

## SAN ACADEMY, KAMAKOTI NAGAR

### **Agenda**

Minutes of PTA Meeting – 2<sup>nd</sup> Nov 2019

### **Host**

Ms. Archana Anand, Managing Director

Ms. Ganga Natarajan, Principal

Ms. GeethaRaguram, Head of KG Dept.

Ms. Krishnaveni, Coordinator

### **Attendees**

President representative and Parent representatives from several classes

### **Generic Points**

- 1) **Query:** Classroom cleanliness; Black stains in shoes/ uniforms; Red ants inside classroom (bitten few kids)  
**Response:** To review and ensure cleanliness at each floor; Understanding the importance, school sets up review meeting/ follow-up by end of month.
- 2) **Query:** Toilets not clean in condition; Restrooms not properly maintained across floors  
**Response:** Supervisors to check flush and closets; Coordinators to ensure proper functioning; School is open to parent representatives to check and report on a weekly basis (in a day)  
**Action:** One of the class representatives, from I-A had reviewed restrooms and witnessed the actions from school.
- 3) **Query:** Issues from kids play area; slider damage  
**Response:** The grass surface will be reworked in order to enable water drain properly; Rodent control measures in place  
**Action:** Slider replaced and restored to working condition
- 4) **Query:** Teacher not giving attention to kids when they approach to share concerns; this has resulted in kids hesitate to talk to teachers  
**Response:** To be addressed with respective teachers  
**Action:** Parents can inform coordinator/ school to report any incident on that day

5) **Query:** School entrance premises is terrible during rainy times; Also nearby cattle poses threat to commute to school; School entrance is cumbersome especially with haphazard two-wheelers parked during drop in the morning

**Response:** School to try organized way to drop kids; Request for parents to follow some order while dropping the kids to help school to organize this issue better.

**Action:** School already reached out to cattle shed people to adjust timings not to disturb school hours.

Also, if parents find difficulty again, from representative community we can approach corporation using apps (Namma Chennai – Mobile app) available to lodge complaints. Advisable to click pictures while reporting incidents

6) **Query:** Question on enough availability of ayama's at school

**Response:** 25 helpers available to cater needs

**Action:** School to ensure work done properly at supervisor side as well

7) **Query:** Necessity of playground and enough time to be given to students for sports/ activities

**Response:** Terrace play area work in progress (focusing towards next academic year)

**Action:** The fencing of terrace is already in process

8) **Query:** More books to be brought up in library for higher class students/ teens

**Response:** School hosts 3500 books currently.

**Action:** To identify areas of interest of children and make arrangements.

9) **Query:** Idea of pick-up/ drop in annual day

**Response:** School explained the practical difficulty and explained not feasible

10) **Query:** AC kept on for few hours (2 hrs) & lack of chillness creates sweating to children.

Request to increase time running hours

**Response:** AC is functioning for about 4 hours in all classes during the day.

**Action:** School to check for service/ repairs of air conditioners for proper functioning

11) **Query:** Newsletter access issues in app (unable to download newsletters)

**Response:** Contact School office. We will help you in this regard.

12) **Query:** For co-curricular activities, requested to have a dedicated person/ coordinator for planning events effectively

**Response:** CCA coordinator resigned and school will take action to hire suitable person

**Action:** Appointed a new CCA coordinator with immediate effect.

13) **Query:** Sex-education & awareness to be taught in appropriate manner; Education on puberty and emotional barriers to be addressed to girl kids

**Response:** Workshop/ Counselling sessions are already in place from school side

14) **Query:** School Transport Issues

- School vans are not punctual
- Twice a month van is not coming
- Change of bus no. is not properly intimated to parents
- Route no. 5A - New driver on a day missed to pick up kid in Jr. KG-C (twice for same kid)
- In addition, attenders should have enough knowledge about route/ kids pickup/ drop. etc. so that if a new driver replaced, things won't go completely wrong
- During pick up in the morning, school van appears to be idle in a particular location - happens often
- Non-availability of lady attender in van routes (1-A)

**Response:** Selected route issues and GPS issues noted down; School will take proper action

**Action:** School sets up review meeting/ follow-up by end of month

15) **Query:** Discipline issues

- Ayama's presence is vital and need enough helpers to take care of cleanliness and support teachers
- Kids using inappropriate/ harsh words & hurt other students violently (in the presence of teachers)
- Regular morning prayers inside classroom
- To ensure following line and queue in school premises
- Communicate in English within campus
- Punctuality (school van; kids; etc.)
- Limit students to cross back gate to buy eatables/ snacks during school hours
- Educate kids on attitude/ behaviors/ habits/ etc.
- Books misplacing

**Response & Action:** All people concerned will be oriented on the above issues.

**Note:** School has given utmost priority to cleanliness and transport related issues and planned to set up follow-up meeting by end of Nov'19

## Class-wise Points

### 1) Nursery

- **Query:**

Need photos and videos of all Celebrations they had in their class;

Kids need to be taken to play area.

