

**The Orchid School**  
**Parent Teacher Association- General Body Meeting**  
**2024 - 2025**

**Date:** 22<sup>nd</sup> June 2024

**Time:** 11:00 am

**Venue:** School Auditorium

**Agenda:**

- Formation of PTA Executive Committee

**Members Present:**

**School Representatives:**

1. Mr. Vilas Patil – Executive Secretary, PNES
2. Ms. Sangeeta Kapoor – Principal
3. Ms. Atreyi Saha – Vice Principal

**Parents:**

1. PTA executive member Lead Parent Representatives (2024-25):
  - Ms. Sonal Soundankar – Middle Domain
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.
- Mr. Vilas Patil, the Executive Secretary introduced himself to the parents and welcomed them. He wished the school well for the upcoming Academic Year 2024-25.
- 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 purpose of the PTA Executive Committee.
- 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.
- Past PTA members, Sonal Soundankar, Madhurima Majumdar and Rajeev Mankar shared their experiences as the PTA parents in the past years.
- They spoke of the democratic way in which all decisions were done ranging from school fee ratification to even changing of uniform.
- This was done so as to give an idea to the parents on the roles and responsibilities of a PTA member, on how crucial is it for a voice to represent each level as together parent and school authorities can bring about positive change in the system.
- Ms. Sangeeta Kapoor urged parents to come in large numbers to volunteer as PTA members.

## **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.
- The school called out volunteers for each level and wherever there were more than 2 members, a lottery was conducted in the presence of all to select the main member and interim member for each level.
- The selection and formation of incoming committee happened in a democratic fashion.
- The whole process was video recorded.
- All levels except Class X had a representation following which, Principal announced that an email would be sent to all parents of this level requesting them to come forward to volunteer as a PTA member.

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

- Class I – Ms. Gayatri Katkojwar
- Class II – Mr. Devang Shah
- Class III – Mr. Ravikant Gajbhiye
- Class IV – Ms. Suvid Nadkarni
- Class V – Ms. Ragini Angarkar
- Class VI – Ms. Deepali Tarar
- Class VII – Mr. Hari Velayudan
- Class VIII – Mr. Siddharth Salunke
- Class IX – Mr. Vinu Lal
- Class X – No Volunteer
- Class XI – Ms. Richa Mehta
- Class XII – Ms. Maithili Sathe

**Lead PTA members from the old committee are:**

Class II – Mr. Dheeraj Agarwal

Class VIII – Ms. Sonal Soundankar

Class X – Ms. Niyati Shah

- 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 – Ms. Akshita Goyal
  - Class II – Mr. Bhaskar C Vaidya
  - Class III – Ms. Ankita Munde
  - Class IV – Ms. Shubhangi Varpe
  - Class V – Ms. Vinod Raina
  - Class VI – Ms. Sameer Mudaye
  - Class VII – Ms. Sharmishtha Gaikwad
  - Class VIII – Mr. Lalit Nayak

- Class IX – Ms. Alpana Sharma
- Class X – No volunteer
- Class XI – No volunteer
- Class XII – No volunteer

**Teacher Representatives:**

- Class I – Ms. Sunitha Namboodri
  - Class II – Ms. Rupali Jagtap
  - Class III – Ms. Anagha Phadtare
  - Class IV – Ms. Chanchal Kasat
  - Class V – Ms. Chandrani Dam
  - Class VI – Ms. Reeny George
  - Class VII – Ms. Naveena Basu
  - Class VIII – Ms. Rinku Goyal
  - Class IX – Ms. Rupal Rathod
  - Class X – Ms. Shilpa Ghadge
  - Class XI – Mr. Parag Tambe
  - Class XII – Ms. Neelam Narbariya
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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 1<sup>st</sup> Executive PTA meeting would be held on Saturday, 6<sup>th</sup> July 2024 at 11:00 a.m.
  - The meeting concluded with a vote of thanks.