

The Orchid School
Minutes of PTA Meeting

Date: 15.10.16

Venue: Conference Room, TOS

Time: 11:00 am to 12:30 pm

Members Present-

School representatives :

1. Ms. Lakshmi Kumar
2. Ms. Namrata Majhail
3. Ms. Sangeeta Kapoor
4. Mr. Ganesh Phule
5. Ms. Amarpreet Kotkar
6. Ms. Reeny George
7. Ms. Monika Gupte
8. Ms. Monica Desai
9. Ms. Sheetal Jadhav
10. Ms. Shilpa Garge
11. Mr. Bhairavnath Godse (Head Accountant, specially invited for addressing any finance related questions)

Parent Representatives :

1. Ms. Dipalee Malkhede
2. Ms. Hema J Patel
3. Mr. Aditya Shukla
4. Mr. Shreekanth Moorthy
5. Mr. A.R. Chandrashekharan
6. Mr. K Anil Kumar
7. Ms. Arpana Aeron
8. Ms. Richa Shukla
9. Ms. Chitrupa Kapoor

Agenda: Fees proposal for the Academic Year 2017-2018 and 2018-2019.

Minutes of the meeting :

- The agenda of the meeting was shared with everyone via mail 2 weeks before the meeting.
- Director welcomed the members.
- Meeting started after enough quorum of Parent representation was achieved

Overview of the fee proposal, finalization process:

- The members were updated on previous years' fee hike processes , Fee fixation act guidelines , fee fixation cycle etc. so the members have an overview of this.
 - All fee proposals are to be ratified by the members of PTA executive council members and then the minutes are placed on school website so PTA general body members are aware of the decisions.
 - Shikshan Mandal will be informed about the ratified fee structure.
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- Members were informed that the minutes of previous PTA meetings are available on the website.

Fee proposal for year 2017 -18 & 2018-19

- Management has proposed, based on the expenditure and per student cost using the guidelines of Fee Fixation Act - **10% fee hike for AY 17-18 for class 3 to class 10 ; for class 2 align the fees to rest of the classes of primary and for class 1 new fee structure & 5 % for AY 18-19.** Explanation given on the reason why in the current year's fee structure the amount of fees for Class II is higher than Class III. Hence an attempt made this year to align the same the fee structure for classes 1-4 from year 2017-18.
- Further elaborated on the
 - current year fee structure ;
 - current year expenditure (incurred till September 2016 & projected till March 2017);
 - expenditure head in terms of direct , indirect , Teaching , learning material and capital in terms of furniture , fixtures , electronic equipment's ;
 - Projected income , projected expenses , permissible surplus component ;
 - RTE details as on AY 2016-17 and the financial implications ;
 - Government contribution (proposed) for RTE students
 - The proposed expenditure for the AY 2017-2018 factoring in all the above , calculated differential inflation , annual salary hike , new plans , interim 7th pay allowance;
 - Class 1

Fee proposal related discussions:

- On members' request the details of salary expenditure on teachers was shared. PTA expressed that teachers should be paid good salary.
- Director explained the salary structures, privileges and the format of salary fixation at Orchid and the confirmation processes. She emphasized that all processes related to recruitment and salaries are transparent and process oriented.
- Parent discussed on the expenditure heads and % distribution, permissible surplus and sought clarification on where this surplus is used.
- The detailed information about the expenditure of amount on students for next four years who are admitted under RTE was shared.
- PTA understood, after much deliberation, discussions that the increase in number of RTE students, gradual reduction of open category students will impact the income graph.
- They also expressed that the school and the management must figure out a business plan and put in place so that the quality of education is not diluted.
- Parents also discussed the Leap Start and other additional, compulsory camps and why the reason for why this is not merged within the fee structure. Director gave the past PTA decisions to keep some of this outside and as when there is a need to add or eliminate or change the profile of the programs , it is easier as an operational process to address it with future PTA members.
- Director explained that there will be a discussion in strategic plan meet about leap start program , its effectiveness , impact and an appropriate decision will be arrived at , based on data , about the continuation , and if for classes 1-4 or 1-5.
- This and other related decisions for next year program plans will be shared with PTA in closure meet sometime in Feb / Mar 2017.

Fee proposal ratification:

- After understanding the whole details of fee proposal and the discussion, ***the members proposed the 8% fee hike for the AY 2017-2018 and 7% fee hike for the AY 2018-2019.***
- After the deliberation and consultation with the PTA members and Board members,
- **PTA ratified the following - proposal of 8% fee hike for the AY 2017-2018 and 7% fee hike for the AY 2018-2019; Exception for class 2, to iron out the difference - with 1% hike ; For Class 1, entry level , fees – 101,500/-**

One time admission, non-refundable fees remains at 75,000/-

Fees will be charged in four instalments.

Fee structure for AY 17-18

Level	Amount
STD - III	101,500
STD -IV	101,500
STD -V	110,000
STD - VI	110,000
STD - VII	110,000
STD - VIII	119,000
STD -IX	119,000
STD - X	119,000

Additional And Compulsory programs and Camps , Fees projection (approx.) – for 2017-18

Level	Leap Start Amt	Career Camp Amt	CBSE – Registration (IX – X) Amt	Camp Amt	Dharavi study trip Amt
STD - I	2450				
STD - II	2450				
STD - III	2450				
STD -IV	2450			500 Night out Camp	
STD -V	2450			2000 Excursion	
STD - VI					
STD - VII				3000 Rural Camp	
STD - VIII					
STD -IX			150		2000
STD - X		2000	1000		

Closure Remarks:

- Minutes read out by the Principal and approved and signed by all members present.
- PTA appreciated the open, transparent communication from the school management.
- They also expressed that the school management answers all questions related to fee proposal and showed the whole scenario so PTA is well informed.
- Discussion about reducing the bag weight will be carried to some action level – with principal and academic leaders. Providing locker facility can have pros and cons.
- Director thanked the PTA executive council members for their support, empathy and open discussions so the trust and positive, respectful climate is well maintained.

Prepared by:

Ms. Sangeeta Kapoor,

Vice Principal, TOS

Approved by :

Ms. Namrata Majhail.

Principal , TOS

Shared with -

- All PTA executive council members and acknowledgement received
- School website
- School Trustees
- Shikshan Mandal

****As this is a computer generated document, it does not require signatures.***