



THE LEXICON INTERNATIONAL SCHOOL, WAGHOLI



Minutes of the EPTA Meeting Session 2023-24

Date: 22nd June, 2023
Day: Thursday
Time: 10:00 am
Venue: The Seminar Hall

A mail was shared with the Members of the EPTA informing them about the first meeting of the Executive Parent Teacher Association to be conducted on Thursday, 22nd June, 2023. The agenda was shared with the members via the same mail.

The agenda was as follows:

1. Welcome and Introduction of the New Executive Committee for the Academic Session 2023-24
2. Matters that can be the Subject of Discussion at the EPTA Meetings and the Contribution and Role of the Members towards the School
3. Attendance and Discipline
4. Infrastructural Developments at School
5. The Purchase of New School Buses
6. Safety Measures adopted at School
7. First Quarterly Assessments and Periodic Test 2
8. Examination Pattern
9. After-School Activities
10. G20 Activities
11. Olympiads & Competitive Examinations
12. Research and Development & C2Bs
13. ERP as the Primary Mode of Communication
14. Parent Guided Career Guidance Programmes for the Students of Classes IX-XII
15. Revision in the Fee Structure for Academic Sessions 2024-25 and 2025-26
16. Any Other Points that come up during Discussion

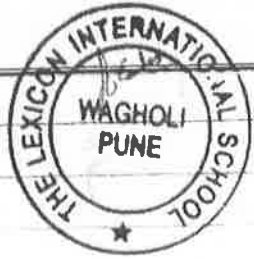
1. Welcome and Introduction of the New Executive Committee for the Academic Session 2023-24:

The meeting began with the welcome note by Mrs Patricia D’Cunha - the Headmistress of The Lexicon International School, Wagholi. This was followed by all the members of the committee introducing themselves.

Since the agenda was already known to all present, the Principal and Chairperson of the EPTA, Mrs. Petronella Eates took the meeting forward thereafter.

2. Matters that can be the Subject of Discussion at the EPTA Meetings and the Contribution and Role of the Members towards the School:

Proposed by - The Principal, Mrs. Petronella Eates proposed that the following matters could be the subject of discussion during EPTA Meetings:





THE LEXICON INTERNATIONAL SCHOOL, WAGHOLI

ATTENDANCE SHEET - EPTA MEETING

Date: 22nd June 2023

Sr. No.	Name of the Member	Designation	Class	Designation in the Committee	Signature
1	Mrs. Petronella Eates	Principal	School	Chairperson	
2	Mr. Parmeshwar Kawale	Group Registrar and Controller of Examinations Lexicon MLE	School	Representative of the School Management	
3	Ms. Swati Bhosle	Teacher Representative	I	Secretary	
4	Ms. Khushboo Vasant	Teacher Representative	II	Member	
5	Ms. Pooja Khapare	Teacher Representative	III	Member	
6	Ms. Nigar Khan	Teacher Representative	IV	Member	
7	Ms. Asia Mulani	Teacher Representative	V	Member	
8	Ms. Neha Ghotane	Teacher Representative	VI	Member	
9	Mr. Allwyn D'Souza	Teacher Representative	VII	Member	
10	Ms. Sudha Khan	Teacher Representative	VIII	Member	
11	Ms. Bhawana Singh	Teacher Representative	IX	Member	
12	Ms. Manisha Naha	Teacher Representative	X	Joint Secretary	
13	Ms. Nimmy Shreejith	Teacher Representative	XI	Member	
14	Mr. Salauddin Shamshuddin Mulani	Teacher Representative	XII	Member	
15	Mr. Aniket Dhanraj Katke	Parent Representative	I	Member	
16	Ms. Pinky Ray	Parent Representative	II	Joint Secretary	
17	Mr. Harish Putchakayala	Parent Representative	III	Member	
18	Mr. Nishant Gangawate	Parent Representative	IV	Member	
19	Ms. Poonam Kumari	Parent Representative	V	Member	
20	Mr. Avinash Tripathi	Parent Representative	V	Member	
21	Mr. Rupesh Sharma	Parent Representative	VI	Member	
22	Dr. Jitender Kumar Sharma	Parent Representative	VII	Member	
23	Mr. Manish Kumar	Parent Representative	VII	Member	
24	Ms. Sonali Choudhary	Parent Representative	VIII	Member	
25	Mr. Aditya Garmella	Parent Representative	IX	Member	
26	Mr. Vinod Bhudhwar	Parent Representative	X	Member	
27	Ms. Kanchan Mala Singh	Parent Representative	XI	Member	
28	Mr. Rituraj Bhattacharjee	Parent Representative	XII	Vice Chairperson	



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- a) Academic programmes and issues related to academics
 - b) Schemes for students who are weak at academics
 - c) Parental involvement programmes
 - d) Social outreach initiatives
 - e) Matters related to infrastructure, hygiene and sanitation
 - f) Resolutions for problems faced by the students and their parents collectively and not individual problems for which we have PTMs.

