

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 - 1 [2023-2024]

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JGS/COMM/IF-01/R00

Held on : 25.02.2023, Saturday
From : 9:00 a.m. to 11:30 a.m
Venue : Junior Wing Conference Hall and Room No. 6
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.B.Nandana	Academic Head	Mr. M.Sreekanth	Ms. Sreyashi Bhattacharjee
Mrs. Lakshmi Ratnam	Teacher Representative	Mr. Praveen Kulkarni	Mr. Ram Sridhar Rao P.V.
Mrs. Padmavathi M	Teacher Representative	Ms. Pranitha Kanvaganti	Mr.Veera Raghavan Terapattur
Mrs. Sahiti A	Educator Mother	Ms. Yamini Chodimella	Ms. Shobha Rani
Mrs. Nara Annapoorna	Teacher Representative [AY 2023-24]	Mr. P. Srinivasa Rao	

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	President welcomed all the members present for the formation of the Parent Teacher Association for the Academic Year 2023-2024. The following members were introduced: PTA Secretary and Principal - ISC Mrs. Srabanti Basu, Academic Representatives: Headmistress - Mrs. K.L. Surekha and Academic Head - Ms. Nandana B Teacher Representative: Mrs. Nara Annapoorna It was also informed that Admin Representative is the Admin Head. Nominees were requested to introduce themselves.

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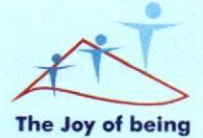
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3	Sharing of the Agenda	<p>The agenda of the meeting was shared by the President –</p> <ul style="list-style-type: none">• The Constitution of the PTA• PTA Formation Procedure• PTA Guidelines• PTA Formation Proceedings• Declaration of the finally selected PTA Parent Members• Constitution and Formation of the Governing Body Members• Vote of Thanks
4	The Constitution of the PTA	<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
5	PTA formation and selection procedure	<p>PTA Formation procedure was explained by the President</p> <ol style="list-style-type: none">1. Selection by picking LOTS if we have received more than one nominations for a given class.2. In case we have only one nomination for any class, that particular nominee will be unanimously selected as the Parent Representative for that particular class.3. ONE Parent representative to be selected across each class4. The selected PTA members will execute their roles for a period of 1 YEAR only as defined in the PTA constitution and thereafter PTA will automatically be dissolved.5. A member can become the member of PTA Managing Committee only once in 3 years.

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6	PTA - GUIDELINES	<p>Mrs. Srabanti Basu, PTA – Secretary shared the PTA Guidelines with all the members, the objectives, duties, responsibilities and the expected code of the conduct of the PTA members.</p> <p>It was further informed that the PTA meetings will be held on a bi-monthly basis (on Saturdays) with prior notice / agenda shared with all the members in prior.</p>																																				
7	PTA - Formation - proceedings	<p>The Secretary led the PTA formation proceedings supported by the Headmistress and the Academic Head.</p> <p>The grade wise slips were drawn by the Parents, Headmistress and Academic Head randomly and the slips were shown and read aloud to all the members and the name was written on the whiteboard.</p> <p>The selection procedure was conducted in an orderly manner with clarity and transparency.</p>																																				
8	Declaration of the selected PTA - parent members across the Grades for the academic year 2023 – 24	<p>The PTA Secretary announced the names of the Parent Representatives along with the Class for which they were selected for the Academic Year 2023 – 24.</p> <p>The PTA Secretary further called for the non-elected parent members interested to volunteer themselves to be parent member of the JGS - HSCP committee. Mrs. Sreyashi Bhattacharjee volunteered for the same.</p> <p>The following members were elected as Parent Representatives for the Parent Teachers Association 2023-2024.</p> <table border="1"><tr><td>1</td><td>Senior KG</td><td>M. Sai Pramod Kumar</td></tr><tr><td>2</td><td>GRADE 1</td><td>Ravi Yarukala</td></tr><tr><td>3</td><td>GRADE 2</td><td>M. Srikanth</td></tr><tr><td>4</td><td>GRADE 3</td><td>Yamini Chodimella</td></tr><tr><td>5</td><td>GRADE 4</td><td>Praveen Kulkarni</td></tr><tr><td>6</td><td>GRADE 5</td><td>Ponugoti Sreenivasa Rao</td></tr><tr><td>7</td><td>GRADE 6</td><td>Shobha Rani Regulagadda</td></tr><tr><td>8</td><td>GRADE 7</td><td>Edla Ramesh</td></tr><tr><td>9</td><td>GRADE 8</td><td>J. Shireesha</td></tr><tr><td>10</td><td>GRADE 9</td><td>Dr. Srinivas Vasam</td></tr><tr><td>11</td><td>GRADE 10</td><td>Ram Sridhar Rao P V</td></tr><tr><td>12</td><td>GRADE 12</td><td>Veera Raghavan Terapattur</td></tr></table>	1	Senior KG	M. Sai Pramod Kumar	2	GRADE 1	Ravi Yarukala	3	GRADE 2	M. Srikanth	4	GRADE 3	Yamini Chodimella	5	GRADE 4	Praveen Kulkarni	6	GRADE 5	Ponugoti Sreenivasa Rao	7	GRADE 6	Shobha Rani Regulagadda	8	GRADE 7	Edla Ramesh	9	GRADE 8	J. Shireesha	10	GRADE 9	Dr. Srinivas Vasam	11	GRADE 10	Ram Sridhar Rao P V	12	GRADE 12	Veera Raghavan Terapattur
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		<p>It was informed to all the parents that the PTA Parent Representatives for LKG and Grade 11 will be selected in the month of June 2023.</p> <p>It was further informed that –</p> <ul style="list-style-type: none">• The school will be providing official email id to each of the Parent Representatives that will be shared with the parents of the respective grades for mailing in their inputs/ concerns.• The PTA members should be representing the concerns / queries of that particular class as a whole, while their individual concerns regarding their children can be put across during PTMs.
9	Constitution and Formation of Governing body members	<p>The President congratulated all the parents who were selected to be a member of the PTA for the AY 2023 – 24.</p> <p>The President further informed that the 2nd PTA Meet to select the Vice-President and Joint Secretary who will a part of the ‘School Governing Body’ for the Academic Year 2023 – 24 will be held on 01.03.2023. All were informed to be present physically in the school for the proceedings. Timings: 8.30 am to 9.30 am.</p> <p>Further it was informed that the 2 PTA representatives from the selected PTA Parent member will be selected as the Vice-President and the Joint Secretary and will be the members of the ‘School Governing Body’ for the Academic Year 2023 – 24 and will be responsible in matters concerning the fixation of the School Fee for the AY 2023-2024 along with the other members of the School Governing Body in view of the income and expenses that the school incurs.</p> <p>The procedure of selection was also informed to the PTA members.</p> <p>It was also informed that the appointment letters will be issued to all the PTA members on the same day.</p>

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10	Vote of Thanks	The Secretary Mrs. Srabanti Basu, thanked all the members for sparing their time to be present in the meeting. She thanked Administrator, President, Head-Mistress and Academic Representatives, Teacher Representative, Admin Head and Admin team for all the support.
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Kindly acknowledge the minutes.

PTA President	
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