

Minutes of PTA meeting

--PTA MEETING DETAILS--

Date: 13 June, 2015

Time: 10 A.M.

Venue: R. N. Podar School Terrace

Time allocated: 1h 30m

Attendees:

1. *School Staff*

- Mrs. Avnita Bir, Director-Principal
- Mrs. Dolly Verma, Head Mistress
- Ms. Nitika Bajaj, Coordinator, Senior Secondary Section
- Mrs. Rashmi Shankar, Coordinator, Senior Secondary Section
- Mrs. Chitra Mathur, Coordinator, Senior Secondary Section
- Mrs. Suman Samarth, Coordinator, Secondary Section
- Mrs. Rashmi Rukhaiyar, Coordinator, Secondary Section
- Ms. Sharda Hans, Coordinator, Secondary Section
- Mrs. Neemaa Sshettyy, Coordinator, Primary Section
- Mrs. Nita Chandra, Coordinator, Primary Section
- Ms. Chaitee Modi, Administrative Staff
- Ms. Varsha Bhambhani, Resource Associate

2. *Parent representatives:*

- Mrs. Sonali Ghia
- Mrs. Niti Kapoor
- Mr. P. R. Ramesh
- Mr. Subhash Pillai

Agenda:

1. The Director-Principal, Mrs. Avnita Bir welcomed the parent and teacher representatives to the new academic year.

2. She threw light on the responsibilities undertaken by the previous PTA body: in terms of contribution towards student's felicitation, Teacher's day and Children's day. And the representation on behalf of parents with the management.
3. The PTA body shared the following areas that they could contribute towards for the upcoming year:
 - Communication
 - Resource management
 - Sports
4. While discussing it further, some iterations were suggested in the current school programs:
 - The parents wished to have a deeper interaction through special assemblies and Drishtikon.
 - A higher focus on deeper learning systems like curriculum led annual events, guest lectures, field trips, storytelling, hands-on activities, etc.
 - Programs that inculcate greater work ethic in students should be formalized.
 - The vast parent body must be leveraged in ensuring smooth functioning of the School's curricular and extracurricular programs.
5. Mrs. Bir suggested that work ethic could be inculcated through:
 - The LearnShift India fellowship program
 - Creating an internship program within the corporate sector
6. The parent representatives felt that their key focus areas for the year must include the following. They also suggested actions which can fine-tune some of the systems.
 - Communication and Tech:
 - To ensure continuous updating of the School website The school website should be constantly updated. A mechanism should be put in place which alerts or notifies the viewers about the updating in the news & events section. A section of Drishtikon should be present on the school website
 - Dispute management
 - To address parents' concerns with least possible delay
 - Collation all the data to prioritize disputes
 - Vocational guidance
 - To provide students with extracurricular capabilities
 - Support for new initiatives
 - To support the school in being on top of the learning curve
 - Partaking in social responsibility
 - To lend the school's resources to the society at large
 - Sporting activities
 - To create physically fit individuals and collating and showcasing of sports achievements of students

7. Since the PTA must have a hierarchy, Mrs. Bir suggested the following names for the various designations:
 - President: Mr. P. R. Ramesh
 - Treasurer: Mr. Subhash Pillai
 - Dispute and Communication secretaries: Mrs. Kapoor
 - Finance and Sports secretary: Mrs. Ghia
8. Before closing the meeting, the following events required immediate action:
 - Fundraiser for Digantar, a fellow Ashoka Changemaker School
 - Board topper student felicitation. Proposed date for felicitation is: Saturday, 20th June 2015.
 - Formation of a body of class representatives to ensure seamless execution of above mentioned programs. Proposed date for meeting with the CRs is: Saturday, 20th June 2015.
9. It was agreed that the both the parents and the school staff will take this way forward:
 - *Parents:*
 - Annual work plan for the PTA body with quarterly focus areas
 - Monthly meetings to provide updates on progression of projected work and touching base to plan forwards
 - *School staff:*
 - Share parent data with PTA body to recognize various professional capabilities
 - Create a Google Form to accept suggestions from parent body. The form will be shared via on-line communication management systems.
 - Share a list of guest lecturers that would be good for the various fields of interest.