All kids should be included in all celebration.

Newsletter not received for Oct.

- **Response:** Every class maintains participation notebook to ensure all kids participate in events in an academic year.
- Newsletter for Oct has been published.
- Children are taken regularly to outdoor play area.
- **Action:** Every class maintains participation notebook to ensure all kids participate in events in an academic year

### 2) Jr. KG-A

- **Query:**

Class count is very high I hope is nearing 45; Question on individual attention;

Kid's snacks box they are not helping kids to open the box due to which kids has come home without having even snacks; If breakfast is provided, either one box is opened and given to kids and other box which has curry is remain closed

Selected kids are given chances not all

- **Response:** Every class maintains participation notebook to ensure all kids participate in events in an academic year.
- Class strength is 36 on an average and 2 teachers are provided. The ratio is 1: 13 per class.
- **Action:** Parent can address this issue to the KG head and it can be sorted out.

### 3) Jr. KG-C

- **Query:** When events are planned in school for example 'Show and Tell ', is it possible for school to share individual feedback to parents?

- **Response:** Students are given badges based on the performance which is an indicator to parents about the preparation of the child for the activity.
- In the interest of time and the motive or event, it is unlikely to register individual kid's feedback; However, parents are requested to make use of the monthly PTM to discuss such topics effectively

#### 4) Sr. KG-A

- **Query:**

Show and tell is not being organized properly. Only kids who are already speaking without stage fear allowed to speak in mic. This has been noticed and checked with the children; Suggest every child should get a chance to speak in mic. If only the bold speakers get chance all the time the rest of the silent children will think that they are incapable of speaking in stage / in front of crowd; Give opportunity to all kids.

Children should be given equal participation in all events. It's evident that only few are always been asked to perform.

- **Response:** For Show & Tell, school is already providing mobile speaker and mike. Sometimes children refuse to speak based on their mood that day. However teachers are encouraging children to speak with confidence.
- **Action:** School is considering options to invite parents to attend Show & Tell event on rotational basis

#### 5) Sr. KG-C

- **Query:** Teachers are not allowing kids to use washrooms during class hours. They find it difficult to control nature's call

- **Response:** As per school timings there is a restroom break every 2 hours which is good enough. If any student has specific issue, parent can address it to the KG head and sort out. We don't encourage children to go out of class as it disturbs the entire class attention.

#### 6) I-A

- **Query:** Before PTA meeting, representative mam discussed points directly with the principal on the urgent request from parents
- **Response:** Suitable action taken.

#### 7) I-B

- **Query:**

Main concern is changing of teachers in the mid-year, it is very difficult for kids to get adjusted to the new teacher; For 1B, all the teachers have been changed, bad luck is that all the relieved teachers were good.

Missing of books n notebooks is another major concern. Teachers give general instruction in class to submit notebooks/ books, but they miss out to check if all kids have submitted the notebooks or not. If teachers take one small step to check if the no. Of notebooks match with the no. of kids present in class it would help to avoid missing of notebooks.

Homeworks are bit heavy during festival holidays. Request to have it reduced; Holidays are meant for enjoying n relaxing. Unfortunately, it's being loaded for both parents n kids. More support requested from teachers on Olympiad.

▪ **Response:**

School is keen to stabilize class teacher changes from coming academic year.

Teachers to be instructed to take necessary steps.

Home works to be reduced while festival holidays.

**Action:** School to send out communication regarding Olympiad separately

8) I-C

▪ **Query:**

Dairy is not written on daily basis.

HW could be reduced on the day before Olympiad exam.

HW during festival holidays.

Teacher changes.

▪ **Response:**

No separate HW specific to Olympiad as regular home works cover-up

Home works to be reduced while festival holidays.

Agreed from school as one of the issues in the current academic year. School is identifying areas to stabilize this.

▪ **Action:** HW will not be given before festivals

9) III-A

▪ **Query:**

Book corrections to be done properly.

More importance has to be given to reading like...kids can be ask to read a topic from the newspaper they are issuing.

▪ **Response:**

School to check on any discrepancies.

10) III-B

▪ **Query:**

Frequently missing books, Book Maintenance (like mishandling of books and covers getting torn, distributing book of one kid to another).

Focus on subjects like computer science, MI, GK needs to be improved.

Instruct kids at least once to finish off their snacks/lunch.

Seating arrangement to be shuffled for all kids once in a week so that all kids can experience both first n last bench.

Science Explorer initiative is great but handling/ carrying them back home is nightmare. Information should be given to parents before hand on what topic and when the activity will happen so that we can come prepared.

