

MINUTES OF MEETING

A meeting of school council was held on Saturday 29th April 2023 in the office of the Principal, chaired by Mrs Shazia Khurram Director of the school and Chairperson of school council.

Following members of the school council attended the meeting:-

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|--------------------------|---------------------------|
| 1. Mrs Shazia Khurram | Chairperson |
| 2. Mrs Fatima Tanvir | Secretary / Parent Member |
| 3. Ms Bismah Khursheed | General Member |
| 4. Ms Samina Afzal | Teacher Member |
| 5. Ms Zehra Hasan | Teacher Member |
| 6. Mr Nouman Aziz | Parent Member |
| 7. Mr Syed Imran Maqbool | Parent Member |

Following were the agenda items of the meeting:-

1. Implementation of Security Measures
2. Follow up Report of Anti-Dengue SOPs
3. Follow up Report of Anti-Drug measures
4. Celebration of Eid

Proceedings and Decisions:-

The meeting was started with the recitation of some verses from the Holy Qur'an by Ms Samina Afzal. After that Mrs Shazia Khurram greeted all the members with her welcoming words and asked to start the proceedings on the above mentioned agenda items.

1. Education department has ordered the private schools to make following security arrangements;
 - i. Security barriers at out side of school main gate.
 - ii. Security guard at outside of school main gate with metal detector.
 - iii. Visitor Register at school main entrance with keeping the complete record of visitors.
 - iv. School boundary wall with minimum height of eight feet and and two feet fencing of razor wire.
 - v. Use one main gate for entrance with zig zag entry.
 - vi. Emergency exit gate.
 - vii. CCTV cameras must be installed at all important sides of institution with a proper back up of DVR with UPS supply.
 - viii. Physical search of school premises before opening and after closing time.
 - ix. Installation of search lights for night vision.
 - x. Proper display of all kind emergency phone numbers.


In the above context, it was proved to the School Council that all preventive measures are already in practice and record is maintained e.g. Security file containing inspection and monitoring proforma, inventory register of main gate, SOPs for visitors and students, etc. At the end of meeting, School Council inspected the campus to make sure other installations fulfilling the security parameters. By showing their concern regarding this serious issue, School Council also had meeting with Security Focal Person Mr. Shiraz Ahmad, PRO Ms. Tayyaba Bangash and security staff. All the records and vigilance of security staff succeeded to satisfy them.

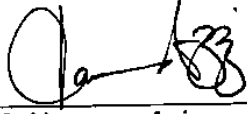
2. School Council reviewed implementation of Anti-Dengue SOPs in accordance with the guidelines as notified by the District Education Authority. They checked the record file of dengue spray. Gardener and Sweeper were enquired about their knowledge while


physical inspection of the campus as how they prepare themselves to combat with Dengue ie. donning PPEs, mixing & sprinkling spray, target areas and what other measures are taken skilfully. Both of the menial staff were found confident for having complete knowledge about Dengue and explained everything which declared them worthy of School Council's appreciations.

3. Worthy Chairperson presented the daily drug monitoring file to the members to prove which necessary actions school management is initiating against drug control. It includes students' physical and bag checking, search of suspicious places in the campus where prohibited item can be hidden eg. washroom, flowerbeds, etc. and inspection of tuck shop, restriction on food carts for standing in front of the campus.
4. Today on the meeting day, it was already observed by the School Council that students were wearing fancy Eid dresses. So, in the beginning of the meeting worthy Chairperson invited the members of School Council to join our staff party but they refused as they did not think it appropriate to intrude the enjoyment of the staff. Moreover, shortage of time was also an excuse even not knowing how long meeting would last. However, School Council was assured that in accordance with the Eid Millan Party, security staff and focal persons are alert, students are celebrating their party under supervision of teachers and their food items have been examined.


During the briefing session, queries of the members were also treated and argued to the extent of entire satisfaction. In the end of the meeting, tea was served and the meeting adjourned with the vote of thanks to each other.


Mr Syed Imran Maqbool
Parent Member


Mr Nouman Aziz
Parent Member


Mrs Fatima Tanvir
Secretary/Parent Member


Ms Samina Afzal
Teacher Member


Ms Zehra Hassan
Teacher Member


Ms Bismah Khursheed
General Member


Mrs Shazia Khurram
Chairperson

C.C.to:

- i. The Principal
- ii. The Administrator
- iii. Office file