



Bombay Scottish School, Mahim
Parent-Teacher Association

Minutes of 2nd PTA Executive Committee Meeting held on August 23, 2024

Start Time: 10:15 a.m.

End Time: 1:00 p.m.

Location: Bombay Scottish School Mahim, Board Room

Members Present

1. Ms. Sunita George (Principal / Chairperson)
2. Ms. Pavamani (Vice Principal/ Secretary)
3. Mr. Malcolm Ovicegan (Coordinator XI& XII)
4. Ms. Shefali Lulla (Coordinator IX & X)
5. Ms. Florence Haeems (Coordinator VII & VIII)
6. Ms. Deepika Pingulkar (Coordinator V & VI)
7. Ms. Rachel Kirubaharan (Coordinator III & IV)
8. Ms. Ayesha Mascarenhas (Coordinator I & II)
9. Ms. Meeta Thakkar (Coordinator KG Section)

PTA Members as per list attached.

Apologies:

Ankita Jain - PTA Grade 1 representative

Devanshi Thakkar – PTA Grade 8 representative

Proceedings:

Chairperson initiated the meeting with a Silent Prayer.

The Minutes of the Meeting held on July 26, 2024 were read out and approved.

Pending

To activate a common WhatsApp group by school.

Lottery drawn for Jr. KG and Sr. KG representative

The selection of representatives of Jr. KG. & Sr. KG was done by a lottery system drawn in the presence of all present - Principal Ma'am, Vice-Principal Ma'am, Coordinators & PTA members.

Selected Representatives are:

Jr. KG - Ms. Neha Khaitan

Sr. KG - Ms. Hetal Lakhota

Concerns over indiscipline / behaviour of Students and Parents:

- School is taking all measures to maintain discipline. School will operate as per laid rules and regulations.
- No indiscipline will be tolerated by school authorities. Any violence in school, the authorities would take immediate required action/measures. Parents should trust the school authorities for the action/measures taken in that regard.
- In case any parent has any issues/concerns to be reported to the school authorities, the same should be done on the school email ID and allow at least 3 working days to the school authorities to respond. No emails to be addressed directly to Principal Ma'am. Only confidential matters to be addressed on Principal Ma'am email ID.
- Parents should directly report to the school on any issues concerning their child. Parents are requested to avoid resolving the issues amongst themselves, in case the parent attempt to resolve the matter amongst themselves and if not resolved the school is not expected to address such concerns. When corrective measures will be taken by school authorities the same will not be revealed to others.
- The school will work as per their rules and regulations with the concerned child for reforms.
- For standards 1 to VIII the Counsellor visits each class once a week. If any alarming issues are reported, corrective action will be taken by the school.
- Perspective 360 deals with different topics to educate students and ensures their full participation in this program.
- School tries to work on the mental health of students in the form of meditation, assembly, singing, prayers etc. The school is taking proactive steps to ensure the emotional well being of the students. However, parents also are required to take steps towards ensuring that their wards respect teachers and their fellow students.
- Sex Education – professionals conduct the sessions to educate the children.

Social Media:

- Parents are requested to oversee the access of social media by their children.
- Google Classroom is not Social Media; it's officially used for school purpose.
- School Diary will soon be digital.
- All parents and students to read and adhere to the policy on student's use of social media circulated by School.

Bus:

- Parents would be given a deadline up to August 31,2024 to settle the 1st instalment of bus fees. Thereafter, on September 1, 2024, the link would be closed for all bus payments.
- Any defaulting student will not be allowed to board the bus.
- Any student seeking exemption from traveling by the school bus on medical grounds and submitting a medical certificate will only be allowed exemption once vetted by another Dr. and at the discretion of the school.
- Students applying for bus exemption due to the distance from school should refer to school handbook (2024-2025) page 21 for all further details.

- A student who has submitted a medical certificate seeking exemption from travelling in school bus will not be allowed on any field trips.
- Ms. Natasha Fernandes, Vice Chairperson of PTA to send circular to those parents seeking exemption from bus travel, with discussed information.
- The PTA to take help from the Transport Manager and after school activities coordinator to ensure that bus staff and after school activity coaches have submitted the following:
 - Address and ID Proof of the staff
 - Driving license copy (in case of drivers)
 - Copy of the Police Verification application (this is an online procedure)
 - Police Verification Certificate can be added as and when it is procured (it generally takes 45 days)

Traffic Rules:

- No cars should be parked / stopped to drop off students in front of the gate and cause traffic jams. If anyone found breaking rules and causing traffic congestion, the student will not be allowed to attend school, the teacher would reach out to the parent and send the student back home.

Sports:

- All students taking the coaching will have to pay the full fees, there will be no exemptions even if students selected in the school team.
- If a student has paid either for football or basketball and attends throwball coaching only once a week, they will be given the facility to pay just 50% of the fee for throwball.
- If the student has not opted for throwball coaching and is selected in the throw ball team they need not pay the fees for throw ball since they have not attended the coaching.
- The team selections are done by respective sports coaches.

Parents are requested:

- Not to interfere with the school team selection procedure. The coaches will do the needful.
- Parents are requested not to give any instructions to their child during break time of a game since this distracts the children and their coach is unable to give guidance to the team.
- Team players are requested not to influence the coaches' decision.
- No gifts to be given to any coaches.
- If this protocol is not followed, the student will not be allowed to participate in any sports activities.

Canteen:

- Canteen committee to source an external agency for food quality check once a year.
- Instruct vendor to bring food to school twice a day instead of just once in the morning as quality is not maintained for afternoon shifts.

- Keep the vendor informed about all changes in regular schedules & holidays.
- Canteen committee to share the required school circulars with vendor for the same.
- Approval for Refrigerator is granted.

Online Activities:

- Principal Ma'am has proposed to call off all online activities from next year. However, the PTA proposed to let it continue.

Gifting:

- School authorities have requested parents not to bring any gifts for Principal, Vice-Principal, Coordinators, Coaches or Staff on any occasion.
- Even for birthdays the students are requested not to bring anything special to distribute to them.



Mrs. Sunita George
Chairperson

PTA Members 2024-2025 - Attendance

NAME	STANDARD	COMMITTEE	Attendance
Ankita Jain	I	Sports	Absent
Abhishek Dalvi	II	Bus	Present
Varshaa Kamra	III	Canteen	Present
Diksha Bedi	III	Bus	Present
Riddhi Hinduja	V	Bus	Present
Aakanksha Bhatt	VI	Treasurer	Present
Anuradha Shah	VII	Sports	Present
Devanshi Thakkar	VIII	Sports	Absent
Natasha Fernandes	IX	Vice Chairperson	Present
Sonal Shreeram	X	Bus	Present
Naaznin Dutta	XII	Joint Secretary	Present
Mira Mehta	XII	Sports	Present