



# St. Lawrence Sr. Sec. School

(Affiliated to CBSE New Delhi)

P.O. Manpur West, Haldwani, Distt- Nainital (UK) 263139

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Affiliation No.:— 3530201

School Code:- 81432

## Minutes of the SMC Meeting held on 05 April 2023 (Wednesday).

**Members Presence:** The School Management Committee (SMC) meeting was held on Sunday 05 April 2023. 2:00 PM in the school premises. The following members were present in the meeting:

- |                              |   |
|------------------------------|---|
| 1) Mr. Anil Saxena           | (President)   |
| 2) Mr. Bharat Rawat          | (V. President)  |
| 3) Mrs. Anita Joshi          | (Member Secretary, Ex-officio)  |
| 4) Mr. Harendra Kumar Mishra | (Member, BEO)   |
| 5) Mrs. Manju Joshi          | (Principal, City Coordinator, CBSE, Member recommended by the society to be nominated by the board) |
| 6) Mrs. Usha Rajwar          | (Principal, Member recommended by the society to be nominated by the board)                         |
| 7) Mr. Bhuvnesh Karnatak     | (Member, Teacher St. Lawrence School)   |
| 8) Mrs. Kamla Joshi          | (Member, Teacher St. Lawrence School)   |
| 9) Lalita Pant               | (Member, Teacher St. Lawrence School)   |
| 10) Mrs. Ankita Upadhyay     | (Member, Teacher St. Lawrence School)   |
| 11) Shubham Pandey           | (Member, Teacher Shivalik International School) <i>Pandey</i>                                       |
| 12) Mrs. Kavita Bisht        | (Member, Teacher St. Lawrence School)   |

- Welcome and Agenda:** Ex-officio Secretary and Principal Mrs. Anita Joshi welcomed the members and sought the permission of the Chairman to discuss the points laid in the agenda of the meeting.
- Recommendation of SMC:** After long discussion and valuable suggestions from all the members present in the meeting following recommendations were made unanimously.

### 1- School Shifting in new Campus:

Mrs. Joshi informed the committee about progress of the construction in the new site. According to her construction is in full swing and the soon the application for school shifting will be applied to CBSE Preet Vihar, Delhi. Hope shifting will take place in new campus from the coming session.

**2- Purchase of new vehicles:** The committee resolved, once the admission process completes then only purchasing of new buses will be done accordingly.

**3- Sports activity to outer agencies:** Matter was discussed on Sports Enhancements Program, and resolved to appoint at least one or two more sports persons who could contribute sports level among students.

**4- Enhancement of Library:** School has set up well furnished library and it tries to provide books/literature to each and every student. Like every year this year too we need to add some more book taking views from librarian.

**5- Computer Room:** Principal Mam informed the committee for addition of one more computer room as the number of students would be increasing.

k. It was also decided that student will be charged for annual magazine, annual day and annual sports as and when needed at the time of organizing such an event.

NOTE: Although GST will now be levied on many services but the school is not charging it anywhere from the parents.

- 10- Books & curriculum and Uniform:** It was felt that NCERT books may be procured for I to XII subject to the timely availability and titles of private publishers may be procured for subjects not covered under NCERT list as GK, conversation, art, craft, computer, grammar, and moral science. Books & uniform will be available in the open market and the parents will be free to purchase from the open market.
- 11- Maintenance and Discipline in the school:** In view of the recent developments in schools at different places it was decided that random checking/search of students and their school bags at any time as and when required.
- 12- Dress Code:** It has been realized to have proper dress code for the Ladies & Gents staff. The matter has been left with Principal & others to decide and execute.
- 13- Insurance for building and equipment:** Members felt the need for procurement of insurance for building and equipment. But due to financial issues it has been postponed till further meetings.
- 14- Next Meeting:** The next meeting has been proposed in the month of Sep. 2021.
- 15- Vote of thanks:** The meeting ended with a vote of thanks to the chairman.

