



1st PTA Executive Committee Meeting

Date :28 June 2025

Time: 11.00 am -12.00 pm.

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

Agenda :

- Welcoming the new PTAEC members for the academic year 2025-26
- Thanking the old PTAEC members in their absence.
- Introducing the Chairperson and Secretary.
- Selection of the Vice Chairperson and Joint secretaries.
- Sharing the roles and responsibilities and signing the acceptance letter.
- Regarding the parent involvement in school events and Kaushala Dina

Minutes of the Meeting:

1. Welcoming of New PTAEC Members

Ms. Bhavya V., Academic Coordinator, warmly welcomed the newly selected PTAEC members for the academic year 2025–2026.

2. Vote of Thanks to Outgoing PTAEC Members

On behalf of the school, the PTAEC members of the academic year 2024–2025 were thanked for their valuable support and contributions, for the smooth functioning of the institution.

3. Introduction of Chairperson and Secretary

Mr. Girish Kumar, Principal, was formally introduced as the Chairperson of the PTAEC. Ms. Bhavya V., Academic Coordinator, was introduced as the Secretary for the academic year 2025–2026.



4. Selection of Vice Chairperson and Joint Secretaries

4.1 **Vice Chairperson**: Ms. Sushma Sharath was proposed to be the vice chairperson by Ms. Gayathri K. (Teacher Representative – Grade 10) and was seconded by Ms. Prathibha K. (Teacher Representative – Grade 9).

4.2 **Joint Secretary (1)**: Ms. Sandhya Shetty (Parent Representative – Grade 3) self-nominated for the position. Her nomination was seconded by Ms. Prathibha Shetty (Parent Representative – Grade 6)

4.3 **Joint Secretary (2)**: Ms. Prathibha Shetty was proposed to be the joint secretary by Ms. Jayalakshmi Swapna (Teacher Representative – Grade 6) and was seconded by Ms. Kavya shree (Parent Representative – Grade 4).

5. Sharing of Roles and Responsibilities

The roles and responsibilities of PTAEC members were shared and discussed. Members formally signed the acceptance letters to confirm their commitment to the duties outlined.

6. Parent Involvement in School Events and ‘Kaushala Dina’

Parents were encouraged to inspire their children and engage fellow parents in actively participating in all school-organized events, thereby fostering a strong school-community partnership.

6.1 The school shared the planned implementation of ‘**Kaushala Dina**’ for the academic year 2025–2026 and invited active parental support and collaboration.



7. The meeting concluded with the clarification of the parent's queries.

Members Present	
Parents representatives	Teacher Representatives
Dr Savitha Purushotham	Ms. Alisha.Francis
Ms. Archana Udupa	Ms. Poornima Meti
Ms. Sandhya Shetty	Ms. Ranjani Kumari
Ms. Kavyashree	Ms. Navya.N
Ms.Lalita Dasila	Ms. Thara Salian
Ms. Prathibha Y Shetty	Ms.Jayalakshmi Swapna
Ms.Raeesa Fathima	Ms.Bhavya D Amin
Ms.Shreekanth Bhat	Ms.Alpa Shah
Ms. Khushbhu Agarwal	Ms.Prathibha.K
Ms.Sushma Sharath	Ms Gayathri .K

Bhavya V
Ms. Bhavya. V
Secretary
PTA Executive committee
Podar International School
Mangalore

[Signature]
Mr. Girish Kumar
Chairperson
PTA Executive committee
Podar International School
Mangalore