

Minutes of the Meeting of Capuchin Education Board (CEB)

A Meeting of the Capuchin Education Board (CEB) was held on Sunday, 29th January, 2012 from 9.00 a.m. to 1.00 p.m. at Saccidananda, Rajajinagar, Bangalore – 560 010. All the members were present for the meeting. The meeting began with a prayer by Br. John Peter. The president Br. Vincent G. Furtado welcomed all the members including the new members Brs. Joe Francis & Dancy Martis. Then the Executive Secretary read the minutes.

Before the minutes were approved, there was a brief discussion regarding the implementation of the things mentioned in the minutes. Regarding the Provident Fund problem at Gangondanahalli, Br. John Peter said that since two years annual returns are not filed, the authorities are objecting to encashment of the Provident Fund. Br. Victor suggested that there should be change of signatories in the school to rectify the problem. Br. John Peter agreed to rectify the problems at the earliest, since it was a local problem at Gangondanahalli.

As regards the School Online Software, the president urged the members to compulsorily implement it from the coming academic year. All the schools are urged to make use of the software which is online, for the admissions in the year 2012-2013.

1. ICSE Affiliation Process: Chikodi & Shivally

The ES informed the members that the affiliation process at Chikodi is almost complete and that the Board has given dates for inspection, which is the last step in affiliation. A number of files need to get ready before the inspection. Br. Manohar was urged to get ready the files in time. The ICSE inspection booklets of Shivally have been filled in and sent to Delhi. The intimation for inspection is due to arrive anytime in the second week of February. The president urged the members to pray for the smooth and quick affiliation of the schools.

2. Consensus on School Text books

As regards text books, Br. Richard Quadros said that the Holy Faith Publications books were not suitable for ICSE standards. He preferred Rathnasagar Publications or Frank & Brothers Publications. The president told the members to make the right choice of text books. The ES reminded the members about the

change in syllabi of 5th and 8th Std. of state schools. Br. Manohar informed the members that due to the problem in procuring quality note books, he would tell the parents to buy their own note books for the students.

3. Mandatory Contribution to the Society per student

Discussions took place on the mandatory contribution to be done to the Society by students studying in our schools. It was decided that this year the surplus amount from the sale of books and uniforms will be paid to the Society. From the coming year instead of 3% of the gross income Rs. 120/- per student will be collected and transferred to the society. The ES would check the Stationary account at LAB meetings. The president also informed the members that the CEB statutes authorize the ES to check the accounts of the School and submit the same to the Provincial Definitory twice a year.

4. Fee Structure, Salary Structure and School Budget 2012-2013

Each School except Sneha Jyothi Vidyalaya, Pothnal and St. Francis of Assisi School, Chikodi presented the school Budget for 2012-2013 along with the staff salary increment and the fee structure. It was agreed through discussion that the staff salary should be proportionate to the tuition fee collected and needs to be standardized at some schools. The particulars of the budget, salary and fee structure will be finalized in the LAB meetings to be held in the month of February.

5. Progress of ESI Registration

The ES informed the members about the current status of ESI. He urged all the members to register their employees under ESI wherever it is mandatory. He also told them to deduct the ESI from the salary of the staff, to avoid the management paying up the whole sum at the end. This should be done immediately to avoid interest and penalty.

6. Orphanage for Poor Children

Br. Victor presented a study made on the feasibility of starting an orphanage at Chikmagalur. The presentation and the idea were appreciated by all. Long discussions took place on the matter. The members felt that though the idea in

itself is excellent, we need to concentrate more on the already running orphanage of Pothnal and then only we will be able to think of an orphanage in Chikmagalur. It was also felt that a hostel could be started and with the steady income of the hostel the orphanage could be maintained. Discussions also happened on whether boys or girls orphanage, Catholics or open to all students. The president also felt that to manage an orphanage we need specialized persons. The discussions remained inconclusive.

7. Dates for LAB meetings

It was decided that the dates for the LAB meetings of every school will be fixed in consultation with the local school at the end of the meeting. The ES opined that if the LAB meetings coincide with PTA meetings or School Day celebrations, then it makes less travelling.

8. Any other point with the permission of the chair

Br. Joachim D'Souza informed a number of things about accounts. He also emphasized the need of using the right version of TALLY for accounts. He advised the members to keep the accounts ready for final audit which will take place in the second week of May, 2012. The president urged the members to submit the accounts in time so that the Society meetings can be conducted according to the Schedule. He also told the members to celebrate the prescribed masses for Provincial's intention and communicate the same to the Provincial Treasurer. The ES urged for better cooperation and coordination among schools.

8. Next Meeting Date

It was agreed to have the next meeting on 15th July, 2012 at 9.00 a.m. at Saccidananda, Rajajinagar, Bangalore.

Later, reports of the various activities of member schools were presented briefly.

i. Anugraha School, Halbarga

Br. George Monis presented in brief the report of the tiny tots' school. A number of activities were done in the school namely Fancy dress competition, rhymes competition, school picnic, Christmas celebration, etc. He also drew the immediate attention of the President towards the following:

- ✓ Construction of Class rooms for the next academic year
- ✓ Furniture for next class on natural growth
- ✓ Funds to establish a fixed deposit for the recognition of school
- ✓ Need of some computers to begin computer education

ii. Darshan College & St. Anthony's PU College

Br.Veerus presented the report of the twin colleges. He expressed satisfaction on the progress being done by the colleges and the placed before the members the feedback given by the students. His report spoke of various events held in the colleges namely, sports day, various competitions and the first ever public College day.

iii. Infant Jesus School, Chikmagalur

In the report presented by Br. Victor, the following were the highlights: Celebration of Karnataka Rajyotsava, Children's day, Christmas, Republic day, etc. He also reported on the event of the Inauguration of Scout and Guide Units, School Exhibition, School band, etc.

iv. Sneha Jyothi Vidyalaya, Pothnal

Br. Dancy, the newly appointed headmaster presented a brief report on the activities at Pothnal. The highlights: Children's day Celebration, School day, Christmas Celebration. He also informed the members that the high school permission procedure is at the final stage. He wanted the president's immediate attention to the following;

- ✓ Need of class room to begin 8th Std. next year
- ✓ More computers for the school
- ✓ Drinking water facility, since the water in the area is non-potable
- ✓ Funds to furnish and improve the library
- ✓ Funds to furnish the history lab and science labs.
- ✓ Need of more furniture, as the present furniture belongs to the govt. school.
- ✓ Need of another bus for transportation

v. St. Anthony's School, Gangondanahalli

In the report presented by Br. John Peter, the following were the highlights: Celebration of Karnataka Rajyotsava, Children's day, Christmas, School day and prize distribution day. He also reported about the Sports day conducted in the school and the visit of the BEO who having seen the standard of the school has promised to grant permanent recognition to the school. Points for immediate attention:

- ✓ Need to purchase a new bus, since the present one is too old
- ✓ Need to dispose the old computers
- ✓ Repair the play ground

vi. St. Francis Assisi School, Chikodi

Br. Manohar presented the report for Chikodi. He gave a bird's eye view picture of the various activities conducted in the school in the last 4-5 months. He shared the success of the Annual Day celebration with the members. Other highlights: Kannada Rajyotsava Celebration, Sports day, Picnic, Prize distribution day, Republic day, etc.

vii. Trinity Central School, Shivally

Br. Richard Quadros briefed the members about the activities at Shivally. The highlights were various competitions, Christmas Celebration, etc.

Finally, the President thanked everyone for their hard work and exhorted them to work even harder in the future. The meeting ended with a prayer.

Br. Vincent G. Furtado
President

Br. Chetan Lobo
Secretary