

MINUTES OF THE MEETING

Date : 10th May 2019 **Day** : **Friday**
Time : 2:45 P.M. to 3:25 P.M. **Venue** : Sr. Library

Convened By

Ms. Asha Prabhakar (Principal)

Members Present

- Ms Anupama Motwani : Vice Principal
- Ms. A. Ganjoo : HM-Senior
- Ms. V. Pujari : HM-Primary
- Mrs. S. Passi : HM -Pre-Primary

All staff members present in the school attended the General Board Meeting.

The following Teachers were on Leave

Ms Komal Mendiratta, TGT(Hindi)
Ms Kavita Pandey, TGT (Dance)
Ms Abha Bhardwaj, Sr Librarian
Ms Sharmishtha Chakraborty, PRT (English)

Leave of Absence was granted to Ms Samra Rehman, TGT(History) (had been unwell)
Ms. Rumpa Bhattacharya, PGT (English) (Away to Printer for Sagarika)
Mr. Umesh Verma, TGT (Biology) (Away for Ignite Camp)

The meeting commenced at 2:45 PM with the Principal greeting all the staff members

- At the outset, the Principal congratulated the entire staff for the outstanding results of Class X and XII respectively. The Principal further shared the excellent result of All India Rank 1 holder Divyansh Wadhwa who scored 499/500 and made the school proud.
- It was a proud moment for each member of the faculty to know the commendable performance of the students of classes X and XII.
- The Principal conveyed that it is the team work of all the teachers at the Pre Primary and Primary levels too who have contributed by ensuring a strong foundation for the outstanding performances at the secondary and senior secondary stages. The school Flag must always soar higher.
- The Teachers teaching Classes X, XI and XII were directed to cover up at least 30-35% of the syllabus before the summer break so as to keep the pace well maintained even during the busy schedule of the Annual Sports Meet to be conducted in October 2019 in the school.
- All the 61 Class teachers were instructed to submit the updated Nominal rolls of their respective classes to Ms Beenu on the same day, ie, 10th May 2019.
- The teachers were exhorted to take up the Bus Duties with utmost sincerity as the safety of the children travelling in the Bus is of paramount concern.
- The teacher on duty will be responsible for taking the attendance, reporting the names of the missing students to Vice Principal or the HMs and also to see the seating adjustments of the primary children.
- The Bus Duty Teachers must take their responsibilities sternly and any lapse in the duty or injury would be entirely the concerned teacher's responsibility.

- The dispersal dates for the Teaching staff have been circulated. The Teachers need to complete the stock checking before proceeding for the summer break.
- The Classroom Wall Clocks, Reference Books and Sample Papers should be locked in the Almirah before the Summer break and Exam Cell and Lab In- charges also to do the needful by 30th May 2019.
- An Advertisement related to the Vacancy for PRT (English), PRT(General) for Grades I and II, TGT(History and Maths), Special Educator and Librarian would be released soon. Teachers were informed to encourage their contacts of experienced backgrounds to apply.
- The Principal announced the names of Ms Komal Mendiratta and Ms Neerja Bhatnagar as the new Staff Representatives for the session 2019-20. The Staff Reps of 2018-19; Ms Mukul and Ms Abha were appreciated for handling the responsibilities wonderfully. They were further guided to take the A/C statements from Mr Varghese and handover the same to the new staff Reps.
- The Class Teachers were asked to convey the parents through the broadcast group to send the individual photographs with mentioned details before 30th May 2019 for the Parents Id cards. Also the Class Teachers are to ensure that the parents submit the previous year Parent ID Cards. The same is to be then forwarded to Mr Jitender for further compilation.
- Mr Jitender to complete all the formalities related to the issuance of the Parent ID Card and to hand over the same to the parents by 1st July 2019.
- The plan of events for the Calendar year was announced wherein all the four major school events – Investiture Ceremony, Scholar Badge ceremony, Annual English Play and Reverberations to be conducted in the month of July; August would be engaged in Academics followed by Half Yearly Exams in the month of September. All India Sports Meet will be conducted in the month of October and the Mini Annual Day involving Classes PP1 to Class VIII would be organized in the November.
- All the Class teachers were instructed to apprise the new admission students and their parents about each and every detail in terms of Academics, Sports and Games, Club activities, Holiday Homework, Notebook completion and other required relevant details. The respective Class Representatives and the HMs to ensure compliance.
- Being the members of a Progressive School, the Principal exhorted the teachers to be suitable informed about the Artificial Intelligence, state of the art machine learning, which has been initiated in Classes VI-IX. The teachers must get maximum exposure of the same.
- Ms Asha and Ms Meetu to ensure smooth conducting of Artificial Intelligence classes in Grades VI-IX and Ms Alka, Ms Sonam and Mr Prabhat to initiate in Classes IV and V.
- The Principal encouraged the Teachers to apply for the CBSE awards in different categories. It was stated that the Teachers must go ahead and participate without getting perturbed about the result. Also the Principal forwarded every possible support and guidance required for the submission of the entries of the same.
- The new staff Representative, Ms Neerja, on behalf of the teachers, requested the AO to get the Bus Duty Teachers dropped at the School gate instead of the Spice Crossing. Mr Halder has been directed by the Principal to look into the same and make the needful changes.
- The Sports Department has been instructed to initiate the working of the Web Portal for the All India Sports Meet to be held in the month of October 2019.
- The Principal also announced the release of the third and final installment of the arrears quite soon.
- The Meeting ended at 3:25 P.M. on a congenial note with an optimistic and confident standpoint of ensuring entire focus on Academics as well as the upcoming School events.

Compiled by:

Date: 10 May , 2019

Ms Poonam Sharma
TGT(English)

