



MINUTES OF PARENT TEACHER ASSOCIATION MEETING-1 [2022-2023] Physical Meeting

DATE
26-02-2022

Page 1 of 2

JGS/COMM/IF-01/R00

Venue : Conference Hall
Time : 9:00 a.m. to 10:30 a.m.
Chaired by : President, Mrs.D.Saraswathi Rao & Secretary, Mrs. Poonam Agrawal
Attended by : **PTA - Parent Representatives**
Mrs.Nidhi Singh, Mrs.Jagruthi Patel, Mrs.Swathi N, Mrs.Srividya Mohanan Pillai, Mrs.Sheetal Shetty,
Mr.Phani Kumar Settipalli, Mrs.Annadanam Sai Sravanthi, Mr.Kalyan Chakravarthy Veerlapati
Mrs.Neelima Reddy K – Teacher Representative
Mrs.Nikita Jain-Educated Mother
Mrs.Lavanya Paul – Admin Representative

Coordinators of Pre-primary to Class VIII
Mrs.Nandita Acharya, Academic Head
Mrs.Bindu Muralidharan K, Academic Support Head
Mrs.S.Lakshmi, Office Superintendent
Mrs.Kosuri Anitha, Admin Head
Mrs.Arun Jyothi Adepu, Personal Secretary to the Principal
Mrs.Kumud Emani, Personal Secretary to the Headmistress

The following points were discussed :

S.No.	Subject of Minutes	Details of Minutes												
1	Prayer	The meeting started with a prayer by Mrs.Lavanya Paul, followed by the School Song. The agenda for the meeting was read out by the Secretary, Mrs.Poonam Agrawal.												
2	Welcome Address	<ul style="list-style-type: none">The President, Mrs.D.Saraswathi Rao welcomed the members present for the meeting.												
3	Nominations for Governing Body	<ul style="list-style-type: none">The President, Mrs.D.Saraswathi Rao informed the PTA members regarding the procedure for nominating the Governing Body members.The Governing Body Parent Members who would hold the positions of the Vice-President and the Joint Secretary of the PTA respectively were unanimously elected by majority of the opinion of the Parent Teacher Association Members of all the grades of the school.												
4	Formation of the Governing Body	<ul style="list-style-type: none">The following are the selected members.<table><tr><th>Grade 2021-22</th><th>Grade 2022-23</th><th>NAME OF THE PARENT</th><th>POSITION</th></tr><tr><td>6C</td><td>7</td><td>ANNADANAM SAI SRAVANTHI</td><td>VICE PRESIDENT</td></tr><tr><td>5B</td><td>6</td><td>PHANI KUMAR SETTIPALLI</td><td>JOINT SECRETARY</td></tr></table>These members will be a part of the discussion during the Governing Body Meetings for the Academic Year 2022-23.	Grade 2021-22	Grade 2022-23	NAME OF THE PARENT	POSITION	6C	7	ANNADANAM SAI SRAVANTHI	VICE PRESIDENT	5B	6	PHANI KUMAR SETTIPALLI	JOINT SECRETARY
Grade 2021-22	Grade 2022-23	NAME OF THE PARENT	POSITION											
6C	7	ANNADANAM SAI SRAVANTHI	VICE PRESIDENT											
5B	6	PHANI KUMAR SETTIPALLI	JOINT SECRETARY											



MINUTES OF PARENT TEACHER ASSOCIATION MEETING-1 [2022-2023]
Physical Meeting

DATE
26-02-2022

Page 2 of 2

5	Induction of Governing Body Members	<ul style="list-style-type: none">▪ The Secretary, Mrs. Poonam Agrawal read out the Appointment Order of the Governing Body Members.▪ The Governing Body Guidelines were read out by the President who inducted them about the functions of the Governing Body. <p>Functions of the Governing Body</p> <ul style="list-style-type: none">a) to fix the salary structure for the staff keeping in view the financial position of the institution.b) to fix the fee structure, i.e. the fee to be collected from the students for various classes keeping in view various expenses involved in the maintenance of the institution. <ul style="list-style-type: none">▪ All the members took the PTA Oath and pledged themselves towards the well being of all the stakeholders of the institution.▪ It was informed to the members that their official IDs will be available on the school website, facebook page and will be shared with the parents through an SMS.
6	Fixing the date for the Governing Body Meeting	<ul style="list-style-type: none">▪ It was informed by the President that the date for the Governing Body Meeting will be shared through mail (official PTA ID) once it is decided by the Management.
7	Vote of thanks	<ul style="list-style-type: none">▪ The President and the Secretary thanked all the members present for the meeting.▪ The meeting concluded with the National Anthem.

Kindly acknowledge the minutes.

PTA PRESIDENT

P. Saraswati Rao