

PTA Executive Committee Meeting

Date	Saturday, 18 April 2026
Time	10:00 AM – 11:45 AM
Venue	Conference Room, Admin Block
Chaired by	Dr. Anita Rao, Principal (Chairperson)
Minutes recorded by	Mrs. Kavita Iyer, PTA Secretary

Attendance

Name	Role	Status
Dr. Anita Rao	Principal, Chairperson	Present
Mr. Sanjay Gupta	PTA President (parent)	Present
Mrs. Kavita Iyer	PTA Secretary (teacher)	Present
Mrs. Farah Khan	Parent representative, Class VIII	Present
Mr. Rohan Desai	Teacher representative	Present
Mr. Vivek Sharma	Parent representative, Class XI	Apologies

Agenda

- Confirmation of previous minutes
- School bus safety
- Annual day budget
- Canteen menu
- Any other business

Discussion and Decisions

1. Confirmation of previous minutes

The minutes of the meeting held on 14 February 2026 were read out. No corrections were proposed.

Decision: Minutes confirmed.

2. School bus safety

Parents raised concerns about overcrowding on two routes and the lack of attendants on one bus. The transport in-charge explained that a new bus would join in June.

Decision: Add a female attendant to Route 4 immediately; review seating on Routes 2 and 4 every month.

3. Annual day budget

The proposed budget for the annual day was presented. Members suggested reducing costume expenses by reusing items.

Decision: Budget approved with a 10% reduction in costume costs.

4. Canteen menu

Parents requested healthier options and fewer fried items.

Decision: Canteen committee to propose a revised menu with one fruit option daily.

5. Any other business

A parent suggested a career guidance session for Classes X–XII.

Decision: Organise a career guidance evening in July.

Action Items

#	Action	Owner	Due date	Status
1	Appoint attendant for Route 4	Transport in-charge	25 Apr 2026	Open
2	Revised canteen menu proposal	Canteen committee	10 May 2026	Open
3	Plan career guidance evening	Mr. Rohan Desai	15 Jun 2026	Open
4	Circulate minutes to parents	PTA Secretary	21 Apr 2026	Open

Next Meeting

The next meeting will be held on Saturday, 20 June 2026 at 10:00 AM in the Conference Room.

The meeting ended at 11:45 AM with a vote of thanks by the chair.

Dr. Anita Rao

Mrs. Kavita Iyer

Chairperson

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.