



**MINUTES OF PARENT TEACHER ASSOCIATION FORMATION [2023-2024] AND  
PTA FAREWELL [2022-2023]**

DATE  
25-02-2023

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JGS/COMM/IF-01/R00

Venue : Opposite Admin Block  
Time : 9:00 a.m. to 11:30 a.m.  
Chaired by : President, Mrs.D.Saraswathi Rao & Secretary, Mrs. Poonam Agrawal  
Attended by : **PTA nominees 2023-24 (10 Nos.)**

Mr.Mohammad Areef, Mrs.Komireddy Ashwini, Mr.Korra Srinivasulu, Mr.Srinivasa Rao Pyla  
Dr.Sridhar Rachakonda, Mr.Vishwanath Donakonda, Mr.Nagaraja Reddy Kothapati  
Mrs.Bhavani Pampati, Mrs.Mayuri Dheerender Kumar Boghi, Mr.Sharad Jagdish Wankhede

**PTA Members 2022-23**

Mrs. Nidhi Singh, Mrs. Jagruthi Patel, Mrs. Swathi N, Mrs. Soniya Agarwal, Mrs. Srividya Mohanan Pillai,  
Mrs. Sheetal Shetty, Mr. Phani Kumar Settipalli PTA -Joint Secretary,  
Mrs. Annadanam Sai Sravanthi PTA - Vice President  
Mrs.Neelima Reddy K – PTA Teacher Representative  
Mrs.Nikita Jain – Educated Mother, Mrs.Lavanya Paul - Admin Representative  
Mr. Naveen Ramidi-HSCP Parent Member

**Core team members**

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  
Mrs.Radhika B-Admin Representative  
Mrs.Anitha Jadhav-PTA Teacher Representative

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.
2	Welcome Address	<ul style="list-style-type: none"> <li>The President, Mrs. D. Saraswathi Rao welcomed the members present for the meeting.</li> <li>All the staff members were introduced to the PTA nominees.</li> <li>The PTA nominees introduced themselves.</li> </ul>
3	Announcing the Procedure for Selections	<ul style="list-style-type: none"> <li>The President, Mrs. D. Saraswathi Rao read out the procedure for selections.</li> </ul>
4	Selections of the PTA Representatives	<ul style="list-style-type: none"> <li>PTA members were selected unanimously for Grades - Senior KG, 3, 4, 5 and 7 as there was a single nomination for the same. For other Grades the members were selected by picking the lot.</li> </ul>



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The following members have been selected :

2022-23	2023-24	Name of the PTA Member
JR.KG-C	Senior KG	Mohammad Areef
1F	Grade 2	Komireddy Ashwini
2B	Grade 3	Srinivasa Rao Pyla
3L	Grade 4	Dr.Sridhar Rachakonda
4A	Grade 5	Vishwanath Donakonda
5C	Grade 6	Nagaraja Reddy Kothapati
6C	Grade 7	Sharad Jagdish Wankhede
5-O	HSCP Parent Member	Mayuri Dheerender Kumar Boghi

Teacher Representative – Mrs.Anitha Jadhav

Admin Representative – Mrs.Radhika B

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|---|--|--|
| 5 | Sharing the Guidelines, Duties and Responsibilities  | <ul style="list-style-type: none"> <li>A PPT pertaining to the guidelines, duties and responsibilities were shared.</li> <li>The President, Mrs. D. Saraswathi Rao read out the Essential Agreements and lead the members into taking the oath.</li> <li>The duties of the Vice President and Joint Secretary were briefed to the PTA members by the Secretary, Mrs.Poonam Agrawal.</li> <li>Informed the PTA members than an official mail ID will be shared with them which can be used to communicate any information pertaining to the school.</li> <li>The school PTA email ID is :<br/><a href="mailto:pta.juniorschool.hb@jgschool.org">pta.juniorschool.hb@jgschool.org</a></li> </ul>                                 |
| 6 | Finalization of the date of Governing Body Formation | <ul style="list-style-type: none"> <li>The meeting for formation of the Governing Body will be held on 01.03.2023, Wednesday to select the Vice President and the Joint Secretary from the elected PTA members.</li> </ul>   |
| 7 | Parent Teacher Association Farewell 2022-23          | <ul style="list-style-type: none"> <li>The President introduced the New PTA members of 2023-24 to the PTA members of 2022-23.</li> <li>The PTA members of 2022-23 shared their experiences and appreciated the school management and all the staff members regarding the seamless classes taken during the pandemic and the involvement of the parents in all the key processes of the school. They also shared their experiences and gave suggestions on how to communicate with the co-parents.</li> <li>The President thanked all the PTA members of 2022-23 for their contribution.</li> <li>The selected members of PTA 2023-24 presented a thank you note along with a memento to the PTA members of 2022-23.</li> </ul> |



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8	Vote of thanks	<ul style="list-style-type: none"><li>▪ The President and the Secretary thanked all the members present for the meeting.</li><li>▪ The meeting concluded with the National Anthem.</li></ul>
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Kindly acknowledge the minutes.

**PTA PRESIDENT**

*P. Saraswathi Rao*