

MINUTES OF THE GENERAL BODY MEETING

Date : 22 September, 2022
Day : Thursday
Time : 03:30 p.m. to 05:00 p.m.
Venue : Online Mode

Convened By : Ms Asha Prabhakar, Principal
Ms Anupama Motwani, Vice Principal

Attended By : The entire staff of BBPS, Noida

Leave of Absence granted to: Ms Poorti

AGENDA

General Body Meeting was conducted through Google Meet and the following points were discussed:

- At the outset, the staff was appreciated for the updating of the school website on a regular basis. They were advised to frame the reports in a simplified way and peruse the detailed ION-3-2021/22 circulated in this respect and note their areas of responsibility. All content needs to be uploaded as per the timeline mentioned, routed through the respective Reporting Officers. The responsibility of uploading rests with Mr Malik or Mr Sachin. The Academic and Administrative blocks need to work in tandem and no reminders would be given in future.
- It was suggested that the website content provided by the teachers should be brief with comprehensive usage of words and captioned pictures. The 'What's New' section on the school website's Home page sections to be updated every month mentioning the upcoming Excursions, Webinars, Bal Sabha and School activities, and all prominent events.
- With the Senses Board Interactive Panels and upgraded Internet platforms being used in the Classrooms, the referring to the Extramarks Modules hand in hand by the Faculty would be continued only on the feedbacks and reports provided by the Class Reps based on the same within a week's time. Ms M Gulati has been guided to contact the Extramarks sources to add Sports Modules for the perusal of Sports Department.
- As classes X and XII would be appearing for their Examinations in the month of October, the Class Reps are required to submit a report to the Principal on the completion of the syllabus, Remedials and steps taken for slow learners. The most expected questions, HOTS and Case study based 100 questions as per the CBSE Marking Scheme and latest Sample Papers, to be compiled in an organised manner latest by 1st November 2022.
- Class XII Faculty were asked to create Question Bank predicted by them for the ongoing session.
- All the subject teachers of Classes X and XII were guided to discuss the Sample papers in details with the children. It was advised that Peer checking technique should be used to monitor the improvement of the slow learners. The best possible modalities and strategies are to be implemented by the teachers to uplift the performance of the students.
- Exam cell was appreciated for doing a commendable job, and was further asked to give clear instructions and guidelines to the staff (Marks, Borders, Font, etc.) for framing error free question papers. All the amendments, if any, made in the question papers, are to be reported to the Principal.
- The staff members were also instructed to complete the evaluation of answer scripts in the stipulated time.
- The teachers were advised to be more sensitive towards students and avoid being rude or vociferous to them.

- The teachers were encouraged to be more thoughtful about the well-being of the students. It is anticipated that the teachers should be more connected with the children and congratulate on their achievements and check on their well-being when they fall ill or suffer from an injury.
- The security and safety points being the school's paramount concerns, the Principal strongly mentioned that all the parents are required to wait at the reception for the concerned Teacher and no parent would be allowed to send lunch boxes or water bottles to their wards in the Classroom. In case a student forgets his/her lunch box, the class teacher must approach Ms Neha for fresh refreshments for the child.
- The staff was asked to ensure that every student wears an ID Card. In case of ID cards being lost or any change in details (like Address, Phone number, and Mode of transport), a new ID card must be applied for and issued at the earliest.
- The staff was notified to adhere to the school's code of conduct and not to use Mobile phones inside the classrooms. The Principal also advised the staff to report to their Classes in time and be more dynamic especially when the day begins.
- The Class Teachers were asked to speak with the parents of the Fee Defaulters and update the reasons for the delay to the Admin Office through Class Reps in time.
- The laboratory In charges Ms Swati Chawla, Ms Vibha Jain, and Ms Amita Ganjoo (HM Sr) are to take stock of the material/equipment. They were advised to present the list before the end of October so that the purchases could be made before the Practical Exams.
- Regarding the school functions, the Principal announced that the Pre-Primary and Primary school would have the Annual day in the school Auditorium in multiple sessions. Ms Vinaya Pujari (HM Primary) and Ms Sarika Passi (HM Pre-primary) to plan for the upcoming event.
- Grades VI- XII would have a Prize Distribution ceremony to be held in the month of November. Dates would be announced shortly. The said event would be spearheaded by Ms Amita Ganjoo (HM senior) and Ms. Abha Bhardwaj.
- The upcoming events list also included the Winter Carnival which would take place on 18th December 2022 under the leadership of Vice Principal, Mr. Halder, Mr. Varughese and Mr. Dinesh Bist.
- Ms. Meetu and Ms. Sonam were asked to collect details about Lab and Hardware requirements.
- Ms Amita Ganjoo (HM Senior) highlighted that the soft copy of the Teacher's Handbook has been shared with the staff for perusal and henceforth the teachers should refrain from approaching Mr. Santosh for CL forms.
- The Principal instructed the staff to refrain approaching the school's office unless some urgent task needs to be completed. If required, they should approach the Staff Reps for their concerns.
- Leave Policy was reiterated and it was instructed to the staff to get the leaves sanctioned beforehand. In case of an emergency, the staff needs to inform the reporting officer, Transport In charge and the Substitution In charge for the smooth functioning of the day. A staff member can only apply for a day's leave or a second-half day leave.
- The Principal announced Dusshera break from 2nd Oct 2022 to 5th Oct2022 and emphasized that no leaves would be suffixed or prefixed with the mentioned Dates. For travelling out, information is to be given in advance.
- Since classes VI-XII are finishing their exams on 26th September 2022, teachers were advised to discuss the question papers. The commencement of Term-II would begin from the 1st Oct2022. The changes in the Time Table would be informed well in time.
- The sports teachers were directed to monitor the students during their playtime on the playfield at all times. Mr. Dinesh has been assigned the task to draft a Timetable to ensure the presence of at least one teacher on the playfield at all times.

- The sports department was asked to update the Vice Principal every Friday about the status of their teams' preparation (game-wise), the status of participation, accomplishments, and activities undertaken.
- The Vice Principal emphasised that the fitness regime needs to be taken up in earnest, implemented and the report having the details of preparation and activities done is to be shared by the individual sports teachers with her in the Meetings conducted on Fridays.
- It was firmly stated that no student should miss the academics and play any sport during their regular classes. The children should not roam around in the school premises without teacher's permission.
- The Principal suggested that it is the moral responsibility of the teacher to not to resign in the middle of the ongoing session and should fulfil her professional duties. It is desired of all the staff members to inform the school well in advance before putting up the papers of their Resignation. The advertisement for the new openings would be given in the month of December.
- The Principal expressed her heartfelt condolences to Mrs. Sarita on her husband's sudden demise and requested the Staff Reps to visit the family in the hour of need.
- New staff members of the Sports, Pre Primary and Primary Department were welcomed. They introduced themselves and shared their experiences so far.
- Ms Poonam Sethi and Dr Swati who have resigned recently were wished for their future endeavours.
- The Principal asked the Staff Reps, Ms Parimeeta Khanna and Ms Meenakshi Gulati to put forth concerns of the Staff, if any.

The meeting culminated on a cordial note.

Date: 23 September, 2022

Compiled by:

Poonam Sharma, TGT (English)
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