



MINUTES OF THE STAFF MEETING

Date :	07July, 2020 (Tuesday)
Time :	07.00 p.m.
Venue :	Respective homes via Google Meet
Convened by:	Mrs. Asha Prabhakar (Principal)

Members Present :

- Ms. Anupama Motwani (Vice Principal)
- Ms. Amita Ganjoo, HM (Sr)
- Ms. Vinaya Pujari, HM (Pr)
- Ms. Sarika Passi, HM (Pre-Primary)
- All Staff Members (101 Nos)

The General Body meeting via Google Meet was presided over by the Principal Mrs. Asha Prabhakar and following are the minutes of the meeting:

- In the unprecedented times of Covid 19, when education and digital technology go hand in hand, every teacher needs to integrate technology seamlessly into the curriculum and hone their technical skills. The teachers are requested to write mails to the Principal informing the areas where they require technical assistance so that necessary training can be imparted to them.
- The teacher's role is to groom a child and it is necessary that teachers should follow the proper dress code as their personality is reflected through their attire. She further stated that the lessons imparted should be crisp as the parents are observing them during the online classes.
- The new session has commenced for Classes XI and XII and the class representatives and class teachers must notify the parents that the tailored syllabus is now available on the CBSE website and is also being shared through Google Classroom
- The school has received a notification from the State Administration that schools are permitted to allow book vendors to set up a small book shop inside the school premises for a short span of time for the convenience of the parents. Class teachers are requested to send messages to the parents to procure books from school between 10.00 am to 12 pm.
- Since schools will remain closed for an indefinite period of time, teachers should refrain from using mobile phones for conducting online classes and procure laptops in a week's time. However, a teacher can use a combination of two devices but not solely rely on their mobile phones. Vice Principal and Headmistress (Sr.) are to ensure that laptops are used by the teachers.
- All the staff members are expected to answer all incoming calls from School Administration after 8 am in the morning promptly as their professional time starts from the aforesaid time.
- Primary and Secondary teachers who are not teaching the Board classes must fill their APARS and mail it to school by 10 July. Senior Secondary teachers, teaching Board Classes will mail by 16 July. No late submission will be accepted beyond the scheduled dates. Teachers need to be pragmatic while filling their self-grading, thereby making allowances for self-improvement.
- Teachers who are waiting for their confirmation letters will get the same in a fortnight, till the new school Secretary is appointed and takes official charge.

- It is the moral duty of a teacher to burn the midnight oil and dispense his/her duties in the earnest if any work is allocated. The teachers have to coordinate and make a strong team. Teachers have to work harder and learn to be self-independent. Blunt refusal to conform to the duty will not be appreciated.
- In the session 2019-20, CBSE released 22 manuals and all the teachers should read them as the manuals give a vision to a teacher and help to integrate the subject. The school will soon hold workshops on the manuals and HM(Sr) will assign two teachers for presenting one manual.
- As per the unanimous decision of the Academic Council, CES, the workload of all the Staff Members needs to be justified in these dystopian times and as such the classes taken by the Sports department, Visual and Performing Arts department will be recorded through Gsuite ids and will be available for review at any point of time. The Staff was also instructed to use laptops for the conduct of the classes and one quality work would be showcased every month to other sister schools for mutual learning. VPL and HMs were instructed to physically monitor the aforesaid classes
- Performing Arts department was exhorted to work as a team and engage the students in collaborative activities.
- Principal Madam expressed her intent that the Scholar Badge ceremony would be held online shortly.
- She reminded the teacher-in-charges of Ek Bharat Shrestha Bharat and CBSE Heritage quiz to continue preparing the students and engage them in competitive and collaborative activities.
- She clarified that Bal Bharati Public School Noida will henceforth participate in Inter school competitions hosted by prestigious schools only.
- She affirmed that REVERBERATIONS will take place and informed the teachers to start preparations.
- She summed up the meeting encouraging the teachers to maintain the Parent Connect and class teachers were solicited to intervene in the aspect of wellbeing of the students and non payment of fees.

The meeting ended on a cordial note.

Date: 07 July, 2020

Minutes Prepared by: Ms. Nandini Bhattacharya
TGT (English)

For Info:

- VPL, HM (Sr), HM (Pr), HM (PP)
- All teaching staff members (via e-mail)