade 12, are eligible to become the members of the PTA.</p> <p>* The Managing Committee of the PTA will be formed as far as practicable within a period of 2 (two) weeks from the date of formation of the PTA. A notice period of 1 (one) week will be given for the formation of the Managing Committee.</p> <p>* The Management of the association is vested in the Executive Committee / Governing Body which consists of the Chairman, President, Vice President, Secretary, Joint Secretary and other</p>

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		<p>representatives. Besides the Rector, Principal, Vice Principal who will be the Ex Officio, Chairman, President and Secretary respectively of PTA, all the other posts are filled by drawing a lot.</p> <p><b>The description of the various posts was also discussed as mentioned-</b></p> <ol style="list-style-type: none"><li><b>1. Chairman – Rector</b></li><li><b>2. President – Principal</b></li><li><b>3. Vice President – from Parent Community</b></li><li><b>4. Secretary – Vice Principal</b></li><li><b>5. Joint Secretary – from Parent Community</b></li><li><b>6. Members – 1 member from each grade from Parent Community &amp; 2 members from each Grade from the Teaching Community</b></li></ol>
5	Roles and Responsibilities of the Parent Representatives	<p><b>The following points were highlighted by the President regarding the roles and responsibilities of the representatives –</b></p> <p>* Nominated members will be the representative of the class of their child for the academic year 2021 to 2022 with effect from 24<sup>th</sup> March 2021.</p> <p>* Parent representative is required to communicate ONLY the issues related to Academics and School Policies and no financial issues will be discussed. It is only during the Governing Body meeting, the financial issues related to staff salaries and school fee shall be taken up for discussion.</p> <p>* Official mail ID and the password were shared with all the parent representatives and the same Email id will be shared with the parents of the respective grades to enable them to mail their inputs to the respective PTA representatives. These inputs are required to be tabled by the PTA members during the PTA meetings. The PTA members were urged not to change the passwords provided by the school.</p> <p>* It was informed that the PTA members should be representing the concerns / queries of that particular class as a whole, while their individual concerns regarding their children can be put across during PTMs.</p>

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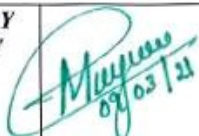




6	Briefing on the school committees by the PTA Secretary	<p>The PTA Secretary, Ms. Sushma Reddy- Vice Principal, expressed that Johnson Grammar School ICSE and ISC has maintained and sustained its stand on imparting quality education. She mentioned that for the school to run smoothly, various committees have been formulated to look into the safety, security and wellness of the stakeholders. She expressed her privilege to be introducing the committees and information regarding each of them to the PTA members on the board -</p> <p><b>1. HEALTH SAFETY AND CHILD PROTECTION COMMITTEE</b></p> <p>* With the Principal as the Chairman, the committee ensures that all safety norms are followed around the campus. Installation of fire extinguishers, electrical casings and safety related aspects are taken complete care of.</p> <p>* Regular Workshops for the staff and students are conducted to keep them well instructed. All the processes are documented and audited at least twice a year by an external agency. It is a matter of pride that we have been in the 98 to 100% bracket of safety.</p> <p><b>2. ANTI BULLYING COMMITTEE</b></p> <p>* This committee has been formed to help students fight back bullying. The school counsellors along with the support of the core team, student representatives, teacher representatives and parent representatives hold monthly meetings to sort out all the concerns that arise.</p> <p><b>3. GLOBAL RESCUE GROUP</b></p> <p>* This is the brainchild of our Alumnus and has been actively working for 12 years now. They have a meeting every month to discuss their action plan on the lines of Swachh Bharath.</p> <p><b>4. THE COVID EMERGENCY RESCUE TEAM</b></p> <p>With the school reopening for classes 9 to 12, a new committee, the CERT has been formed to look into the safety measures that have to be followed by all the stakeholders while coming to school. Regular temperature checks, usage of masks and hand</p>
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		wash, maintaining social distance and spraying of disinfectants are being done diligently.
7	Election of the Executive Members	<p>The PTA members opted to have elections and all the parent members gave their names to contest for the two positions of the Governing Body i.e., Vice President and Joint Secretary.</p> <p>* Selections for the 2 Positions were conducted by drawing of lots and the following PTA members were elected –</p> <ol style="list-style-type: none"><li>1. Vice President – Dr Saveen Souda</li><li>2. Joint Secretary – Ms. Vinutha S</li></ol> <p>The Chairman congratulated the 2 PTA parent members for being elected as the members of the Governing Body by the PTA parent members and briefed their roles.</p>
8	Roles and Responsibilities of the Executive Members	<p>The Roles and responsibilities of the Executive Members were shared with the PTA members by the President, Ms Chandra Bhanu. The following points were shared -</p> <p>* To Fix the Salary Structure for the Staff keeping in view, the Financial position of the institution and as per the G.O issued by the Telangana Department of Education.</p> <p>* To Fix the FEE structure, that is, the FEE to be collected from the students of various classes keeping in view the various expenses involved in the maintenance and running of the institution and as per the G.O issued by the Telangana Govt.</p>
9	Address by the Principal, Mr Anil Israel	<p>The following points were shared by the Principal, Mr Anil Israel –</p> <p>* The school has strictly adhered to the G.O 46 in all the decisions taken to enable the academic transactions to go on smoothly.</p> <p>* The tuition fee was converted into monthly instalments to make it comfortable for the parents.</p> <p>* No child was ever stopped from attending the Online Classes or in attempting the examinations irrespective of fee dues.</p> <p>* PTMs were conducted as scheduled and all the parent concerns were addressed instantaneously.</p> <p>* All the staff members were paid their salaries in full for all the months.</p>

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		<p>* Not a single staff member was terminated during the time of the Pandemic.</p> <p>* The Lease Amount of the School building for all the 12 months was paid to the Lessor on time with NO EXEMPTION.</p> <p>* The School has been paying the minimum Electricity Bill generated every month during all these months of lockdown.</p> <p>* The payment towards the renewal of Trade License was done on time.</p> <p>* The School had to manage with the OVERDRAFTS from BANKS to meet with the Financial Crisis during the Pandemic.</p> <p>*The President informed the PTA members about the FEE status. Requested the PTA members to give suggestion as to how the FEE due for the academic year 2020-2021 can be collected as many of the parents have not paid the fees.</p> <p>Parents suggested:</p> <ul style="list-style-type: none"><li>▪ To tie up with a bank so as to provide loan to parents to clear the fee. <i>It was informed that school has already tied up with a bank and the same was communicated to the parents. But, only 4-5 parents were interested.</i></li><li>▪ To take an undertaking from the parent that mentioning that they will clear the fee.</li></ul> <p><b><i>He further administered the oath taking event for all the PTA members on board both virtually and physically.</i></b></p> <p>.</p>
10	Fixing the date for the next PTA Meeting	It was informed that Governing Body Meeting will be held on 13.03.2021.

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