Mrs Petronella Eates requested that individual concerns be addressed at class level, through an appointment with the class teacher or concerned teacher or during the scheduled Parent Teacher Meetings. Thereafter, the levels of escalation would be the Section Supervisor, then the Headmistress for Nursery to Class IV and the Head Supervisor for Classes V to XII. The final level of escalation would be the Principal. However, Mrs Eates also emphasized that she followed an open-door policy and would be open to meeting parents without an appointment, depending on the urgency of the situation. She also requested that members should not believe in WhatsApp messages or hearsay but approach the school for clarity, whenever in doubt. Mrs Eates reiterated that together, as a team, the EPTA Committee should work towards holistic development of the children, with good parent connect, to provide quality education at all times.

The Principal emphasized that the Executive Parent Teacher Association is a forum to discuss major issues occurring at the common level and to ensure improvement in the quality of education for the optimum benefit of the students.

Mrs Petronella Eates further emphasised that all the EPTA representatives must be present for all meetings and must work in sync for the benefit of the school, as a whole. Since these meetings are planned well in advance, the members of the committee should make attempts to attend the same.

Seconded by - The above point was seconded by all the members present for the meeting as everyone approved of the fact that the EPTA meetings are for addressing common issues that impact the student and parent body, as a whole.

Resolution Passed - The proposal was unanimously supported by all the members present at the meeting.

3. Attendance and Discipline:

Proposed by - The Principal, Mrs Petronella Eates informed everyone that discipline is the most important aspect for the foundation of the child's life. However, nowadays a child's resilience or the ability to accept their mistakes has minimized. Mrs Eates emphasized on the following points.

- 75% attendance is mandatory for promotion to the next class, as per CBSE norms. However, parents must try as far as possible to ensure that students attend school daily in order to prevent learning gaps.
- The uniform should be worn, as intended, by all the students with pride. The members were informed that a circular regarding appearance and turnout has already been shared with all by email and ERP.
- Mutual respect is essential for a better society.
- Students should maintain decorum at all times.
- Students are not permitted to carry mobile phones and other banned items to school. The members were informed that the school understands that the Class XI & XII students usually travel on their own, and have busy schedules. Thus, they will be permitted to carry mobile phones to school, when unavoidable. However, the same has to be submitted to the Section Supervisor along with a letter



from the parents and can be picked up at the end of the day. Also, if the students are found using their phones on the campus, the same will be confiscated and returned at the end of the academic year.

- The members were informed that the school follows a zero-tolerance policy and will not accept ragging and bullying. Strict action will be taken against students found to be engaging in such acts.
- The members were also informed that the school does not encourage unfair means or practices, especially during assessments. Strict action would be initiated against students resorting to the same.
- The members of the EPTA were also informed that the school would not permit students to ride bikes or drive themselves to school, keeping in mind traffic rules and safety norms not only for the student opting to ride/drive a vehicle but also keeping in mind the safety of the other students. The members were also requested to reach out to other parents, requesting them not to break traffic rules especially by coming down the wrong side of the road.
- Mrs Eates reiterated that parental support was essential for the benefit of the students.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - The points put forth were unanimously supported by all the members present at the meeting as everyone felt that optimum attendance and discipline were essential for academic progress.

4. Infrastructural Developments:

Proposed by - The Principal apprised the members about all the infrastructural changes happening at school. Mrs Eates informed the members of the EPTA that every washroom in the primary block has been renovated right from the painting and tiling to new commodes, washbasins, fittings and pipes. Keeping in mind the water shortage in the vicinity, tankers for general usage as well as drinking water are called in regularly. In addition, a Reverse Osmosis (RO) Plant has been set up on the campus itself to ensure safe drinking water for all. Water Coolers are also placed on each floor for the benefit of the students. The count of fans and tube lights have been increased in the classrooms for the comfort of the students. Keeping in mind the fire safety norms, a sprinkler system has also been set up in the school auditorium and deep cleaning of the carpet was also executed. The benches have been worked upon. Work has also been carried out to ensure the smooth functioning of the Sewage Treatment Plant (STP).

