

Date: 8th June 2017

**Invitation for TOS - PTA Annual General Body Meeting**

**Subject: Election of Parent representatives for TOS - PTA for academic year 2017-18.**

**Dear Parents (STD I to X),**

At the start of the new academic year 2017-2018, we invite Parents of Class I to X for the 'Annual General Body Meeting' (GBM) and for the election of 'Parent Representatives from each section for TOS –PTA for this year.

PTA Body is an important link between parents at large and the school.

As a school, our main focus is our students. Since we are all significant adults in the child's life, we feel that we need to journey this path together. We are continuously creating platforms for an enriching partnership.

**Based on last years' experience about Parent turn out for PTA - GBM –**

1. In the year 2016-17 we had a very poor response to our invite for the meeting. We had to call off the meeting and had to re-schedule the same.
2. We urge you to join us for the meeting to save collective time, energy and efforts and to take responsibilities along with us to define and follow policies and procedures in interest of your own respective wards.
3. If our parents don't take initiative to come forward, it will be tough for school to address all concerns collectively.

**Details of the meeting**

Date: 10<sup>th</sup> June 2017

Day: Saturday

Time: 9 am

Venue: The Orchid School - Auditorium, Baner, Pune.

**Agenda of the meeting:**

- **Election & formation of PTA executive committee for the academic year 2017-18**

Please make it a point to attend the GBM so that there is fair representation for all classes, all divisions and all levels. Election process will be as per government norms.

Duties of the Parents Teacher Association are as follows –

1. Help School in any events outside and beyond standard school functions such as : organizing intra school quiz competitions, various fairs, community outreach, teacher appreciation event etc.
2. Work with the Parent Volunteer System to plan and provide above activities and class room activities that support lesson plans given to the students.
3. Provide an "ear" to the issues concerning the parent body at large and take it up with School Management for satisfactory resolution.
4. Solicit new ideas and suggestions from the parent body to help enhance the overall and all round education experience and work with TOS for review and implementation of the same.
5. Elected parents will communicate relevant activities and current issues of the school to the parents at large via circular or post it on the TOS Website.
6. Build a sense of community at school through increased and sustained parental participation and involvement in school events.
7. Foster a relationship between parents, teachers, school management and Board of Trustees.  
Looking forward to seeing you in large numbers.

Prepared By

Ms. Gauri Gokhale

Approved By

Ms. Namrata Majhail

**\*As this is computer generated document, it does not require signatures.**