More activities on oral and presentation skills should be given rather than simply writing and writing. (Like debate, topic discussion, etc).

During weekends HWs given are heavy. Weekend is the time when kids can complete their backlogs, prepare for competitive exams, relax and play. Hefty works make them bored. At least till class 4 they deserve to relax on weekends.

Quality of teaching should also be audited.

In general portions to be reduced. Specifically, for Hindi exams, marks targeted must not be 80. It could be less. Children still cannot frame their own sentence.

▪ **Response:**

To check on books issue with class teacher.

School responded stating a balance of core subject and other subjects (CS, MI & GK) is followed and not to push students on the later.

Kids, after finishing lunch, are instructed to show lunch boxes to teachers.

Shuffling seating arrangement will be followed.

Communication to be more proactively informed.

Weekend HW is important as that's the time when parents spend more time with children.

Already following demo/ auditing teacher's pedagogy

Certain guidelines (like syllabus, marks) are prescribed by CBSE and school cannot amend.

**11)IV-A**

▪ **Query:**

In worksheets, after correction, kids should be encouraged to write the correct answer wherever they made the mistakes.

Require more vigilance while correcting Tamil CW to ensure there's no answers missed out in between.

Kids were asked to sit even before they voice out there concern. (Except Class teacher)

So kindly request teachers to listen to kids whenever they approach them.

Two classes per week for L3 Hindi. Can this be increased?

Kids who are sitting idle during exams, should be motivated to complete the question paper or to check the answer sheet instead of asking them to put their head down or lie down.

After completing (explaining) each lesson, teachers can confirm the understanding level of the students from them.

▪ **Response:**

Teachers will write correct answers in answer sheets.

School will orient teachers to listen to kids.

Additional Hindi classes not possible in present schedule.

Will inform teachers to handle kids on appropriate ways.

Teachers to ensure understanding from students' side (SST).

**12)IV-B**

▪ **Query:** Classes being rushed to the point where SST teacher discouraged students multiple times from asking doubts on words they don't understand since it will delay the completion

▪ **Response:** Teacher will be oriented on this issue.

**13)VI-A**

▪ **Query:**

Computer science and Hindi to be given equal importance as other subjects. No proper revision on these subjects.

English communication still to be improved.

Home work to be checked particularly math.

▪ **Response:** To review the above points for corrective action.

**14)VI-D**

▪ **Query:**

Coming to portfolio submission immediately after the exams. Don't they think before deciding the final dates. But I have a different point to bring up. Most of the kids submit on the said day but there are late kids who are lethargic on submission. I want to understand like is there any difference in marks given for the people who submit late. Because if they give full marks for all it doesn't make sense.

Changing teachers (Chemistry).

▪ **Response:**

Detailed circular was issued regarding portfolio submission. Marks were awarded based on the time of submission. Appointed chemistry teacher; School is identifying areas to stabilize this.

**15)VII-B**

▪ **Query:**

To re-work on selection criteria for external events



No permanent class teachers

Kids using bad words and teachers not taking proper action

▪ **Response:**

Teacher changes have external factors (pregnancy, husband job transfer, etc.); School is identifying areas to stabilize this.

Disciplinary action will be taken.

16) VII-A

▪ **Query:**

Teacher changes affect academics.

Portfolio assignment are not at all seem to be useful for them. It was burden for us to take Xerox at the last moment. Possible to use digital methods (email/ USB drive sharing notes).

L2 Tamil teacher has made class monthly activities namesake. She is not planning it beforehand.

Computer science teacher has made children read only the questions appears for half yearly. This is no way going to help them in future. Lessons not taught well on time, they need more practical oriented lessons.

▪ **Response:**

School is identifying areas to stabilize teacher changes.

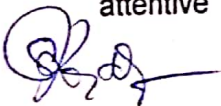
School to follow prescribed CBSE norms wherein digitization not possible.

To check with the teacher.

School does not want to overburden subjects like computer science.

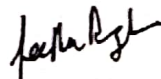
**Appreciations:**

- **Bhuvana** mam (Sr. KG-B) – Very sincere at work and encourage kids adhere to discipline.
- **Sarah** mam (Sr. KG-C) – Very much caring to all students while pays attention to individual kid as well; She makes kids to improve English communication skills & also changed eating habit of few kids to eat food on their own
- **Nisa** mam (VI-D) – One of the favorite teachers for students; very much caring and attentive



PTA PRESIDENT

Mr. Kandeegan



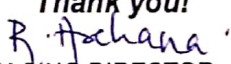
KG HEAD

Mrs. Geetha Raghuraman



PRINCIPAL

Mrs. Ganga Natarajan

*Thank you!*  
  
MANAGING DIRECTOR

Mrs. R. Archana