

JOHNSON GRAMMAR SCHOOL ICSE & ISC®

MALLAPUR
Since 1979

Plot No. A/16, Mallapur Road, Nacharam, Uppal Mandal, Malkajgiri Medchal District, Hyderabad – 500 076.

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(Affiliated to the Council for the Indian School Certificate Examinations, New Delhi)



AP018

MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING - 2 [2023-2024]

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JGS/COMM/IF-01/R00

Date : 01.03.2023
Time : 8:30 a.m. to 9:30 a.m
Venue : Junior Wing Conference Hall
Attended by :

Name of the staff	Designation	Parent Nominees [2023-2024]	
Mr.T. Anil Israel	President - Principal, ICSE	Mr. M.Sai Pramod Kumar	Mr. Edla Ramesh
Ms. Srabanti Basu	Secretary - Principal, ISC	Mr. C. Shyam Sunder	Ms. J.Shireesha
Mrs.K.L. Surekha	Headmistress	Mr. Ravi Yarakala	Dr. Srinivas Vasam
Mrs. Nara Annapoorna	Teacher Representative	Mr. M.Sreekanth	Ms. Shobha Rani
Mrs. Pragathi	Educator Mother	Mr. Praveen Kulkarni	Mr. Ram Sridhar Rao P.V.
		Ms. Yamini Chodimella	

The following points were discussed:

S. No.	Subject of Minutes	Details of Minutes
1.	Prayer	The meeting started with a prayer by Mr T. Anil Israel, President – PTA and Principal - ICSE.
2.	Welcome Address & Introduction of the Members	The PTA members were welcomed by the PTA President. He congratulated the nominated members and appreciated them for volunteering to take up the responsibility. He reiterated that the purpose of the meeting was to elect the Vice President and the Joint Secretary who will be part of the 'School Governing Body'. He also introduced the Secretary, Academic Representatives, Teacher Representative, and the Educator Mother
3.	The Agenda, Objectives the Constitution and the Selection procedure of the 'School Governing Body'	The President informed the PTA Parent Representatives the following - Agenda: - <ul style="list-style-type: none">Nominations for the Governing BodyObjectives of the Governing BodyFormation of the Governing BodyFixation of the date of the Governing Body MeetingConstitution and Formation of the Governing Body MembersVote of Thanks

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		<p>The Constitution of the PTA Body was informed to the members: -</p> <ol style="list-style-type: none">1. President – Principal ICSE2. Vice President – from Parent Community3. Secretary – Principal ISC4. Joint Secretary – from Parent Community5. Parent Member – from Parent Community6. Teacher Representative – Teacher Community7. Admin Representative - Admin Head <p>Academic Heads and Academics support heads from Junior and Senior wing will also attend the PTA meetings.</p> <p>Selection Procedure: -</p> <ul style="list-style-type: none">• If more than ONE nominations are received from the PTA Parent Representatives, then LOTS will be picked up. Or else they will be directly selected with due consensus of the PTA Parent members.
4.	Selection Procedure – Governing Body Members & Declaration of the Vice President and Joint Secretary.	<p>The PTA Secretary started the proceedings to elect the 2 PTA Parent Representatives to be the members of the 'School Governing Body as the Vice-President and Joint Secretary'.</p> <p>All the Parent representatives agreed to select the Vice President and Joint Secretary by picking LOTS.</p> <p>Slips were drawn by Headmistress and the Secretary announced the following.</p> <p>Vice President: Mr. Praveen Kulkarni Joint Secretary: Mr. M. Sai Pramod Kumar</p>

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5.	Sharing the Guidelines, Duties and Responsibilities	<p>The President congratulated the elected Vice President and the Joint Secretary.</p> <ul style="list-style-type: none">• Appointment orders were given away to all the PTA Parent Representatives across the Classes along with the Vice-President and Joint Secretary. The Official PTA email id of their respective Class for the AY 2023-24 were also mentioned in the appointment order that should be used for communication with the parents of their respective class.• The President mentioned that the official email ids will be shared with all the parents to share their inputs or suggestions which can be tabled during the PTA meetings. <p>It was informed that the PTA meeting would be held on a bi-monthly basis (Saturdays) with prior notice.</p>
6	Date of the Conduct of the School Governing Body and its objectives	<p>The President informed that Governing body meeting will be held on 04.03.2023 at 1:00 p.m.</p> <p>It was further informed to PTA members that an SMS will be sent to all the parents about the conduct of the 'School Governing Body' Meeting along with the agenda informing them to share their inputs to their respective PTA Class Representatives to be tabled during the Governing Body Meeting.</p> <p>Objectives: -</p> <ul style="list-style-type: none">• Fixation of the Fee Structure for the AY 2023 – 24 for the various classes in view of the income and expenses that the school incurs.• To fix the fund allocation towards the salaries of the staff for the AY 2023 – 24.

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1	Vote of thanks	<p>The Secretary congratulated the elected Vice President, Joint Secretary and PTA members and seeking their cooperation and support. to work together in the best interest of the students.</p> <p>She also thanked the School Administrator Sir, PTA President and all the members of the Parent Teacher Association.</p>
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PTA President

