

**JOHNSON GRAMMAR SCHOOL ICSE & ISC,
MALLPUR, HYDERABAD**

MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING - II [2026-2027]		
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JGS/COMM/IF-01/R00

Day & Date : Saturday, 25th July 2026
Time : 10:00 a.m. to 1:00 p.m.
Venue : Conference Hall, Mallapur
Apologies : PTA Members – Grade II, Grade V, Grade VIII

Attended by :

Name of the PTA Member	Designation	Name of the PTA Member	Designation
Ms. Srabanti Basu	Chairperson-Principal	Mrs. Bhargavi Nune	VI
Ms. K Lakshmi Surekha	Secretary- Vice-Principal	Mrs. Lingampalli Jyothi	VII
Mrs. Sravanthi Polu	Pre Primary	Mrs. Shobha Rani Regulagadda	IX & PTA Vice President
Mrs. Bhimaraju Venkata Sesha Anusha	I	Mrs. Swati Shankar Rao Bakwad	X
Mrs. Thakur Sunmuki Rani	III & PTA Joint Secretary	Mrs. Santosh Kumari	XI
Mrs. Srilekha Madala	IV	Mrs. Polunati Venkata Jyotsna	XII

The following points were discussed:

S.No.	Subject of Minutes	Details of Minutes
1	Prayer, Welcome Address & Introduction of the PTA Members	The meeting began with the school prayer. The PTA Chairperson & Principal, Ms. Srabanti Basu welcomed all the members to the meeting. The agenda for the meeting was presented followed by the introduction of the members.
2	Junior & Senior School updates.	The PTA Chairperson and Secretary shared the IIRF ranking. ICSE & ISC 2026 results, Council updates, Academic updates of Primary, Middle and Senior School, teacher training programs, new initiatives, sports achievements and various events and activities conducted so far. School events video was presented.

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3	Fee Status	Fee due for the Academic Year 2025–26 (as on 29th November 2025) I – Term: Fee paid: 73.52% and Due: 26.48% AY 2025-26 fee due – Rs. 13,95,980/- (25 students)
4	Suggestions and Queries	Pre-Primary (Sr.KG) Query: <i>Implementation of effective measures to monitor students' learning progress and ensure the timely identification and support of learning gaps. No Parent-Teacher Meeting (PTM) has been conducted so far during the current academic session. Request to share the schedule for the first PTM.</i> Response: Pre-Primary section follows a Continuous and Comprehensive Assessment (CCA) system. Children's learning is monitored regularly through classroom interactions, activities, worksheets, and observations. The Pre-Primary Coordinator, Headmistress, and Vice-Principal regularly observe classes, interact with the children, and review their progress to ensure that concepts are understood and appropriate support is provided wherever required. The schedule for the Parent-Teacher Meetings is mentioned in the school handbook. The first PTM is scheduled for 1st August 2026, when parents can discuss their child's progress with the Class Teacher. Query: <i>Provide opportunities for every child to speak a few sentences during celebrations of important national and international days to build confidence and communication skills. Increase the use of activity-based learning through role plays, demonstrations, games, experiments, and hands-on classroom activities to enhance student engagement and conceptual understanding. Organize regular storytelling and rhyme recitation sessions to strengthen students' language, listening, and communication skills.</i> Response - The Pre-Primary curriculum includes a variety of activities that support communication skills, creativity, confidence, and overall development. Circle Time is conducted regularly, where children are

