

# 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 [2024-2025]

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JGS/COMM/IF-01/R00

Held on : 17.02.2024  
From : 9:00 a.m. to 11:30 a.m.  
Venue : Junior Wing Conference Hall and Room No. 15  
Attended by :

Name of the staff	Designation	Parent Nominees [2023-2024]	
Mr.T. Anil Israel	President - Principal, ICSE	Ms.Korubothu Bhanu	Grade 3
Ms. Srabanti Basu	Secretary - Principal, ISC	Dr. Vibha Gupta	GRADE 4
Ms. Annapoorna	Vice Principal	Mr.P.Laxmi Kanth Reddy	GRADE 6
Mrs.K.L. Surekha	Headmistress	Mr.Rahul Thota	GRADE 9
Ms.Harini Potukuchi	Senior KG	Ms.Sunitha Siva	GRADE 10
Ms.Nitika Angelina Rao	Grade 1	Ms. Aditi Chitta	GRADE 10
Ms.S Jhansi Rani	Grade 2	Ms.Lalitha Priya K	GRADE 12

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 2024-2025.
3	Sharing of the Agenda	The agenda of the meeting was shared by the President – <ul style="list-style-type: none"><li>• The Constitution of the PTA</li><li>• PTA Formation Procedure</li><li>• PTA Guidelines</li><li>• PTA Formation Proceedings</li><li>• Declaration of the finally selected PTA Parent Members</li><li>• Constitution and Formation of the Governing Body Members</li><li>• Vote of Thanks</li></ul>

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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"><li>1. Management Representative - Dean</li><li>2. President – Principal of the school.</li><li>3. Vice President – from Parent Community of the school</li><li>4. Secretary – Vice Principal of the school</li><li>5. Joint Secretary –Parent Community of the school</li><li>6. Members – 1 from each of the Grades (Junior KG to 12) from Parent Community, 1 from overall Teaching Community.</li><li>7. Coordinator of the respective Grade</li></ol>
5	PTA formation and selection procedure	<p>The President briefed the PTA formation procedure.</p> <ol style="list-style-type: none"><li>1. Selection by picking LOTS if we have received more than one nominations for a given class.</li><li>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.</li><li>3. ONE Parent representative to be selected across each class</li><li>4. 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.</li><li>5. A member can become the member of PTA Managing Committee only once in 3 years.</li></ol>
6	PTA - GUIDELINES	<p>The 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.</p>

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		<ul style="list-style-type: none"><li>From Senior KG to Class V, and Classes IX and XII received single nominations and selected a parent representative who filled out a nomination form and attended the PTA formation meeting.</li><li>For Classes V, VII, and VIII, the parent nominees were absent. PTA members need to be appointed for these classes.</li><li>For Class X, TWO parents were present. Their slips were drawn by the Headmistress, and the Class X Parent Representative was announced.</li><li>The selection procedure was conducted in an orderly manner with clarity and transparency.</li></ul>																											
8	Declaration of the selected PTA - parent members across the Classes for the academic year 2024 – 25	<p>The President announced the names of the Parent Representatives along with the classes for which they were selected for the Academic Year 2024-25. Additionally, the President called for Ms. Aditi Chitta, a non-elected parent member, to join as a Parent Representative for HSCP, to which she agreed.</p> <p>The following members were elected as Parent Representatives for the Parent Teachers Association for the year 2023-2024</p> <table border="1"><tr><td>1</td><td>Senior KG</td><td>Ms.Harini Potukuchi</td></tr><tr><td>2</td><td>GRADE 1</td><td>Ms.Nitika Angelina Rao</td></tr><tr><td>3</td><td>GRADE 2</td><td>Ms.S Jhansi Rani</td></tr><tr><td>4</td><td>GRADE 3</td><td>Ms.Korubothu Bhanu</td></tr><tr><td>5</td><td>GRADE 4</td><td>Dr. Vibha Gupta</td></tr><tr><td>6</td><td>GRADE 6</td><td>Mr.P.Laxmi Kanth Reddy</td></tr><tr><td>7</td><td>GRADE 9</td><td>Mr.Rahul Thota</td></tr><tr><td>8</td><td>GRADE 10</td><td>Ms.Sunitha Siva</td></tr><tr><td>9</td><td>GRADE 12</td><td>Ms.Lalitha Priya K</td></tr></table> <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"><li>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.</li></ul>	1	Senior KG	Ms.Harini Potukuchi	2	GRADE 1	Ms.Nitika Angelina Rao	3	GRADE 2	Ms.S Jhansi Rani	4	GRADE 3	Ms.Korubothu Bhanu	5	GRADE 4	Dr. Vibha Gupta	6	GRADE 6	Mr.P.Laxmi Kanth Reddy	7	GRADE 9	Mr.Rahul Thota	8	GRADE 10	Ms.Sunitha Siva	9	GRADE 12	Ms.Lalitha Priya K
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		<ul style="list-style-type: none"><li>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.</li></ul>
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 2024 – 25.</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 2024 – 25 and will be responsible in matters concerning the fixation of the School Fee for the AY 2024-2025 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 for the Governing Body was also informed to the PTA members.</p> <p>Three Parent Representatives nominated themselves for the positions of Vice-President and Joint Secretary: Ms. Korubothu Bhanu, Dr. Vibha Gupta, and Ms. Rahul Thota.</p> <p>The following members were selected through a draw.</p> <ol style="list-style-type: none"><li>Dr. Vibha Gupta – Vice - President</li><li>Ms. Rahul Thota – Joint Secretary</li></ol> <p>The following points were reiterated by the president of the PTA.</p> <ul style="list-style-type: none"><li>The PTA parent is a representative for the entire parents of the particular class and should take forward the discussion in the same mind set rather speaking for their own child.</li><li>During the PTA meetings only the concern that has been communicated through mails will be addressed.</li><li>The PTA parent representative may be called to school in case of any severe grievances by any of the parent of that class.</li></ul>

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		<ul style="list-style-type: none"><li>The Parent member will also be invited join various school events, programs, picnics and also to conduct Audits.</li></ul> <p>It was announced that the Governing Body Meeting will be held on 19th February 2024 at 11:00 a.m.</p>
10	Vote of Thanks	<p>The Secretary Mrs. Srabanti Basu, thanked all the members for sparing their time to be present in the meeting.</p> <p>She thanked Administrator, President, Headmistress and Academic Representatives, Teacher Representative, Admin Head and Admin team for all the support.</p>

Kindly acknowledge the minutes.

PTA President	
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