



**MINUTES OF PARENT TEACHER ASSOCIATION FORMATION [2024-2025] AND  
PTA FAREWELL [2023-2024]**

DATE  
17-02-2024

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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 : Dean, Mrs.D.Saraswathi Rao & Secretary, Mrs. Poonam Agrawal  
Attended by : **PTA nominees 2024-25**  
Mr.Vamshi Krishna, Mrs. Archana Kotha, Mrs.Neha Vijay Kumar Kalyani, Mrs. Sadhana. A, Mrs.Madhavi Pullagura, Mr.Krishna Pailla, Mrs.J Sree Latha, Mr.Srinivas Garimella, Mr.Vittal Goud K (came late), Mr.Naresh Varma Brahmarouthu, Mr.Narasimham Lakshmi Mylavarapu, Mr.Santosh Kumar Lunavath, Mrs.Susmitha Dussa, Mrs.Bhavani Pampati, Mr.Raghavendra Guptha, Mr.Bhaskar Pisupati (went to Mallapur for orientation), Mr.Ramakanth Reddy Malladi and Mr.Arjun Mukhopadhvay

**PTA Members 2023-24**  
Dr. Sridhar Rachakonda PTA - Vice President  
Mr.Mohammad Areef- PTA Member  
Mrs.Silveru Shailaja- PTA Member  
Mr. Nagaraja Reddy Kothapati- PTA Member  
Mrs.Mayuri Dheerender Kumar Boghi-HSCP Parent Member  
Mrs.Anitha Jadhav – PTA Teacher Representative  
Mrs.R.Shylaja – Educator Mother, Mrs.B.Radhika - Admin Representative

**Core team members**  
Coordinators of Pre-primary to Class VIII  
Mrs.Nandita Acharya, Academic Head  
Mrs.S.Lakshmi, Office Superintendent  
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	Welcome Address	<ul style="list-style-type: none"><li>The Dean, Mrs. D. Saraswathi Rao welcomed the members present for the meeting.</li></ul>																								
2	Announcing the Procedure for Selections	<ul style="list-style-type: none"><li>The Dean, Mrs. D. Saraswathi Rao read out the procedure for selections.</li></ul>																								
3	Selections of the PTA Representatives	<p>The members were selected by picking the lots. The following members have been selected :</p> <table><tr><th>2024-25</th><th>Name of the PTA Member</th></tr><tr><td>Senior KG</td><td>Mr.Vamshi Krishna</td></tr><tr><td>Grade 1</td><td>Mrs. Archana Kotha</td></tr><tr><td>Grade 2</td><td>Mrs. Neha Vijay Kumar Kalyani</td></tr><tr><td>Grade 3</td><td>Mrs. Madhavi Pullagura</td></tr><tr><td>Grade 4</td><td>Mr. Srinivas Garimella</td></tr><tr><td>Grade 5</td><td>Mr. Narasimham Lakshmi Mylavarapu</td></tr><tr><td>Grade 6</td><td>Mr. Santosh Kumar Lunavath</td></tr><tr><td>Grade 7</td><td>Mr. Bhaskar Pisupati</td></tr><tr><td>Grade 8</td><td>Mr. Kishore</td></tr><tr><td>Grade 9</td><td>Mr. Arjun Mukhopadhvay</td></tr><tr><td>HSCP Parent Member</td><td>Mrs. Sadhana A</td></tr></table>	2024-25	Name of the PTA Member	Senior KG	Mr.Vamshi Krishna	Grade 1	Mrs. Archana Kotha	Grade 2	Mrs. Neha Vijay Kumar Kalyani	Grade 3	Mrs. Madhavi Pullagura	Grade 4	Mr. Srinivas Garimella	Grade 5	Mr. Narasimham Lakshmi Mylavarapu	Grade 6	Mr. Santosh Kumar Lunavath	Grade 7	Mr. Bhaskar Pisupati	Grade 8	Mr. Kishore	Grade 9	Mr. Arjun Mukhopadhvay	HSCP Parent Member	Mrs. Sadhana A
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		Educator Mother– Mrs.Sravika Siddhi Teacher Representative – Mrs.V.Kavitha Admin Representative – Mrs.Lavanya Paul
4	Sharing the Guidelines, Duties and Responsibilities	<ul style="list-style-type: none"> <li>The guidelines, duties and responsibilities of the PTA were shared with the selected members.</li> <li>The Dean, 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 for communication with the members and the parents.</li> <li>The school PTA email ID is : pta.juniorschool.hb@jgschool.org</li> </ul>
5	Governing Body Formation	<ul style="list-style-type: none"> <li>The selected PTA members (2024-25) discussed among themselves and elected the Vice President and the Joint Secretary.</li> <li>Elected Vice President and Joint Secretary -Santosh Kumar Lunavath-Vice President -Narasimham Lakshmi Mylavarapu-Joint Secretary</li> </ul>
6	Parent Teacher Association Farewell 2023-24	<ul style="list-style-type: none"> <li>The Dean introduced the New PTA members of 2024-25 to the PTA members of 2023-24.</li> <li>The PTA members of 2023-24 shared their experiences and appreciated the school management and all the staff members. They also shared their experiences and gave suggestions on how to communicate with the co-parents.</li> <li>The Dean thanked all the PTA members of 2023-24 for their relentless support.</li> <li>The Dean presented a thank you note along with a memento to the PTA members of 2023-24.</li> <li>The Administrator exchanged pleasantries and wished all the members good luck.</li> </ul>
7	Vote of thanks	<ul style="list-style-type: none"> <li>The meeting concluded by thanking all the members present for the meeting.</li> </ul>

Kindly acknowledge the minutes.

DEAN	
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