

MINUTES OF PARENT TEACHER ASSOCIATION MEETING-I(2021-2022)

Formation of PTA

DATE
20.02.2021

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Venue : Conference Hall and virtually through ZOOM

Time : 10:00 a.m. to 11:00 a.m.

Chaired by • President, Mrs.D.Saraswathi Rao & Secretary, Mrs. Poonam Agrawal

Attended by • Parent representatives (Nominated Members), Academic Head, Academic support Head, Office Superintendent Chief Operating Officer, Personal Secretary to Principal and Personal Secretary to Headmistress, Admin Head, Coordinators of Pre-primary to Class VIII & PTA Teacher Member, Mrs. Shobha Subramaniam

S.No.	Subject of Minutes	Details of Minutes																																	
1	Welcome Address	<p>The meeting was presided by the Principal Mrs. D. Saraswati Rao and the Headmistress Mrs. Poonam Agarwal</p> <p>The Principal, Mrs. D. Saraswati Rao addressed the gathering of Parents, Coordinators and teachers and discussed various important aspects regarding the PTA.</p>																																	
2	Formation of PTA members	<p>There were more than one member from each of the grades for the selection process due to which the parent representatives for all the grades were selected by picking up the lots from the ones who nominated themselves.</p> <p>The list of the selected members is mentioned below:</p> <table> <tr> <th>S.No.</th><th>Parent Representative</th><th>Selected For 2021-22</th></tr> <tr> <td>1</td><td>KALAVATHY S</td><td>LKG</td></tr> <tr> <td>2</td><td>VIJAYENDRA G K</td><td>UKG</td></tr> <tr> <td>3</td><td>SUPRIYA GOLI</td><td>I</td></tr> <tr> <td>4</td><td>M.N SEEMA SULTHANA</td><td>II</td></tr> <tr> <td>5</td><td>VISHNUMURTHY MARINENI</td><td>III</td></tr> <tr> <td>6</td><td>ASHA SANDEEP</td><td>IV</td></tr> <tr> <td>7</td><td>SUDHARSANA REDDY</td><td>V</td></tr> <tr> <td>8</td><td>INDIRA PRIYADARSHINI NARAYANA</td><td>VI</td></tr> <tr> <td>9</td><td>RAJANI PONNAPALLI</td><td>VII</td></tr> <tr> <td>10</td><td>ANURADHA CHATRATHI</td><td>VIII</td></tr> </table>	S.No.	Parent Representative	Selected For 2021-22	1	KALAVATHY S	LKG	2	VIJAYENDRA G K	UKG	3	SUPRIYA GOLI	I	4	M.N SEEMA SULTHANA	II	5	VISHNUMURTHY MARINENI	III	6	ASHA SANDEEP	IV	7	SUDHARSANA REDDY	V	8	INDIRA PRIYADARSHINI NARAYANA	VI	9	RAJANI PONNAPALLI	VII	10	ANURADHA CHATRATHI	VIII
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- The parents were introduced to the selected teacher representative Mrs. Shobha Subramaniam.
- The official mail ids of the PTA members were made and shared with them.
- The appointment letters of the PTA members were shared with them through mail.

MINUTES OF PARENT TEACHER ASSOCIATION MEETING-I (2021-2022)

Formation of Governing Body

DATE
27.02.2021

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Venue : Conference Hall and virtually through ZOOM
Time : 10:00 a.m. to 11:15 a.m.
Chaired by • President, Mrs.D.Saraswathi Rao & Secretary, Mrs Poonam Agrawal
Attended by • Parent representatives (7 Members), Academic Head, Academic support Head, Office Superintendent Chief Operating Officer, Personal Secretary to the Principal and Personal Secretary to the Headmistress, Admin Head, Coordinators of Pre-primary to Class VIII & PTA Teacher Member, Mrs Shobha Subramaniam

The following points were discussed:

S.No.	Subject of Minutes	Details of Minutes						
1	Welcome Note and declaration of the Agenda.	The President, Mrs.D.Saraswathi Rao and the Secretary, Mrs Poonam Agrawal welcomed the members for the virtual PTA meeting. Meeting started with a prayer and the agenda for the day was declared by the President.						
2	Selection and declaration of the Vice President, Joint secretary & Secretary	It was proposed to select the VP and the JS through mutual consent to which the PTA members opined that as they are not familiar with the members, the selection process be carried out by picking up the lots. The importance was however given to the members who were present. The role of the Governing Body was discussed and It was decided to pick lots – Mr Vijayendra G K was selected as the Vice President, Mr Sudharsana Reddy was selected as the Joint Secretary, Mrs Rajani Ponnappalli was selected as the HSCP Parent Representative Mrs Shobha Subramaniam as the Teacher Representative.						
2	Achievement(s) Events and Celebrations	Mrs.D.Saraswathi Rao, the President shared the achievements ,events and celebrations:						
3	The guidelines of the Parent Teacher Association to be shared.	The Academic Support Head, Mrs.Bindu Muralidharan read the guidelines, rules and regulations of the PTA members. The Academic Head, Mrs.Nandita Acharya read the Code of conduct						
5	The guidelines of the Governing body to be shared.	The Secretary, Mrs.Poonam Agrawal read the guidelines of the Governing Body.						
6	Suggestions and concerns if any.	All the PTA members present expressed their gratitude and appreciated the school for the extra fee concession and also for the prompt and full payment of the staff salaries. <table border="1"> <thead> <tr> <th>Query raised</th><th>Replied</th><th>Resolution</th></tr> </thead> <tbody> <tr> <td>The President asked the parents to give in their opinion about withholding of the Final reports of the fee defaulters.</td><td>All the parent members opined to withhold the uploading of the Final result on the portal /physically issuing of the same to the fee defaulters and further suggested to speak to them in person about same.</td><td>It was decided by the school to deploy the staff at school to handover the reports to the parents immediately as and when the dues are cleared</td></tr> </tbody> </table>	Query raised	Replied	Resolution	The President asked the parents to give in their opinion about withholding of the Final reports of the fee defaulters.	All the parent members opined to withhold the uploading of the Final result on the portal /physically issuing of the same to the fee defaulters and further suggested to speak to them in person about same.	It was decided by the school to deploy the staff at school to handover the reports to the parents immediately as and when the dues are cleared
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8	Fixing up of date for the meetings. (Tentatively)	6 th March 2021: Governing body meeting 13 th March 2021: Welcoming the newly elected PTA members (2021-2022) and bidding farewell to the old PTA members
9	Vote of thanks	The Principal and the Headmistress thanked all the members present for the meeting.

D. Saraswathi Rao

Principal

President, PTA Committee