



## MINUTES OF THE PARENT TEACHER ASSOCIATION FORMATION 2025-2026

S.No. 1	DATE 22.02.2025	Page 1 of 5
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Conducted on : Saturday, 22<sup>nd</sup> February 2025.  
 From : 9:30 a.m. to 11:30 a.m.  
 Venue : Senior Wing Board Room  
 Attended by :

Name of the staff	Designation
Ms. Srabanti Basu	President & Principal
Ms. Saraswathi Rao	Dean & Management Representative
Ms.K Lakshmi Surekha	Secretary & Vice-Principal
Ms. Kosuri Anitha	Admin Representative & Senior Manager

### Parent Nominees [2025-2026]

K Swapna Yadav	I & VI	Ravikanth Varada	VI
Vudayaraj Sushma	II	Aradhana Tumma	VII
Md Asma	II	Leesha Gupta	VIII
Yarandge Komala Roy	III & V	B Srinivas Rao	VIII
Srujana Sri Bheemaraju	III	Beemanapally Ushasri	IV & IX
Naga Keertana Nori	I & IV	Gopal Swetha	V & X
Harika Kola	V	Atiya Amreen	VI & X
Anusha Deshpande	II & V	Raparathi Arvind	XII

S.No.	Subject of minutes	Details of the minutes
1	Prayer	The meeting started with a prayer by Ms. Srabanti Basu, President – PTA and Principal, Mallapur.
2	Welcome Address & Introduction of the members	The President welcomed all the members present for the formation of the Parent-Teacher Association for the Academic Year 2025-2026 and introduced the Dean, PTA Secretary, and Admin Representative.
3	Agenda	The agenda for 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 formation proceedings</li> <li>• Declaration of the finally selected PTA parent members</li> <li>• PTA guidelines</li> <li>• Constitution and formation of the Governing Body members</li> <li>• Vote of Thanks</li> </ul>



## MINUTES OF THE PARENT TEACHER ASSOCIATION FORMATION 2025-2026

S.No. 1	DATE 22.02.2025	Page 2 of 5
------------	--------------------	-------------

4	The constitution of the PTA	<p>The constitution of the PTA Body was informed to the members.</p> <ul style="list-style-type: none"> <li>• President – Principal of the School</li> <li>• Management Representative – Dean</li> <li>• Secretary – Vice Principal</li> <li>• Vice President – from Parent community</li> <li>• Joint Secretary – from Parent community</li> <li>• Members – One from each of Grades (Pre-Primary to 12) from Parent community.</li> </ul>
5	PTA formation and selection procedure	<p>The President briefed the PTA formation procedure</p> <ul style="list-style-type: none"> <li>• Selection by drawing lots if more than one nomination is received for a given class</li> <li>• If only one nomination is received for a class, the nominee will be unanimously selected as the Parent Representative for that class.</li> <li>• One Parent Representative will be selected for each class.</li> <li>• The tenure for selected PTA members is one year.</li> <li>• A member can serve on the PTA Managing Committee only once in three years.</li> </ul>
6	PTA formation proceedings	<p>The Secretary led the PTA formation proceedings.</p> <ul style="list-style-type: none"> <li>• The selection procedure was conducted in an orderly manner with clarity and transparency.</li> <li>• For Pre-Primary parent nominees were absent, it was informed that the PTA Parent Representatives for Pre-Primary and Grade 11 would be selected in June 2025.</li> </ul> <p>The Secretary led the PTA formation proceedings:</p> <ul style="list-style-type: none"> <li>• The selection procedure was conducted in an orderly manner with clarity and transparency.</li> <li>• As the parent nominees for Pre-Primary were absent, it was informed that the PTA Parent Representatives for Pre-Primary and Grade 11 would be selected in June 2025.</li> </ul>
7	Declaration of the selected PTA – Parent	<p>The President announced the selected grade-wise Parent Representatives and congratulated them. And also, the President invited nominations for the HSCP Parent Member</p>



## MINUTES OF THE PARENT TEACHER ASSOCIATION FORMATION 2025-2026

S.No.  
1

DATE  
22.02.2025

Page 3 of 5

representatives across the Grades.

from the non-selected nominees. Two parents expressed interest in the HSCP Committee Parent Representative position, and a lot was drawn again.

