

Minutes of the PTA Meeting

Date: 13th August 2016

Members Present:

School Representatives:

1. Ms. Lakshmi Kumar – Director
2. Ms. Namrata Majhail – Principal
3. Ms. Sangeeta Kapoor – Vice Principal
4. Mr. Ganesh Phule – Admin Head
5. Ms. Shirley Fernandes – Assistant Administrator
6. Ms. Amarpreet Kotkar-Primary Teacher
7. Ms. Reeny George-Primary Teacher
8. Ms. Monica Desai-Primary Teacher
9. Ms. Shilpa Garge-Primary Teacher
10. Ms. Smita Shajapurkar-Secondary Teacher
11. Ms. Divya Bhatnagar-Secondary Teacher
12. Ms. Bhagyashree Kadam-Secondary Teacher

Parents:

1. Ms. Charu Srinivas(Lead Parent)
2. Ms. Dipalee Malkhede
3. Ms. Hema Patel
4. Mr. Venkatkrishanan.S
5. Mr. Aditya Shukla
6. Mr. A.R. Chandrasekaran (support Parent)
7. Mr. Yogesh Jamdar
8. Ms. Arpana Aeron
9. Ms. Richa Shukla

Agenda:

- PTA involvement in School Issues like:
 - Road Safety
 - Students not wearing identity cards
- Role of the PTA members in the different committees and its working

Minutes of the Meeting:

- Ms. Namrata Majhail conducted the PTA and welcomed all the members present.
- The meeting began with a small icebreaker.

- **PTA involvement in School Issues:**
- **Road Safety:**
- The PTA members were asked to give their suggestions for motivating students and staff to wear helmets and come up with an action plan.
- The different suggestions put forward were:
 - The PTA members can come and speak to the staff and students.
 - The security guards can stop the students and staff at the entrance.
 - There can be a small role play on road safety on any of the upcoming School events enacted by the PTA.
 - The PTA should be the backbone for the Road Safety project by class VII.
 - The PTA members can campaign aggressively which could be done periodically after a couple of months.
 - A PTA appeal letter can be written by the PTA body in this regard which will be forwarded by the School to the students and staff.

- **Role of the PTA members in the different committees and its working:**

- **RTE Admission Committee:** Assistance in RTE admission criteria and be a part of the admission process.
- **Transport Committee:** To meet more frequently to address transport issues and conduct surprise checks.
- **Recruitment Committee:** To be a part of the recruitment drive that happens in the month of January.
- All committees will be well spaced out with their working.
- The parents were also urged to help during other school events and programs.

Other points discussed:

- Ms. Charu Srinivas (Lead PTA Parent) & Mr. AR Chandrashekharan (support parent) will not have voting rights but will be able to give their inputs and support.
 - Selection of parent Volunteer for class VI to be done ASAP.
 - For the Parent Teacher Conference, a formal receipt will be given to the parents for the publications given by the vendor.
- Meeting concluded with a vote of thanks.