



**OM PARKASH BANSAL  
MODERN SCHOOL**

## **MINUTES OF MEETING – HUBS OF LEARNING**

Date- September 12, 2019

### **Agenda of the meeting:**

- Follow up of the action plan taken in the first meeting
- Resource sharing and Professional Development of Staff
- Academic Collaboration
- Finalizing the systems for quality enhancement & self improvement

### **Minutes Of The Meeting:**

The meeting of the Hubs of Learning was convened in the Principal's office of Om Parkash Bansal Modern School. The Principal, Ms.Sangeeta Sharma presided over the meeting and welcomed the members.

- The members placed on record their inability to hold the meeting in the month of August, 2019 due to heavy rain in the entire region on the scheduled days and due to other reasons like the distance between the schools. Ms. Jaspreet also raised the issue that she is finding it difficult to make the most out of "Hub of Learning" due to the distance of her school from the group. She said that she had already written to CBSE to make St.Soldier Smart School, Sirhind, part of any other Hubs of Learning group which is nearby to her school. She put up her request to Ms. Sangeeta Sharma to write to CBSE informing the same.

### **Analysis of the plans already implemented:**

A follow up of the last meeting, and the actions taken on the plans adopted in the last meeting was discussed.

#### ➤ **Remedial measures for low achievers:**

Most of the schools were successful in working towards the improvement of the academic performance of the low achievers. The schools generated the data of low achievers, slow learners and high achievers. Diagnosis of the learning style of the students was conducted and remedial measures were taken. The most praiseworthy was the effort put in by Akal Academy who did a fabulous job regarding this. Ms. Amarjit shared that she used the programme of "Slow Bloomer", i.e. individual action plan to diagnose the skill gap of the students on a rating scale. Special attention was provided by the teachers to bridge this gap which included vertical mapping of the knowledge of the students in a particular subject.

#### ➤ **Class Room Supervision:**

To ensure effective teaching –learning, class room observation was done by the Heads of the schools. Feedback and tips were shared with the teachers to improve the class room teaching practice and to make it more interesting and engaging for the learners.

Ms.Noen Bella,Principal, Pine Grove Public School, was of the opinion that the members could not supervise the classroom teaching of the other schools which was also planned in the first meeting. Sharing of resources also could not be done due to the distance and transport issues of the schools.

➤ **Teacher Training:**

All the Heads of the Schools decided to have teacher training programmes by pooling resources among themselves to equip the teachers with all the desirable qualities and professional skills to manage the class efficiently and to make the process of teaching more interesting. But the plan could not be materialized due to paucity of time.

**Action Plan For The Successive Months:**

➤ **Teacher Training:**

The members decided the action plan for the next academic period. Ms. Sangeeta Sharma agreed to conduct a workshop for teachers of other schools on Inclusive Education. The date was decided to be November 02, 2019. Ms. Amarjit would be conducting a workshop on preparation of lesson plan for the Principals on November 07, 2019

➤ **Awareness Programme on Save The Environment:**

An awareness programme will be conducted in all the schools before the harvest season to make the students aware about the bad effects of burning the crop residue , which is a yearly affair in the state of Punjab and which leads to air pollution not only in Punjab but also affects the air quality of the nearby states.

➤ **Value Education - Respect for Teachers:**

The members also decided to conduct a theater workshop with an aim to inculcate the values in the students to be respectful towards elders, to understand the role of the teacher in the society, to be self disciplined and sincere.

➤ **Report Card Format**

The members also discussed the report card format being used in all the schools. The ERP based report cards are comparatively better than the report cards prepared manually by the teachers.

The meeting concluded with a note of satisfaction and accomplishment. The decision was taken to have the next meeting of the “Hubs of Learning” on November 07, 2019.