

**The Orchid School**

**Parent Teacher Association – General Body Meeting**

**2018-2019**

**Date:** 30.6.18

**Time:** 9:00 am

**Venue:** The Orchid School Auditorium

**Agenda:** Formation of PTA Executive Committee for the Academic Year 2018 - 2019

**Members Present:**

**School Representatives:**

1. Ms. Lakshmi Kumar – Director and the Board Representative
2. Ms. Namrata Majhail – Principal, Ex- Officio Secretary
3. Ms. Sangeeta Kapoor – Vice Principal

**Parents:**

1. PTA executive member Lead Parent 2017 – 2018 – Mr. Hardik Desai
2. Parents – Classes I to X

**Minutes of the Meeting:**

- Ms. Namrata Majhail, Principal as the ex- officio Secretary of PTA, conducted the PTA – GBM and welcomed all the members present. She announced the agenda for the meeting.
- Ms. Namrata Majhail gave an overview about the PTA body to all the parents. A presentation was shown to take them through the objective of PTA, roles and responsibilities of the members, 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.

**Election of incoming PTA Executive Committee –**

- The PTA Executive Committee selection happened through parents volunteering from respective class levels. If there were more than one volunteer, then name was picked by lottery system. However, for the class level IV, V, VI, VIII and IX no parent volunteered from the present members so the mail will be sent to the respective class parents and the name of volunteers will be collected.
- The selection of the members happened in a democratic manner under the purview of all norms.

The newly selected members are as follows:

1. Class I – Ms. Dolly Vyas
2. Class II – Mr. Shailendra Pande
3. Class III – Mr. Sachin Chogule
4. Class IV – awaiting
5. Class V– awaiting
6. Class VI – awaiting
7. Class VII – Mr. Aditya Shukla
8. Class VIII - awaiting
9. Class IX – awaiting
10. Class X – Ms. Swati Pise

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

Class VI– Mr. Hardik Desai

- 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-

1. Class I – Vishu Chaganti
2. Class II – Jayashree Shinde
3. Class III – Pramod Kamble
4. Class IV – None
5. Class V– None
6. Class VI – None
7. Class VII – None
8. Class VIII - None
9. Class IX- None
10. Class X – None