

The Orchid School

Minutes of PTA Executive Council Meeting

Date 2.11.18

Venue: TOS Conference Room

Members Present:

School Representatives:

1. Ms. Lakshmi Kumar –Director & Board Representative
2. Ms. Namrata Majhail – Principal, Ex- Officio Secretary
3. Ms. Sangeeta Kapoor – Vice Principal
4. Mr. Pravin Gaikwad- Admin Unit Head
5. Mr. Bhairav Godse – Head Accountant

Teacher Representatives:

1. Ms. Saheli Roy- Class I Representative
2. Ms. Reena Garg- Class II Representative
3. Ms. Madhuri Saraswat- Class III Representative
4. Ms. Chanchal Gurung- Class IV Representative
5. Ms. Jyotsna Kaul- Class V Representative
6. Mr. Nikhil Pujari- Class VI Representative
7. Ms. Swapna Tembe- Class VII Representative
8. Ms. Deeksha Jain- Class VIII Representative
9. Ms. Nutan Chaudhary- Class IX Representative
10. Ms. Shilpa Ghadge- Class X Representative

Parent Representatives:

1. Mr. Hardik Desai Lead Parent
2. Mr. Sachin Chougule Class III Representative
3. Ms. Suvarna Mahashabde Class IV Representative
4. Mr. Nitin Welde Class VI Representative
5. Ms. Srushti Surekaa Class VIII Representative
6. Ms. Renuka Garg Class IX Representative

Agenda:

- **Rational and ratification of fee structure for year 2019-2020 with 8% hike.**

Points of discussion:

- Principal, Ms. Namrata Majhail started the meeting by welcoming the members.
- The agenda for the meeting was shared with the members.
- Before the fee proposal the members were oriented about the Fee Fixation Act by sharing the highlights of the Act towards fixing the fee for the school.

- The members were given the clarity on the Act and that the proposed amount for hike for year 2019-20 to be 8%.
- The details of what kind of expenses are included in the fee and what components are excluded was shared.
- To give the insight of the budget and to justify the hike, the income and expenditure incurred up to October and proposed till March for the AY 2018-2019 was shared.
- Additional RTE component has been also considered during discussion and ratification of the proposed hike.
- The proposed fee structure for all class levels after 8% hike was presented to the members.
- Considering all the details of the budget and the justification for hike, members have ratified the hike of 8% in the fee for the AY 2019-2020.
- The decision regarding Fee Fixation for year 2019-20, will be shared with the Deputy Director of the Education department and with all concerned.

Class I Admission related-

- The details of Class I admission details 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 18th November 2018.
- Rest of the seats will be opened to all through online registration process.
- The age criteria for Class I admission will be 6 years as on 30th September 2019.
- The PTA representative members for admission panel will be invited to be the part of the admission process.

Student Insurance related-

- ZP has issued a GR that the students should be insured before they leave for the field trip outside school.
- School is exploring the proposals from various companies. One of the company has asked for the student data to share the proposal.
- It was suggested that only the number of students and the age group can be shared.

Intelligent Surveillance System-

- PTA has enquired about the performance of IS2.
- One of the member appreciated that the experience through mobile application was good.
- A short insight of the use of the system was shared with the members present.
- The members have also expressed that they would like to see the report of the school's experience towards the end of the session.
- TOS has assured to provide with the same. The members will be called for a separate meeting to share the details.

Request for surprise check by Transport Committee-

- The representative members of Transport Committee were requested to come for a surprise check of the buses and the documents related to transport.

- Mr. Nitin Welde and Ms. Suvarna Mahashabde assured that soon they would do the unplanned surprise check.
- Principal then officially closed the meeting by thanking the members.