01- Mr. Anil Saxena	(President)
02- Mr. Bharat Rawat	(V. President)
03- Mrs. Anita Joshi	(Member Secretary, Ex-officio)
04- Mr. Harendra Kumar Mishra	(Member, BEO)
05- Mrs. Manju Joshi	(Principal, City Coordinator, CBSE, Member recommended by the society to be nominated by the board)
06- Mrs. Usha Rajwar	(Principal, Member recommended by the society to be nominated by the board)
07- Mr. Bhuvnesh Karnatak	(Member, Teacher St. Lawrence School)
08- Mrs. Kamla Joshi	(Member, Teacher St. Lawrence School)
09- Lalita Pant	(Member, Teacher St. Lawrence School)
10- Mrs. Ankita Upadhyay	(Member, Teacher St. Lawrence School)
11- Shubham Pandey	(Member, Teacher Shivalik International School) <i>Pandey</i>
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*Mr. Sh*  
Principal 25/08/23  
St. Lawrence Sr. Sec. School  
Manpur West Haldwani  
Mainital (U.K.)



- 6- Change of School Uniform:** As it was discussed in last meeting there is a need to review school uniform and later decided to go for a change. There should be single one uniform instead of 2 or 3. Principal mam informed the committee that our management himself went to Venders in Meerut & Delhi and brought 4 samples, out of which the committee finalized the blue colour T-Shirt and blue-black trouser. Parents will be given choice to purchase this year or the subsequent year keeping financial load in mind.
- 7- Safety Concerned:** Safety is the prime concerned for the institution. Keeping this in mind the committee decided to take some safety measure which were as follows.
- a) **Fire Extinguishers:** Principal mam told to committee that all measure have been taken as per Govt. norms. Building is well equipped with sufficient number of fire cylinders and hose reels.
  - b) **Security guard's:** As school prime focus is in security for students as well as campus in this connection after discussion some more security guard's may be deployed.
  - c) **Safety in the Buses:** The committee applauded the efforts of the school in following the high degree of safety precautions in the buses. CCTV camera, GPRS system, first aid kit in the buses, deployment of lady staff in school buses, uniform to drivers and conductors have already been taken care of.
  - d) **CCTV Surveillance:** Keeping security in mind there is a need to install good quality CCTV surveillance system in the campus. For which quotation is to be required from different agencies. The one which will be best in quality and price will be given the order.
- 8- Discussion on the Fixation of Fee for the upcoming session 2020-21 under the following heads.**
- i. Monthly fee:
    - a. Tuition fee.
    - b. Games and Sports fee.
    - c. Water & Electricity/Generator fee.
    - d. Library fee.
    - e. E-Smart Board for new classes.
    - f. Computer fee.
    - g. Transportation fee.
  - ii. Yearly Fee:
    - a. Annual charges, annual activities and annual functions.
    - b. Skill enhancement.
    - c. Teacher Empowerment.
    - d. Repair and Maintenance.
    - e. E care
    - f. Stationary-diary, I card, Report card, Magazine's fee and others.
- 9- Fee Structure:** Mr. Ramesh Pandey informed the committee about the financial condition and the financial liabilities on the school. After discussion all the members of SMC agreed upon the 10 to 12% increase in the fees wherever it was absolutely necessary.
- i) **Tuition Fees:** An increase of around 11% was proposed for all classes for the session 2020-21.
  - ii) **Annual charges:** After discussion in the head of annual charge around 10 to 12% increase was proposed; annual charge includes following heads from Sr. No. I to XI.
    - a. I card and fee book/fee card, report card, diary etc.
    - b. Maintenance (repair and breakage).
    - c. Electricity and Generator.
    - d. Skill development which includes ASL, SRT and career counseling workshops etc.
    - e. Computer: it will be charged from I to XII.
    - f. Sports/activities, transport fee also has been proposed to increase by 10%.
    - g. Examination: School provides examination notebooks, examination question papers, date sheets, syllabus etc., so there is an increase of 10%.
    - h. Laboratory: there is a minor increase of 10% proposed.
    - i. For school management system (known as e-care) & e-communication system the school had a tie-up with Franciscan Solution Pvt. Ltd Noida. And they are charging Rs. 30 per student per month.
    - j. Teacher empowerment: for updating of teachers and to keep them updated as per present scenario according to the latest teacher empowerment plans school conducts time to time seminars and workshops for the same.