

The Orchid School
Parent Teacher Association - Executive Committee Meeting
2022 - 2023

Date: 10th April'23

Venue: Conference Room

Time: 11:00 AM

Members Present:

School Representatives:

1. Dr Lakshmi Kumar – Director, Board Representative
2. Ms. Sangeeta Kapoor – Principal, Ex- Officio Secretary
3. Ms. Atreyi Saha – Vice Principal
4. Mr. Sunil Kale – Admin Unit Head

Parent Representatives:

1. Mr Rahul Majumder - Lead Parent (Class III)
2. Mr Atul Kharat Class I
3. Ms Sweta Agarwal Class III
4. Ms Deepika Rao Class IV
5. Ms Sharmistha Gaikwad Class V
6. Ms Supriya Khanolkar Class VII
7. Ms. Preeti Ratti Class VIII
8. Ms Hema Patel Class IX

Teacher Representative:

1. Ms Debarati Ghosh Class VIII

Agenda for the Meeting:

- Sharing from AY 2022-23.
- Selecting the Parent Lead for AY 2023-24
- Closure of the current PTA Committee

Points of discussion:

- Ms. Sangeeta Kapoor welcomed all the parents and teachers to the PTA Closure Meeting.
- She conducted an activity with all the present members on the importance of team building and visualizing the same goal.
- She then opened the forum for individual sharing from each member.
- Ms. Supriya Khanolkar shared her experience as the Transport Committee Member. She was very positive about the 2 audits she had done of the fleet of buses. The bus contractor had adhered to all the suggestions and observations made by the Committee, and she appreciated their promptness in services.

- Mr. Rahul Majumder suggested that the school could involve the PTA members in planning and execution of events and other activities of school.
- He suggested that the management could plan for fixed meetings with the PTA regularly.
- Dr Lakshmi Kumar suggested that they would explore fixed frequency meetings with the PTA every 2 months.
- Member Ms. Sweta Agarwal mentioned that some parents had suggested that the canteen should try to serve hot food.
- Ms. Sangeeta Kapoor mentioned that this change had already been done and currently hot food was being served as lunch in the dining hall.
- Ms. Deepika Rao appreciated the school for organizing multiple avenues for students to showcase their talent and build on their on-stage skills.
- Ms. Supriya Khanolkar mentioned that as in middle school there were many instances of books getting stolen / lost just before the examinations, the school should look for alternatives to upload the notes on the class website for ease of students.
- Sangeeta Di mentioned that the school would look at options to circumvent this issue.
- Sangeeta Di thanked each member for their valuable contribution as Lead Parent, Transport Committee member and Recruitment Committee Member.
- Lakshmi Di suggested that from AY 2023-24, the school could have 3 lead parent members, one from each domain. The parents welcomed this idea as this would lead to more representation in PTA.
- Sangeeta Di then asked the members to suggest names for Lead Parent for AY23-24:
The following names were proposed and ratified:
Ms. Preeti Ratti – SSS Domain
Ms. Supriya Khanolkar – Middle Domain
Ms. Sweta Agarwal – Primary Domain.
- Sangeetadi thanked each member for volunteering to be lead parent member for the next AY.

The meeting concluded with a formal thank you note handed over to each member present followed by a group photograph.