Mrs Petronella Eates also informed the members of the EPTA that an elevator has been installed in the primary block and would soon be functional. The primary block would soon have a ramp as well, to make it more accessible for people with special needs.

Mrs Petronella Eates further proposed that the focus for infrastructural developments now shift to the secondary and audi buildings to ensure that the washrooms received a facelift.

Seconded by - The infrastructural developments were appreciated by all present and the proposal to move focus to the secondary and audi buildings was seconded by all.

Resolution Passed - The committee unanimously supported the initiatives of the school to continue with infrastructural developments for improving the overall experience at all.

5. The Purchase of New School Buses:



Proposed by - Mrs Petronella Eates apprised the members that four new buses have been purchased for the convenience of the students. She added that initially there was a concern regarding the GPS Tracking System, which was operating on a 4G network. Keeping in mind the delays in real-time tracking, the school has upgraded to a 5G network. The turn-around time for the buses has also improved. The parents requested for buses to come to certain areas to which the Principal informed everyone that the feasibility of the request would be looked into.

Seconded by - The above points received unanimous nods from all the members present at the meeting and the parents shared their positive feedback over these activities.

Resolution Passed - The technology driven practices implemented by the school were unanimously supported by the committee.

6. Safety Measures adopted by the School:

Proposed by - The Principal, Mrs Petronella Eates proposed that safety and security continue to be a matter of priority at The Lexicon Schools. She reiterated that it was important to review and update existing safety protocols in a timely manner for the benefit of the students. She informed everyone that the installation of sprinklers in the auditorium, the installation of the RO Plant and the work executed on the STP were all a part of the safety measures adopted at the campus. In addition, the CCTVs at strategic points as well as in the school buses has further added to the safety and security of the students. For the safety and security of the students, the parent body was also advised to update the school with the student's medical records if a child has medical concerns that the school should be aware of.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - The members of the EPTA unanimously supported the proposal to keep regular checks on safety and security protocols.

7. First Quarterly Assessments and Periodic Test 2

Proposed by - Mrs Petronella Eates proposed that the school will release the portion and date sheet for the First Quarterly Assessment and Periodic Test - 2 shortly. She further proposed that parents should ensure that their children attend school regularly and must not take unnecessary leave during the assessments. She apprised everyone that with regard to medical issues, the matter should be informed to the school beforehand and a medical certificate must be submitted for leave exceeding three days as well as leave availed of during the assessments since there would be no retests conducted if a child is absent.

Seconded by - The above point was seconded by all the members present at the meeting and the proposal was accepted in a positive manner.

Resolution Passed by - The proposal was unanimously supported by all the members present at the meeting and the Principal was assured of full support from the parents.

8. Examination Pattern

Proposed by - Mrs Petronella Eates informed the parents that the school keeps a track of the CBSE paper pattern that is released by CBSE every year and the school assessments are based on the same. She also informed the parents about the CBSE circulars that are released on the CBSE website from time to time. Mrs Eates emphasised that the parents and students should understand the gravity of practical assessments.



The focus on activity based teaching, project work, experiential learning opportunities and problem-solving and problem-anticipation skills was also emphasized.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - It was unanimously supported by all the members present at the meeting.

9. After-School Activities

Proposed by - The Principal, Mrs Petronella Eates informed the parents that the school had planned for a number of after-school activities and a revised circular for the same would be shared shortly. Skating sessions had already begun and football, basketball, dance and art & craft activities would be initiated soon. There was a proposal for the activities to be conducted in the morning hours and the same will be considered.

Seconded by - The proposal was seconded by the members present at the meeting.

Resolution Passed - The proposal was unanimously supported by all the members present at the meeting.

10. G20 Activities

Proposed by - Mrs Eates proposed that the students participate enthusiastically in activities revolving around G20. The same would help them understand global issues pertaining to agriculture, anti-corruption, culture, digital economy, disaster risk reduction, development, education, employment, environment and climate sustainability, energy transitions, health, trade and investment, and tourism. She emphasised that such activities would aim to engage students, foster critical thinking and empower them to become responsible global citizens.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - The proposal was unanimously supported by all the members present at the meeting.