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		encouraged to share their thoughts, experiences, and participate in discussions. Art and Craft, colouring, and expressive art activities are conducted regularly to encourage creativity, imagination, and fine motor development. Storytelling, rhyme recitation, picture talk, and show-and-tell are also part of classroom learning and school events. At the Pre-Primary level, our focus is on participation, confidence building, and providing opportunities for every child to express themselves, Query: <i>Provide extracurricular activities like skating for Sr.KG students</i> Response: At the Pre-Primary level, we focus on age-appropriate activities that support children's physical development, Regular PET classes are conducted Grade 3 onwards, we provide specialized after school sports coaching for those who wish to pursue sports beyond the regular curriculum. Query: <i>Conduct regular sessions to help students understand the difference between good and inappropriate behaviour, and reinforce values such as kindness, respect, empathy, and courteous behaviour towards classmates, teachers, and non-teaching staff.</i> Response: Teaching values, respect, kindness, and empathy is an integral part of the Pre-Primary programme. Children learn from what they observe. Parents play an important role by spending quality time with children and being positive role models at home. Teachers continue to reinforce these values at school. Grade I Query: <i>Kindly provide the details of Word Building Competition format and Storytelling Competition theme of the story</i> Response - Word Building Competition: The competition was conducted in a written format. Students were guided about the process during the regular English periods and the Home Period. Storytelling Competition: Students were encouraged to prepare and present a story of their choice. The competition was open to all students, and the preliminary round was conducted on 22.07.2026. Based on their performance, selected students will advance to the final round, which will be held on 30.07.2026.
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		Story Duration: The detailed guidelines for the Final Round of the competition will be through the MCB app for better clarity and communication. Query : Clarify the following : • <i>Competition guidelines for New Parents and students.</i> • <i>School App improvement</i> • <i>PET Activities and Playground Access</i> • <i>Screen time During Free Periods</i> • <i>Emergency Preparedness (Test drills) and Life Skills</i> • <i>Include both parents name in ID Card</i> Response: • Competition guidelines will be shared with parents and students to ensure clarity and smooth participation in competitions. • This year, we have transitioned to MCB to provide better accessibility and convenience. • PET activities and playground access are planned as per the timetable, ensuring students get opportunities for physical activity. • Screen Time During Free Periods: We do not have free periods. In case a teacher is on leave, students are engaged in meaningful activities. Short story videos may also be shown as part of the learning process under the teacher's guidance. • Regular safety drills and life skill activities are conducted to create awareness and preparedness among students. • It cannot be made mandatory to include both parents' names on ID cards, and the current practice will continue. Query : Is there any arrangement of warm water for kids particularly during rainy and winter seasons? Is there a possibility that parents can come to school and give required dose of medicine to kid? Response: Coolers are not switched on during the rainy and winter seasons. Hence, the water provided to children is at normal temperature. In case a child needs to take any medication during school hours, parents may send the medicine along with a note in the diary mentioning the required time and dosage. For situations that require personal attention, parents may visit the school and administer the medicine
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	Class II <i>Query : Appreciate the introduction of the My Class Board app. However, at present most of the key sections are empty and display "No Data Found".</i> Response: Parents can currently access Home Assignments, SMS notifications, Class Activity photographs, Announcements, and Fee Details through the app. Additional features will be made available in phases <i>Query : Provide additional support for handwriting improvement, slow learners requiring individualized guidance, and students who were absent to ensure continuity in learning.</i> Response: Support classes are conducted to students who need support on all working Saturdays for Classes I and II to strengthen handwriting, provide additional guidance to help students cover missed lessons. <i>Query : Review the duration of Cubs and Bulbuls activities to provide adequate time for meaningful participation and skill development.</i> Response: The Cubs and Bulbuls programme follows a planned schedule with structured activities. The current duration is designed to ensure a balanced approach. <i>Query : Provide regular feedback and additional support to students participating in SAPA/HOGI activities to enhance their learning and progress.</i> Response: Monthly updates are shared to help parents stay informed about the activities and learning taking place in school <i>Query: The PT classes are scheduled on consecutive days, which means the children need to wear their sports uniform on back-to-back days. For many parents, especially on busy weekdays, washing and drying the sports dress overnight is quite challenging.</i> Response: The PE timetable is planned across all sections to ensure that every class has two PE periods each week and one co-scholastic activity scheduled each day. As a result, for a few sections, PT periods may fall on consecutive days to accommodate the overall timetable.
