

**THE ORCHID SCHOOL**  
**BANER, PUNE**

**PTA ANNUAL GENERAL BODY MEETING**  
**CIRCULAR – FOR CLASS 1 TO 8**

**Circular No. TOS/FRO/CIR/MS/10-11/4**

**Date: 28.6.2010**

**Dear Parents,**

You are invited to attend the annual general body meeting to TOS-PTA.

**Date:** 3<sup>rd</sup> of July, 2010.

**Time:** 4.00pm to 5.00pm – Parents of class 1 to 4

5.30pm to 6.30 pm – Parents of class 5 to 8

Children are not allowed to attend the meeting. So, please make babysitting arrangements on your own.

**Venue:** Auditorium, The Orchid School Premises

**Agenda:**

- Welcome
- Brief sharing by previous PTA members
- Brief Notes and updates from TOS
- Election of Parent members for year 2010-11
- Nomination of teacher / non-teacher representatives for PTA Body
- Formation of new PTA Governing Council for year 2010-11
- Closure

**NOTE:**

We have uploaded a brief note on PTA constitution jointly prepared by PTA and TOS management. We have also referred to the broad guidelines on PTA formation given by the State Government. Parents are requested to read through it before coming for the meeting.

**Prepared by**

**Lakshmi Kumar**

**Approved by**

**Lakshmi Kumar**