



THE ORCHID SCHOOL

Minutes of PTA Executive Council Meeting

Date: 29th November'20

Time: 11:30 AM

Virtual Platform – Microsoft Teams

Members Present:

1. Dr. Lakshmi Kumar – Director, Board Representative
2. Ms. Sangeeta Kapoor – Acting Principal, Ex- Office Secretary
3. Ms. Atreyi Saha – Acting Vice - Principal
4. Mr. Bhairavnath Godase – Head of Accounts Department
5. Mr. Sumit More – Admin Unit Head

Teacher Representatives:

1. Ms. Reena Garg – Class II Representative
2. Ms Shilpa Garge - Class III Representative
3. Mr Nikhil Pujari - Class VI Representative
4. Ms Deeksha Jain- Class VII Representative
5. Ms Monika Gupte - Class II Representative
6. Ms. Divya Bhatnagar - Class X Representative

Parent Representatives:

1. Ms. Suvarna Mahashabde – Lead Parent Representative
2. Mr. Rajeev Mankar- Class II Representative
3. Mr. Kranthi Kola – Class III Representative
4. Ms. Shailja Arram - Class IV Representative
5. Ms. Manasi Pinge - Class IV Representative
6. Ms Leena Somvanshi - Class VI Representative
7. Ms. Sandhya Deore - Class VII Representative
8. Mr. Uday Dixit - Class IX Representative

Agenda

- Overview of the year 2020-21 so far
- Fee proposal for 2021-2022 & 2022-2023

Points of Discussion

- Director Ms. Lakshmi Kumar began the meeting by welcoming the members.
- Director Lakshmi Kumar introduced the incoming Acting Principal and Acting Vice Principal to all the members present.
- She updated the members about the process of selection and the future plan for the appointment of the Principal.
- She also acknowledged the contribution of Ms. Namrata Majhail towards the institution.
- Members were informed that the Board respected her decision to move on as it was her personal decision.

Overview of the year 2020-21 so far

- Acting Principal Sangeeta Kapoor presented an overview of the programs and modular courses that the school has organized during the lockdown time in online form.
- These modular courses were organized for Primary, Middle and Secondary and Sr. Secondary students. School has continued with providing with the exposure for new learnings even in the restricted situation of lockdown and online working format.
- The similar learning opportunities were provided to the staff members and leaders also.

Current status of Admission

- Dr. Lakshmi Kumar shared the current status of Admission in each level.
- Members were informed about the completion of the RTE admission for current year.

Fee Proposal for the AY 2021-22 & 2022-23

- The members were oriented about the Fee Fixation Act by sharing the highlights of the Act.
- This is done to familiarize the PTA executive council on the process of fee fixation and announcement.
- The fee hike history of the past seven years was shared with the members. It was reiterated that the fee hike for the current AY 2020-21 was rolled back based on the state GR.
- The current year 2020-2021 fee structure after the 8% roll back was shared with the members present.
- The income and expenditure summary of AY 2020-21 was shared with the members.
- The projected surplus would be lesser than the norm.
- The point was made that a large component of the expenses is the salary. However, due to the delay in receiving fees this year, the staff had to be paid a percentage of their salary. The board has paid the arrears to the staff till the month of September'20.
- The overview of expenditure and loss of income in terms of RTE admission was shared. Till date school has received the reimbursement for only one year.
- To give the insight of the budget and to justify the hike, the proposed budget and expenditure for the AY 2021-22 was shared.

- Based on the expenditures the proposal for revision in the fee for the AY 2021-22 and 2022-23 were tabled.
- Two options were put forth by the school to the members. In the 1st option, the school proposed 8% hike in AY 2021-22 and 7% hike in AY 2022-23. In the 2nd option, the school proposed 10% hike in AY 2021-22 and 5% hike in AY 2022-23.
- The fee hike for Grade XI was not stated as there could be some changes depending on the manner in which NEP would be implemented. The school would propose the same later.
- The income and expenditure summary for AY 2021-22 and AY 2022-23 was shared with the members. The summary was based on both the options.
- After understanding all the details of the budget, all members present for the meeting have **ratified the hike with option 1 of 8% in the fee for the AY 2021-22.**

Fee Collection of 2020-2021 status

- The current year 2020-21 fee collection status was shared with the members.
- It was highlighted that even after the roll back of the fee hike proposed for this year and other facilities like monthly fee instalment the school had not yet received the entire receivables from Instalment I and II.
- Till date 8 parents were yet to pay 1st fee instalment and 100 parents were yet to pay the 2nd fee installment.
- The 3rd instalment too had a slow pace of fees being paid. Close to 3/4th of the fee instalment was due for payment.
- Members suggested to impose the penalty for the parents not paying the fee.
- The suggestion was also to call a meeting of the parents who have not paid the fee and share the overview of financials and can indicate to impose the penalty.
- Members expressed their sentiments about the impact on staff salary due to non-payment of fee.

Class 1 Admission related for AY 2021-22

- The details of Class I admission and the timeline was shared.
- Class I has the capacity of 105 students out of which 26 seats are reserved for RTE.
- The sibling and staff category of admission will take place on 12th December'20.
- Rest of the seats will be opened for general category through online registration on 13th December'20.
- The communication related to class 1 admission will be on website soon.
- Director Lakshmi Kumar thanked each and every member present for taking time out to attend the meeting.
- She acknowledged that this strong support of the parent community was the basis on which The Orchid School ethos was laid as without this bond the school would not achieve such levels of success.