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	The parents are suggested to procure another set. Query: Kindly consider introducing an activity where every student gets an opportunity to speak for around 2 minutes on any topic in front of the class Reply: Circle Time is conducted every day during the Home Period, where every child gets an opportunity to speak and share their thoughts on various topics. Query: Teachers are not giving enough attention to handwriting. The 3rd language Hindi is also a concern. Notes are not being given properly. Response: Handwriting practice, oral reading, written work, and regular revision are integrated into the teaching-learning process. We are currently focusing on building strong foundational skills through reading, oral practice, and written work in the textbook. Notebook work is being introduced gradually and will increase steadily over time. Grade III Query: Provide the day-wise timetable and the books that need to be sent to school each day Response: The weekly timetable provided in the Student Handbook is followed, and the Books to be Brought (BTB) details are shared daily in the handbook and are also available on the school app along with the homework updates. We request parents to check the app regularly for the updates. Query: Request to allocate at least one dedicated period each day for sports or physical activity Response: Daily PE is not feasible within the academic timetable. Parents are also encouraged to provide opportunities for children to engage in outdoor play and physical activities every day. Query: Request for a Designated TSRTC Bus Stop at JGS School Gate Response: Regarding the TSRTC bus stop, the school had already submitted a request, and a bus stop has now been provided opposite the
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		school gate towards Habsiguda. It is not possible to have a bus stop adjacent to the gate. Query : <i>Monitoring & Regulation of Private Vehicles Inside the Campus</i> Response: Private vehicles operating inside the campus, vehicle fitness certificates were verified during the Defensive Driving session conducted by the school. The school will also request the submission of Pollution Under Control (PUC) certificates. Parents are advised to verify the required documents before engaging private transport providers. Grade IV: Query : <i>After completing each lesson in class, students should be encouraged to practice the textbook back exercises, including case studies</i> Response: Textbook exercises are regularly taken up in the classroom to reinforce conceptual understanding. Query: <i>During morning (8:30 -9:00 am) and evening (3:30 -4:00 pm) huge and unmanaged traffic is observed on the road at the main gate of JGS, Mallapur. Similarly, due to non-availability of dedicated footpaths.</i> Response: As per the communication received from the Traffic Department, deployment of traffic personnel at the school location is not feasible. Regarding the footpath, though a dedicated footpath is available, it is not being utilised effectively Query: <i>SOF Olympiad examinations (such as IMO, NSO, IEO, etc.) are not being conducted in the school.</i> Response: Though the school does not conduct SOF Olympiad examinations, we conduct Johnson Olympiad Examinations in English, Mathematics, and Science. These are designed on Olympiad standards to encourage higher-order thinking, application skills, and academic excellence.
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		<i>Query: Organize Spell Bee, Quiz, Debate, Elocution, Science, and Mathematics competitions to develop students' confidence and communication skills</i> Response: The school conducts Spell Bee, G.K. Quiz, Computer Quiz, Storytelling, and Aptitude Competitions as per the academic planner mentioned in the Student Handbook. <i>Query: The school conducts a large number of slip tests. Could you please explain the objective behind these frequent assessments? How are they helping in improving students' learning outcomes and reducing examination stress?</i> Response: Slip Tests are formative assessments that help teachers understand students' learning levels, identify gaps, and provide timely support through continuous evaluation. <i>Query: Craft and hands-on creative activities are limited. Is there a plan to include more art, craft, and project-based learning activities to enhance creativity and fine motor skills?</i> Response: Art integration and hands-on learning activities are part of classroom instruction, assignments, club activities, and special events to encourage creativity and critical thinking. <i>Query: Strengthening reading habits by encouraging library periods,</i> Response: Reading is encouraged through Library periods, the 12-Book Campaign, Book Reviews, and D.E.A.R. (Drop Everything and Read) activities conducted every term. Grade V <i>Query : Incorporation of foundation course for Neet IIT in the regular academics.</i> Response: At the Grade 5 level, students are still developing their interests and aptitude. We offer Foundational Courses from Grade VIII. Based on their interests and career goals, parents may opt for suitable Foundation Courses at the Senior Secondary level
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		Query : <i>An article related to drugs in schools in Hyderabad has been circulated</i> Response: The inclusion of our school's name in the newspaper article is not authentic and is based on unverified information. Please be assured that student safety remains our highest priority. The school has been inspected by the Telangana Anti-Narcotics Bureau, including sniffer dog checks, and awareness sessions have been conducted for students and teachers. The school also has an Anti-Drug Committee comprising students, teachers, and a parent representative. Our Health, Safety and Child Protection (HSCP) programme further focuses on preventive education and maintaining a safe school environment. Query: <i>Request the inclusion of regular sports competitions in the school's academic diary and annual schedule.</i> Response: As per the planner we will be conducting in the month of August' 26 and we will share in the monthly planner. Grade VI Query: <i>After completing the lesson, the notes may kindly be shared as a PDF in the class group.</i> Response: At JGS, we encourage students to take ownership of their learning and develop responsibility for maintaining their notebooks. Our notes are designed to promote concept-based learning, where students actively listen, understand, and write during the lesson, strengthening their attention, comprehension, and reasoning skills. Grade VII Query: <i>How does the school assesses individual students in project based group assignments</i> Response: Group projects are designed to foster collaboration, communication, and teamwork. While students work collectively, teachers closely observe and assess each student's participation, understanding, initiative, and contribution throughout the process. Query: <i>Uniform fabric quality is not up to the expected standard.</i>
