



THE ORCHID SCHOOL

Minutes of PTA Executive Council Meeting

Date: 3rd July 2021

Time: 04:00 PM

Venue: Online Platform – MS Teams

Members Present:

- | | |
|--------------------------|---------------------------------|
| 1. Ms. Lakshmi Kumar | Director, Board Representative |
| 2. Ms. Sangeeta Kapoor | Principal, Ex- Office Secretary |
| 3. Ms. Atreyi Saha | Vice Principal |
| 4. Mr Bhairavnath Godase | Head of Accounts |

Parent Representatives:

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|----------------------------|----------------------------|
| 1. Ms. Manasi Pinge | Lead Parent Representative |
| 2. Mr. Sagar Shinde | Class I Representative |
| 3. Mr. Rahul Majumdar | Class II Representative |
| 4. Mr Anant Saurabh | Class III Representative |
| 5. Ms. Anindita Bannerjee | Class IV Representative |
| 6. Ms. Nirmitya Dingore | Class V Representative |
| 7. Mr. Ashish Kulkarni | Class VI Representative |
| 8. Ms. Mahima Bhagwat | Class VII Representative |
| 9. Mr. Sadanand Patil | Class IX Representative |
| 10. Ms. Madhurima Majumder | Class X Representative |
| 11. Ms. Prachi Gupta | Class XI Representative |
| 12. Ms. Vrunda Deshpande | Class XII Representative |

Teacher Representatives:

- | | |
|--------------------------|---------------------------|
| 1. Mr. Manali Sheth | Class I Representative |
| 2. Ms. Divya Sabharwal | Class II Representative |
| 3. Ms. Pallabi Mohapatra | Class III Representative |
| 4. Ms. Geetima Bora | Class IV Representative |
| 5. Ms. Chandrani Dam | Class V Representative |
| 6. Ms. Reeny George | Class VI Representative |
| 7. Ms. Purva Gangrade | Class VII Representative |
| 8. Ms. Jyotsana Kaul | Class VIII Representative |
| 9. Ms. Manisha Agarwal | Class IX Representative |
| 10. Ms. Sanjukta Sen | Class X Representative |
| 11. Ms. Aarti Nerkar | Class XII Representative |

Agenda

- Orienting PTA Members with the School Systems
- Formation and introduction of various committees
- Role of PTA members in functioning of these committee

Points of Discussion

- Principal Sangeeta Kapoor began the meeting by welcoming the members.
- The round of introduction was conducted for the members to get familiar with each other.
- Principal gave a detailed overview of the following school systems:
 - TOS Organogram of the school
 - TOS Staff count as on date with the breakup department wise
 - TOS Admission status as on date with a breakup level wise.
- She reiterated the plans and programs designed by TOS for ensuring an enriched curriculum for the students. She elaborated on how the curriculum is enriched using some of the following methods:
 - Experiential Learning
 - Application based experience
 - Inter and cross curricular connect
 - Skill based Modular courses
 - Mental Health sessions
 - Sessions on Parenting
- Members were oriented about the details of the processes and policies followed at TOS:
 - Admission Process
 - Complaint Redressal
 - Recruitment Process
 - Salary Fixation Process
 - Induction and Orientation of New Staff
 - Mentoring
 - Communication
 - Decision Making
- A detailed overview of each of the committees wherein PTA representatives will be included was shared. Parents and teachers were requested to volunteer to be the part of the specific committees. The representation of each committee is mentioned below.
 - **School Management Committee**
 - Parent Representative- Ashish Kulkarni
 - Teacher Representative- Manisha Agarwal
 - **Internal Complaint Committee (Sexual Harassment of women at workplace)**
 - Parent Representative- Prachi Gupta
 - Teacher Representative- Pallabi Mohapatra
 - **POCSO Committee (Protection of Children from Sexual Offences)**
 - Parent Representative- Manasi Pinge

- Teacher Representative- Reeny George
 - **Transport Committee** – As the transport is not functional right now, the representation will be taken once it becomes functional.
 - **Admission / RTE Admission Committee**
 - Parent Representative- Sagar Shinde, Nirmitee Dingore, Anant Saurabh
 - **Recruitment Panel**
 - Parent Representative- Madhurima Majumdar, Nirmitee Dingore
- Post formation of committees the forum was opened for questions.
- One parent asked about the thought of the school behind giving the TLM to students who had not paid fees for AY 2020-21.
- Director Lakshmi Kumar explained the various ways the school is trying to support the parents.
- The meeting was ended by thanking all the members for joining for the meeting and for their contribution.