

The Orchid School
Parent Teacher Association- General Body Meeting
2022 - 2023

Date: 25th June 2022

Time: 11:00 am

Venue: School Auditorium

Agenda:

- Overview of PTA body – its role and function
- Announcement of the Lead Parent Representative
- 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 2021-22 – Mr Rahul Majumdar
2. Parents – 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 about 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.
- The members were informed about the functioning and decision-making process by the committee members.
- Ms. Lakshmi Kumar, Director further elaborated on the role and responsibilities of the PTA committee.

Formation of PTA Executive Committee -

- The Lead Parent from previous year committee was announced. Mr Rahul Majumdar parent of Class III will be the lead parent.
- The PTA Executive Committee formation happened through parents volunteering at all levels, barring classes VII,X, XII.
- If there were more than one volunteer, then name was picked by lottery system. The selection and formation of incoming committee happened in a democratic fashion.
- It was decided that for classes VII,X, XII, the school would send in a circular requesting any parent from these levels to volunteer for the post.
- The whole process was video recorded.

The PTA Executive Committee 2022-23 consists of the following members:

- Director – As the representative from the Board
- Principal – Ex Officio Secretary
- Vice Principal
- Admin Unit Head
- 1 lead PTA member 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 Mr. Atul Kharat
- Class II Dr Suvid Nadkarni
- Class III Ms Sweta Agrawal
- Class IV Ms. Deepika Rao
- Class V Ms. Sharmishtha Gaikwad
- Class VI Ms. Jayshree Shinde
- Class VII No volunteer
- Class VIII Ms. Preeti Bajpai Ratti
- Class IX Mr. Hema Patel
- Class X No volunteer
- Class XI Ms. Sumanta Sarkar
- Class XII No volunteer

One lead PTA member from the old committee is:

Class III – Mr Rahul Majumdar

- The second name from each class level was also selected for future substitution if in case of any withdrawal of members.
- Only certain levels had more than one primary PTA member.

- The names of second members are as below-

- Class I Ms Bhawna Bhutani
- Class II Ms Shaili Dhingra
- Class III Dr Prashant More
- Class IV No volunteer
- Class V Ms. Madhurima Majumder
- Class VI No volunteer
- Class VII No volunteer
- Class VIII No volunteer
- Class IX No volunteer
- Class X No volunteer
- Class XI No volunteer
- Class XII No volunteer

Teacher Representatives:

- Class I Ms. Chaitali Savla
- Class II Ms. Rekha Menon
- Class III Ms. Supriya Bhoite
- Class IV Ms. Chanchal Gurung
- Class V Ms. Suparna Maity
- Class VI Ms. Susmita Patnaik
- Class VII Ms. Purva Gangrade
- Class VIII Ms. Debarati Ghosh
- Class IX Ms. Jyoti Warkhede
- Class X Ms. Nutan Chaudhary
- Class XI Ms. Neelam Narbariya
- Class XII Ms. Priya Bhargava

- Sangeeta Kapoor mentioned to the parents that the school would form the Transport committee in the next executive meeting.
- She informed that the 1st Executive PTA meeting would be held on 16th July 2022.
- Director Lakshmi Kumar shared with parents on how PTA members voice matters as they represent all the parents. She stated that on recommendations by PTA the school has this year worked on hiring the services of a new transport provider.
- She mentioned how the decisions of the school are taken in a democratic fashion and the school expects PTA to come forward in case of need.
- Meeting concluded with a vote of thanks.