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	Response: If the uniform has developed fabric pilling after the first wash, you may submit it at the school reception, and we will arrange for a replacement. Query: <i>Request that teachers check students' classwork on a regular basis.</i> Response: <i>Teachers regularly review students' classwork as per the correction schedule they maintain while handling multiple sections. They ensure that corrections are completed within 3–4 working days, along with timely feedback to support students' learning</i> Query: <i>School could organize occasional workshops or activity-based sessions on coding, robotics, AI awareness, and basic electronics. These practical learning experiences can help students develop problem-solving, logical thinking, creativity, and confidence while preparing them for future technologies.</i> The school provides opportunities for students to develop STEM-related skills through various club activities. As part of these, Grade 7 students participate in Adobe, Graphic Designing Application, along with several other activities that promote creativity, digital literacy, and problem-solving skills. Class VIII: Query : <i>Kindy arrange Saturday for one period doubts session, due to hurry to complete the portion, teachers are not finding enough time to clarify the kids doubts.</i> Response: Please be assured that the school provides regular opportunities for doubt clarification during the 8th period, and remedial classes are conducted before examinations to support students academically. Query: <i>Ensure that difficult topics are explained clearly and every student understands the concepts. Regular revision of important formulas and key points should be done in class.</i> Response : Teachers use interactive teaching methods and ensure concepts are explained clearly. Regular revision of important concepts and formulae is an integral part of classroom teaching. Query: <i>Encourage students to write important notes during the lesson and provide enough time to complete classwork in the classroom.</i>
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		Response: Students are encouraged to note key points during lessons wherever required. Query: <i>Provide sufficient time in class for learning and revision, especially for language subjects, before giving homework.</i> Response: Adequate time is provided in class as far as possible. Any pending work may be completed at home when necessary. Query: <i>Conduct regular counselling sessions on the responsible use of mobile phones and the importance of education and good study habits.</i> Response : The school conducts regular sessions on responsible mobile usage, values, life skills, and the importance of education. Query: <i>Consider setting aside time for reading, revision, and doubt clarification to help students strengthen their understanding of subjects.</i> Response: The 8th period is dedicated to doubt-clearing sessions within school hours. In addition, remedial classes are conducted before examinations to strengthen concepts and support students who require additional guidance. Query: <i>Provide class notes in PDF format through the online platform for easy access and revision.</i> Response: Class notes are prepared individually by students during classroom teaching to promote active learning and note-taking skills. Hence, notes are not uploaded online. Query: <i>Introduce English phonics classes every Saturday to strengthen students' reading and pronunciation skills.</i> Response: Phonics is a foundational programme designed for the primary grades. We appreciate your suggestion. Query: <i>Focus on improving students' handwriting through regular practice and guidance.</i>
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		Response: Good handwriting is consistently encouraged and monitored by all subject teachers. Query: <i>Request to provide hostel facilities.</i> Response: At present, the school does not provide hostel facilities, and there are no plans to introduce this facility. Class IX: Query: <i>Formal canteen facility to be provided in school campus</i> Response: The suggestion has been noted. Query: <i>Tobacco products sales in a small shop right in front of the school on the other side of the road.</i> Response: The school has already taken up the matter with the concerned authorities and has lodged a complaint with the nearby police station. We will continue to follow up to help ensure that the area around the school remains safe and secure for our students. Query: <i>Not receiving updates or notifications for homework and assignments through the MCB app.</i> Response: Parents are requested to enable notifications for the MCB app and ensure that the app has the necessary notification permissions enabled on their mobiles Query: <i>Requesting to provide hard copies of the worksheets instead of uploading soft copy on the portal to reduce the screen time.</i> Response: All classroom worksheets and activity sheets are provided to students in school. The materials shared through the parent portal are mainly home assignments, question banks, and additional practice resources to support learning and revision at home. These digital resources are shared to ensure timely access to supplementary academic material, allowing students to revisit concepts, practice at their own pace, and prepare more effectively for assessments. In most cases,
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		students are expected to complete the assigned work in their subject notebooks, unless specifically instructed otherwise. Query: <i>Parents are given feedback about their wards only during PTM after the exams are over. Better practice would be to inform the same immediately when it is noticed by the teacher to the parents.</i> Response: Teachers communicate with parents whenever there is a concern regarding a student's academic performance, behaviour, or overall well-being. In addition, Parent-Teacher Meetings provide an opportunity for detailed discussions on the child's progress. We will continue to strengthen our communication with parents. Class XII Query: <i>Issue of the drinking water facility.</i> Response: All water dispensers are cleaned every Saturday using lemon and salt. Water quality testing is conducted every term by an authorized laboratory (Care Labs) to check the pH and TDS levels. Preventive maintenance of all RO systems is carried out every month to ensure safe drinking water.
5	Vote of Thanks	The PTA Secretary, Mrs. Lakshmi Surekha expressed her heartfelt thanks to all the attendees for being present at the meeting. PTA Chairperson, Mrs. Srabanti Basu expressed her appreciation towards the PTA members for their active participation in the meeting. This was followed by the National Anthem.

Kindly acknowledge the minutes.

PTA Chairperson	 
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