



# 1<sup>st</sup> PTA Executive Committee Meeting

Date: 17-6-2023

Time: 2:45-3:45 pm.

Venue: Sr. Kg. Classroom, Podar International School, Mangalore.

## Agenda:

- Introduction of Chairperson and Secretary.
- Introduction of Parent representatives and Teacher representatives.
- Briefing of Roles and Responsibilities.
- Selection of Vice Chair Person and Joint Secretary.
- Vote of Thanks.

## Minutes of the Meeting:

- Meeting started of by welcoming all the parent representatives, Teachers and Principal.
- Mr. Girish Kumar the Principal of the school was decided to be to be the Chairperson of the executive committee.
- Mrs. Bhavya.v was decided to be the Secretary of the committee.
- Parent Representatives and Teacher Representatives Introduced themselves
- Roles and Responsibilities were briefed to the members by the chairperson of the committee.
- Mrs. Nithya was chosen to be the Vice Chairperson of the executive committee,
- Mrs.Swathi and Mrs. Swapnali was chosen to be the Joint Secretary of the Executive committee.
- Role of Vice Chair-person and Joint secretary was briefed.
- Vice Chairperson as per the demand of the Government Educational offices, will have to accompany the chairperson .
- Vice chairperson will have the authority to take over the meetings in case of Chairperson's absence during the committee meetings.



- Joint Secretaries will have to work in coordination with Secretary of the committee
- Meeting concluded with a thank you note.
- Parents were informed about the next PTA meeting that is scheduled on 23-9-2023.

MEMBERS PRESENT	
Parents representatives	Teacher Representatives
Mrs .Swapnali	Ms.Alisha.Francis
Mrs.Sahithi	Mrs.Josna. Joshy
Mrs.Rupitha Shetty	Mrs.Ranjani Kumari
Mrs.Namritha Prashanth	Mrs.Jayalakshmi.P
Mrs.Ashwini	Mrs.Alpa Shah
Mrs.Swathi	Mrs.Navya.N
Mrs.Saira Begum	Mrs.Prathibha.K
Mrs.Divya	Ms.Gayathri.K
Mrs.Harini Sunil	Mrs. Lathika. Ashok
Mrs.Nithya	Mr.Satheesha. P. Bangera

Mrs. Bhavya. V  
Secretary  
PTA Executive Committee.  
Podar International School,  
Mangalore

Mr. Girish Kumar  
Chairperson  
PTA Executive Committee  
Podar International School,  
Mangalo