11. Olympiads & Competitive Examinations

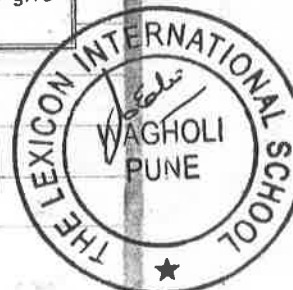
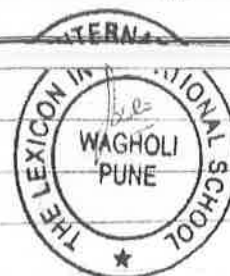
Proposed by - Dr Jitender Kumar Sharma proposed that the students be exposed to various Olympiads and Competitive Examinations. The Principal, Mrs Petronella Eates informed the parents that Lexicon promotes many Olympiads and Interschool Competitions for the benefit of our students. Circulars for Olympiads by SOF, Silverzone, SpellBee International, NASO, HCL, LogiQids and Avantika would be circulated shortly and students must make the most of these opportunities. She reiterated that the school has been exposing the students to these competitions every year. Since, they are optional, only a few students take part but attempts are always made to convey the importance of these assessments every year.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - It was unanimously supported by all the members present at the meeting.

12. Research and Development & C2Bs:

Proposed by - The Principal highlighted the fact that The Lexicon Schools were among the first schools to introduce innovative measures for learning such as the Research & Development Programmes for Class VI upwards and the Caterpillar to Butterfly presentations for Classes Nursery - V. These initiatives are the brainchild of our Director Mrs. Monisha Sharma and the main objective behind these activities is to give



every child a platform to be involved in some sort of research based on topics from the curriculum and to present their findings / learnings with confidence before an audience. She proposed that the parents assist the staff by ensuring that the students attend regular practices and carry out the related activities with enthusiasm.

Seconded by - The above proposal was seconded by all present at the meeting.

Resolution Passed by - The proposal was unanimously supported by all the members present at the meeting.

13. ERP as the Primary Mode of Communication

Proposed by - The Principal proposed that the ERP system be the primary mode of communication and parents should make it a habit to check the same regularly. The parents proposed that an app be developed to make it more user friendly. The Principal informed the parents that the same was being worked on. Mrs Eates added that important notifications would be shared via email as well as ERP but all academic related communication and daily correspondence would be shared via ERP only.

Seconded by - The above proposal received unanimous nods from all the members present at the meeting.

Resolution Passed - The above proposal was unanimously supported by all the members present at the meeting.

14. Parent Guided Career Guidance Programmes for the Students of Classes IX-XII

Proposed by - Mrs Petronella Eates informed the committee that parent-guided career guidance programmes will become a part of the academic structure for the students of Classes IX to XII since they can be highly beneficial in helping students make informed decisions about their future career paths. Through these, we endeavour to call upon parents from various walks of life, to have open and supportive discussions with the children based on their interests, strengths, and aspirations. Parents can help students explore various career options, discuss the pros and cons of different paths, and share their own experiences and perspectives for the benefit of the students. Mrs Eates proposed to the committee to help the school by involving parents to join in conducting these sessions.

Seconded by - The proposal to have parent-guided career guidance programmes was appreciated by all.

Resolution Passed - The above proposal was unanimously supported by all the members present at the meeting.

15. Revision in Fee Structure:

Proposed by - The Principal, Mrs Petronella Eates informed the EPTA Members that the fee structure has been the same for the academic sessions 2022-23 and 2023-24. Thereafter, a discussion was taken up regarding the percentage of fee hike based on the fact that the school spends a lot on the infrastructural development which includes regular maintenance and repairs, electricity, water, furniture etc and the implementation of new educational tools as per the changing trends in education, upgradation and refurbishing of educational resources for science labs, library, ICT labs etc. In addition to all the above, the school also spends a lot on the professional development of staff based on the changing needs. The regulatory and compliance costs, upgrading the safety and security of the campus by increasing CCTV, upgrading fire hydrants and fire extinguishers etc to prepare for disaster management and finally, the salaries of the staff keeping the increased rate of inflation in mind.



Based on all the above, a revision in the fee structure by 14% was imperative and justified which was unanimously agreed upon by the entire committee. It was also emphasized that the revision would not apply to Classes I & II since the fee structure for the said classes would be based on the fee structure intimated at the time of admission.

Seconded by - The above proposal was seconded by all the teacher representatives and by some of the parent representatives.

Resolution Passed - After much deliberation, the members of the EPTA then unanimously agreed to a 14% increase in the fee structure for the academic sessions 2024-25 and 2025-26 keeping in mind the developmental plans that the school had in the pipeline for the benefit of the children. The entire committee present agreed to the above decision unanimously.

