

C.P.INTERNATIONAL SCHOOL, FARRUKHABAD

Minutes of the Meeting

Meeting Time: 2:30 P.M to 3:00 P.M
Date: April 06, 2019
In the Chair: Hon'ble Director, HR Manager, Principal, Deputy Director
Attendees: Staff
Location: Reading Room

The Staff meeting was held on Saturday, April 06, 2019 in the Reading Room. The Hon'ble Director Dr.(Mrs) Mithlesh Agarwal, HR Manager Mr. Avinash Upadhyay, Principal Dr. K.K.Srivastava and Deputy Director Mrs.Anju Raje in the Chair and the Staff being present.

TIME	ACTION	OUTCOME
2:30-2:35P.M.	Problem of the Teachers in maintaining class due to breakage of window glass	Suggestions: <ul style="list-style-type: none"> • Stoppage of littering • Mosquito net to be placed on the windows. • Iron grills • Fine should be imposed on students. • Used chartpapers can be placed on the windows for immediate remedy. • Later on it can be reported to the Supervisor
2:35-2:40P.M	Last moment rush up for making report cards is not a good practice. Half yearly Green sheet should be prepared latest by 15 th of February. Periodic test sheet should be signed.	
2:45-2:46P.M	Introduction of Mrs. Meenal Gaur and Ms.Veena Kriplani.	
2:46--2:48P.M	Duties of a Subject Teacher (Stating-Punctuality/Trs Diary/Register of In and Out frequency of students)- Copy to be circulated amongst the teachers.	
2:48-2:50P.M	Focus on correction especially in Pre primary classes. Yellow page of the School Diary to be submitted. Parent can communicate with the teacher through the diary. PTM page in the Diary can be used as attendance of the parent.	
2:50-2:52P.M	Director Ma'am asked the Teachers about the classwise	



	<p>strength of last and current session.</p> <p>She said that strength of students is weak in class Nur to III.</p> <p>She said that interschool activities should be shared.</p> <p>Diary will be checked by the Director ma'am.</p> <p>Response to be given by parents on Whatsapp group.</p>	
2:52-2:53P.M	<p>Noise during school hours to be strictly controlled.</p> <p>Absentees to be regularly called.</p>	
2:53-2:55P.M	<p><u>Experiment 1</u></p> <p>Extra class from Nur onwards is to be given.</p> <p><u>Experiment 2</u></p> <p>Group of 10 weak students with one good student is to be monitored.</p> <p>XSeed pattern can be followed in Senior class also.</p> <p>Focus on weak students.</p> <p>Trust of parents to be maintained by Trs hardwork.</p> <p>Practice should be given to students for various competitions.</p> <p>Information should be given to parents that from class V onwards students can be failed/promotion not granted.</p>	
2:55-3:30P.M	<p><u>Observation of students:</u></p> <p>5 weak students to be met by the Principal/ Deputy Director per day.</p> <p><u>Fee collection:</u></p> <p>Target to be maintained</p> <p>Background of family members should be seen</p> <p>Class VIII,IX and XI should be taken as cream students.</p> <p>Focus on 100% result of students.</p>	