**Mr. Srinivas Rao B was selected as the HSCP Parent Member.**

K Swapna Yadav	Grade I
Anusha Deshpande	Grade II
Srujana Sri Bheemaraju	Grade III
Naga Keertana Nori	Grade IV
Yarandge Komala Roy	Grade V
Ravikanth Varada	Grade VI
Aradhana Tumma	Grade VII
Leesha Gupta	Grade VIII
Beemanapally Ushasri	Grade IX
Gopal Swetha	Grade X
Raparathi Arvind	Grade XII

This was followed by self-introductions by all the selected Parent representatives. The President informed the attendees that the school provided an official email ID to each Parent Representative, which will be shared with the parents of the respective grades for submitting their inputs and concerns.

The Teacher Representative and Educator Mother were also introduced as follows:

**Junior Wing – Educator Mother:** Ms. Poonam Gupta  
**Teacher Representative:** Ms. Lalitha Tangirala

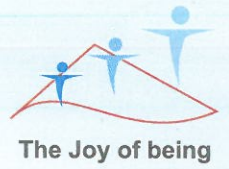
**Senior Wing – Educator Mother:** Mrs. Rhoda

Due to a medical emergency, Teacher Representative Ms. Anantha Lakshmi was unable to attend the meeting.

8 Constitution and formation of Governing body members.

The President congratulated all the parents selected as members of the PTA for the Academic Year 2025–26.

It was further informed that two PTA representatives from the selected PTA Parent Members would be chosen as the Vice-



## MINUTES OF THE PARENT TEACHER ASSOCIATION FORMATION 2025-2026

S.No. 1	DATE 22.02.2025	Page 4 of 5
------------	--------------------	-------------

		<p>also be members of the <b>School Governing Body</b> for the Academic Year 2025–26 and would be responsible, along with other members of the Governing Body, for matters concerning the fixation of the <b>School Fee for AY 2026–27</b>, considering the school’s income and expenses.</p> <p>The selection process for the Governing Body was also explained to the PTA members.</p> <p>All the selected PTA representatives unanimously appointed the following members:</p> <ul style="list-style-type: none"> <li>• <b>Vice-President</b> – Mr. Raparthi Aravind</li> <li>• <b>Joint Secretary</b> – Ms. Leesha Gupta</li> </ul> <p>It was announced that the Governing Body meeting will be held on Saturday, 1st March 2025, at 9:30 a.m.</p> <p>Appointment letters were issued to all the selected Parent Representatives, as well as to the Vice-President and Joint Secretary.</p>
9	AY 2024-2025 PTA Farewell	<p>The President, Dean, and Secretary welcomed the Parent Representatives of AY 2024-2025 and thanked for their support during their tenure.</p> <p>Across the grades, seven representatives attended the farewell.</p> <p>Ms. Nikita Angelina Rao – Grade I          Ms. Korubothu Bhanu – Grade III          Ms. Vibha Gupta – Grade IV &amp; Vice President          Mr. P. Laxmi Kanth Reddy – Grade VI          Ms. Neeraja Dhara – Grade VIII          Ms. Sunitha Siva – Grade X          Ms. Lalitha Priya K- Grade XII</p> <p>They thanked the school for addressing all the queries raised by the parents and also shared their experiences regarding their children's learning journey at the school.</p> <p>Thank-you letters and mementoes were presented to them.</p>



## MINUTES OF THE PARENT TEACHER ASSOCIATION FORMATION 2025-2026

S.No. 1	DATE 22.02.2025	Page 5 of 5
------------	--------------------	-------------

10	Vote of Thanks	<p>The Secretary, Ms. K.L. Surekha, thanked all the members for taking the time to attend the meeting.</p> <p>The Principal extended her gratitude to the Administrator Sir for his continued guidance and support, which has been instrumental in steering the school toward progress and excellence. She also thanked the Dean and the Admin Team for the arrangements.</p>
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PTA President

*J. Basu*  
24/02/2025