16. Any Other Point that comes up during Discussion:

The following points also came up during the course of discussion:

- a. **Bag Load & Change in the Timetable:** The parents were informed to follow the timetable when helping their children pack their bags. The timetable, especially highlighting which books need to be carried to school, would be shared again in the Miscellaneous Folder on ERP for better access. Parents were also requested to check the weight of their child's bag, water bottle and tiffin box at the time of purchase itself.
- b. **Traffic Issues and Security Measures:** The members were informed that the school is concerned about the traffic congestion near the school and the risks associated with parents riding/driving on the wrong side of the road. The members were requested to help in getting the parents to comply with the safety norms. The school has also appointed a warden at the junction to regulate traffic and ensure the safety of students. The school has also been in constant communication with the local police station to address the matter effectively.
- c. **Decorum:** The members were informed that a few parents resort to being extremely rude to the security personnel as well as staff in general, at the school. The school strongly condemns such behaviour and parents are requested to maintain a respectful and cooperative attitude towards the staff members working diligently to ensure the safety and wellbeing of our students. In case of concerns, parents are requested to cooperate and resolve conflicts peacefully through open communication with the school.
- d. **Classroom Changes:** The members were intimated that the changes have been implemented as part of the school's efforts to accommodate new activities and initiatives. The Principal assured the members that the school was working towards optimizing classroom arrangements to ensure a conducive learning environment for all the students.

Since all the members were in agreement that all the points had been discussed, the Principal, Mrs Petronella Eates informed the members that there would be four designated EPTA meetings for the session 2023-24. She added that if any pressing issues arose, an EPTA meeting could be called for depending on the seriousness of the concern.

In conclusion, Mrs Petronella Eates emphasized the need to work together as a team of parents and teachers for the benefit of our students and the betterment of the institution, as a whole.

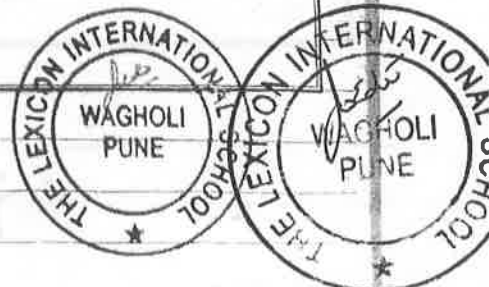
The meeting culminated with the Vote of Thanks.

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PE
Mrs. Petronella Eates

Principal

The Lexicon International School, Wagholi
Gal No. 726, Lexicon Estate, Pune-Nagar Road,
Wagholi, Pune-412207.



Lexicon

Siddhew & Kamal Chandra Educational Trust



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Pune, India

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FEE REVISION FOR ACADEMIC SESSIONS 2024-25 & 2025-26

It has been unanimously decided by the EPTA Committee during the meeting held on Thursday, 22nd June, 2023, that the fees for the Academic Sessions 2024-25 and 2025-26 will be revised by 14% considering the following facts:

1. The Fee Structure for the Academic Years 2022-23 & 2023-24 have been the same.
2. Infrastructural growth has taken place in the premises for the betterment of the students.
3. New educational tools were also implemented.
4. The rate of inflation has increased.

COMPARISON OF THE CURRENT FEE STRUCTURE AND THE FEE STRUCTURE FOR THE ACADEMIC SESSIONS 2024-25 & 2025-26

14% FEE REVISION

Class	Particulars	Fee Structure for 2022-23 & 2023-24	Fee Structure for 2024-25 & 2025-26
Classes III, IV & V	Term Fee	7770.00	8857.80
	Tuition Fee	46650.00	53181.00
	Total	54420.00	62038.80
Classes VI, VII & VIII	Term Fee	8062.00	9190.68
	Tuition Fee	48372.00	55144.08
	Total	56434.00	64334.76
Classes IX & X	Term Fee	8982.00	10239.48
	Tuition Fee	53888.00	61432.32
	Total	62870.00	71671.80

Kindly note, the Fee Revision for Classes I & II stands as per the 10 Year Fee Structure that is shared at the time of admission.

I, the undersigned, agree to the 14% hike which has been decided unanimously by all the Members of the EPTA for the Academic Sessions 2024-25 and 2025-26.

Sr No	Name of the Member	Designation on the Committee	Designation	Class	Signature
1	Mrs. Petronella Eates	Chairperson	Principal	School	<i>[Signature]</i>
2	Mr. Parmeshwar Kawale	Representative of the School Management	Group Registrar and Controller of Examinations Lexicon MILE	School	<i>[Signature]</i>
3	Mr. Aniket Dhanraj Katke	Member	Parent Representative	I	<i>[Signature]</i>

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