

The Orchid School
Parent Teacher Association- General Body Meeting
2023 - 2024

Date: 24th June 2023

Time: 11:00 am

Venue: School Auditorium

Agenda:

- Overview of PTA body – its role and function
- Announcement of the Lead Parent Representatives
- Formation of PTA Executive Committee

Members Present:

School Representatives:

1. Ms. Lakshmi Kumar – Director
2. Ms. Sangeeta Kapoor – Principal
3. Ms. Atreyi Saha – Vice Principal
4. Mr Sunil Kale – Admin Unit Head

Parents:

1. PTA executive member Lead Parent Representatives (2023-24):
 - Ms Sweta Agarwal (Class I – IV)
 - Ms Supriya Khanolkar (Class V – VIII)
 - Ms Preeti Bajpai Ratti (Class IX – XII)
2. Parents – Classes I to XII
3. Teachers – Classes I to XII

Minutes of the Meeting:

- Ms. Sangeeta Kapoor, Principal, welcomed all the members present.
- The agenda for the meeting was shared with all members.
- Ms. Sangeeta Kapoor gave an overview of the school and explained the process that was followed to call for a General Body Meeting.
- Members were briefed about the PTA body in terms of structure, the process of formation of executive committee, the roles, and responsibilities of members of executive committee, the terms of termination so the parents get the clarity before being the part of the committee and the minimum number of times executive PTA meetings are held in a year.
- Dr Lakshmi Kumar, Director of the school also urged parents to come in large numbers to volunteer as PTA members.
- The members were informed about the functioning and decision-making process by the committee members. Lakshmi Di shared with parents on how PTA members voice matters as they represent all the parents.

Formation of PTA Executive Committee -

- The Lead Parents from previous year committee were announced.
- The PTA Executive Committee formation happened through parents volunteering at all levels.

- If there were more than one volunteer, then the name was picked by lottery system. The selection and formation of incoming committee happened in a democratic fashion.
- The whole process was video recorded.

The PTA Executive Committee 2023-24 consists of the following members:

- Director – As the representative from the Board
- Principal – Ex Officio Secretary
- Vice Principal
- Admin Unit Head
- 3 lead PTA members from previous PTA
- 12 newly elected members from Classes I to XII
- 12 Teacher representatives nominated by TOS Management

The newly selected members are as follows: **Parent Representatives**

- Class I – Ms Duhita Deshmukh
- Class II – Mr Chirag Jadhav
- Class III – Ms Pramila Katta
- Class IV – Ms Niyati Shah
- Class V – Ms Sayali Kulkarni
- Class VI – Ms Shraddha Rathi
- Class VII – Ms Sonal Soundankar
- Class VIII – Ms Divya Gupta
- Class IX – Ms Suvarna Mahashabde
- Class X – Mr Prasad Sheth
- Class XI – Mr Anand Kothari
- Class XII – Ms Madhurima Majumder

Lead PTA members from the old committee are:

Class IV – Ms Sweta Agarwal

Class VIII – Ms Supriya Khanolkar

Class IX – Ms Preeti Ratti

- 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 – Mr Dheeraj Agrawal
 - Class II – Mr Ravikant Katta
 - Class III – Mr Kameshwar Prasad
 - Class IV – Ms Kalyani More
 - Class V – Ms Deepali Tarar
 - Class VI – Mr Ajay Homkar
 - Class VII – Ms Preeti Singh
 - Class VIII – Ms Khushboo Maniyar
 - Class IX – No volunteer

- Class X – No volunteer
- Class XI – Ms Sakhee Chandrayan
- Class XII – Dr Sheel Sheth

Teacher Representatives:

- Class I – Ms Mahua Dey
 - Class II – Ms Rudrani Anandgaonkar
 - Class III – Ms Rajeswari Shrikrishnan
 - Class IV – Ms Kamini Mistry
 - Class V – Ms Simran Swami
 - Class VI – Ms Anagha Tamhankar
 - Class VII – Ms Sharmishtha Biswas
 - Class VIII – Ms Richa Joshi
 - Class IX – Ms Rutika Bhatkhande
 - Class X – Ms Sanjukta Sen
 - Class XI – Ms Shivani Acharya
 - Class XII – Ms Jayashri Samudra
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- Sangeeta Kapoor mentioned to the parents that the school would form different committees in the next executive meeting.
 - She informed that the 1st Executive PTA meeting would be held on 8th July 2023.
 - The meeting concluded with a vote of thanks.