



THE ORCHID SCHOOL

Baner, Pune

**Parent Teacher Association- General Body Meeting
2026 - 2027**

Date: 25th April 2026

Time: 09:30 am

Venue: School Auditorium

Agenda:

- Formation of PTA Executive Committee

School Representatives:

1. Mr. P.D Malikner – Executive Secretary, PNES
2. Dr. Namrata Majhail – Director- Principal
3. Ms. Sonali Khambete – Vice Principal

Members present:

- 1.School Leaders- Director- Principal & Vice Principal
2. PTA executive member Lead Parent Representatives (2025-26):
Mr. Devang Shah
3. Parents – Classes I to XII
4. Teachers – Classes I to XII
5. Domain Heads

Minutes of the Meeting:

- Dr. Namrata Majhail warmly welcomed all the members present for the meeting.
- The agenda of the meeting was shared and explained to all the members.
- An overview of the school was presented, along with a detailed explanation of the process followed for convening the General Body Meeting.
- Members were briefed about the purpose and significance of the PTA Executive Committee.
- Detailed information regarding the PTA structure was shared, including:
 - the process of formation of the Executive Committee,
 - the roles and responsibilities of the committee members,
 - the terms and conditions for termination of membership, and
 - the minimum number of Executive PTA meetings conducted in an academic year.

- Former PTA member Mr. Devang Shah shared his experiences and insights as a PTA parent member from previous years.
- Mr. Suvid Nadkarni spoke of the democratic way in which all decisions were made. The parent highlighted about the transparency the school brings in all the processes.
- Ms. Roshni Gupta shared her experiences to be a part of executive committee member. She said it was a learning experience for her.
- This give an idea to the parents on the roles and responsibilities of a PTA member, on how crucial it is for a voice to represent each level as together parents and school authorities can bring about positive change in the system.
- Dr. Namrata Majhail 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. Ms. Roshni Gupta was elected as the lead parent.
- 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 way.
- PTA GBM was video recorded.
- All levels except Class VIII, IX & XII 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**

- Lead PTA members from the old committee is Ms. Roshni Gupta.
- The second name from each class level was also selected for future substitution if in case of any withdrawal of members.

	Class Level	Name of the Parent Member MAIN MEMBER	INTERIM MEMBER
1	Class I	Mr. Aditya Ghotane	Mr. Indranil Ain
2	Class II	Mr. Pankaj Sharma	
3	Class III	Mr. Jayash Jagtap	
4	Class IV	Ms.Kalindi Khandekar	Mr.Ram Niranjana Pande
5	Class V	Mr.Manish Sinha	Ms.Sneha Jadhav
6	Class VI	Mr.Suvid Nadkarni	
7	Class VII	Mr.Kaushal Sanghavi	
8	Class VIII		
9	Class IX		
10	Class X	Mr.Praveen Shinde	
11	Class XI	Ms.Smita Jagathkar	
12	Class XII		

Teacher Representatives:

• Class I	• Ms. Steffi Joseph
• Class II	• Ms. Sonal Shah
• Class III	• Ms. Jacquelin Pawar
• Class IV	• Ms. Aparna Bapat
• Class V	• Ms. Lekha Kulkarni
• Class VI	• Ms. Barkha Sharma
• Class VII	• Ms. Arti Sigh

<ul style="list-style-type: none"> • Class VIII 	<ul style="list-style-type: none"> • Ms. Purva Gangrade
<ul style="list-style-type: none"> • Class IX 	<ul style="list-style-type: none"> • Ms. Bhagyashree J
<ul style="list-style-type: none"> • Class X 	<ul style="list-style-type: none"> • Ms. Rutika Bhatlawande
<ul style="list-style-type: none"> • Class XI 	<ul style="list-style-type: none"> • Ms. Meenal Muley
<ul style="list-style-type: none"> • Class XII 	<ul style="list-style-type: none"> • Ms. Monika Gupte

- Dr. Namrata Majhail mentioned to the parents that the school would form different committees in the next executive meeting.
- She informed that the 1st Executive PTA meeting would be held on Saturday, 13th June 2026.
- The meeting concluded with a vote of thanks.
