

# THE ORCHID SCHOOL

## Parent Teacher Association- General Body Meeting

2019 - 2020

**Date:** 15<sup>th</sup> June 2019

**Time:** 8:30 am

**Venue:** The Orchid School Auditorium

### **Agenda:**

- Overview of PTA body – its role and function
- Sharing by outgoing Executive Committee Members
- Election and Formation of incoming Executive Committee Members

### **Members Present:**

### **School Representatives:**

1. Ms. Lakshmi Kumar – Director
2. Ms. Sangeeta Kapoor – Vice - Principal
3. Mr. Pravin Gaikwad – Admin Head

### **Representative from Shikshan Mandal:**

1. Ms. Smita Fengase

### **Parents:**

1. PTA executive member Lead Parent 2018 – 2019 – Ms. Suvarna Mahashabde
2. Parents – Classes I to X

### **Minutes of the Meeting:**

- Ms. Sangeeta Kapoor, Vice Principal, conducted the PTA–GBM and welcomed all the members present. She announced the agenda for the meeting.
- She conducted this meeting in on behalf of Ms. Namrata Majhail, Principal who was unable to come due to sudden medical need.
- Ms. Sangeeta Kapoor gave a brief overview about the PTA body to all the parents. A presentation was shown to take them through the roles and responsibilities, process and selection procedures of the PTA executive body.

- The members present were informed about the expectations from the members, frequency of the meetings and the termination policy of the member.
- The introduction to various committees was given and the overview of each of the committee's responsibilities and the involvement of the PTA member was explained.
- The previous year committee members have shared their experience as a member in terms of their involvement in making decisions.
- Ms. Lakshmi Kumar, Director further elaborated on the role and responsibilities of the PTA committee.

#### **Election of incoming PTA Executive Committee -**

- The PTA Executive Committee selection happened through parents volunteering at all levels from Class I to X.
- If there were more than one volunteer, then name was picked by lottery system. The selection and formation of incoming committee happened in a democratic fashion.
- However, for the class level VII and X no parent volunteered from the members those were present, so the mail will be sent to the respective class parents and the name of volunteers will be collected.

#### **The PTA Executive Committee 2019- 20 consists of the following members:**

- Director
- Principal
- Vice Principal
- 1 lead PTA member
- 10 newly elected members
- 10 Teacher representatives
- 1 Admin Representative

The newly selected members are as follows:

- **Class I**            Mr. Rajeev Mankar
- **Class II**            Mr. Kranthi Kola
- **Class III**           Mrs. Shailja Arram
- **Class IV**            Mrs. Mansi Pinge
- **Class V**             Mrs. Leena Somavanshi
- **Class VI**            Dr. Sandhya Deore
- **Class VII**           No volunteer
- **Class VIII**        Mr. Uday Dixit
- **Class IX**            Mrs. Laxmi Madas
- **Class X**            No volunteer

**One lead PTA member from the old committee is:**

Class V- Ms. Suvarna Mahashabde

- The second name from each class level was also selected for future substitution if in case of any withdrawal of members.
- The names of second members are as below-
  - Class I – Mrs. Madhuri Kothawade
  - Class II – Mr. Shashank Parab
  - Class III – Mr. Sandeep Taneja
  - Class IV – Mrs. Neelmani Varma
  - Class V – Mr. Srinivas D
  - Class VI – Mrs. Manuvela Kale
  - Class VII – No volunteer
  - Class VIII – Mrs. Priyanka Samal
  - Class IX – No volunteer
  - Class X – No volunteer

**Teacher Representatives:**

- Class I – Ms. Sonika Arora
- Class II – Ms. Reena Garg
- Class III – Ms. Shilpa Garge
- Class IV – Ms. Bhavna Sarin
- Class V – Ms. Sienna Fernandes
- Class VI – Mr. Nikhil Pujari
- Class VII – Ms. Deeksha Jain
- Class VIII – Ms. Monika Gupte
- Class IX – Ms. Bhagyashree Kadam
- Class X – Ms. Divya Saxena

Meeting concluded with a vote of thanks. The next PTA Executive Council Meeting is scheduled on 29<sup>th</sup> June 2019.