

School Management Committee Meeting

Date	Saturday, 11 July 2026
Time	11:00 AM – 12:30 PM
Venue	School Library
Chaired by	Mrs. Chair Name, Chairperson (parent member)
Minutes recorded by	Mr. Teacher Name, Member Secretary (Headmaster)

Attendance

Name	Role	Status
Mrs. Chair Name	Chairperson, parent member	Present
Mr. Teacher Name	Headmaster, Member Secretary	Present
Mrs. Parent Name	Parent member	Present
Mr. Parent Name	Parent member	Present
Ms. Teacher Name	Teacher representative	Present
Mr. Ward Member Name	Local body representative	Present

Agenda

- Enrolment
- Mid-day meal
- Building repairs
- Girls' toilets

Discussion and Decisions

1. Enrolment

Enrolment for 2026–27 is 412, up from 389 last year. Class I has 58 students in one section.

Decision: Request a second section for Class I from the education office.

2. Mid-day meal

Parents reported that meals were late on some days due to a gas shortage.

Decision: Headmaster to keep a spare cylinder; SMC members to do surprise checks.

3. Building repairs

The roof of two classrooms leaks during heavy rain.

Decision: Use the composite school grant for roof repair before August.

4. Girls' toilets

The new toilet block is complete but water supply is not connected.

Decision: Plumber to be engaged this week; SMC to inspect on completion.

Action Items

#	Action	Owner	Due date	Status
1	Letter for second section of Class I	Headmaster	18 Jul 2026	Open
2	Roof repair work order	Headmaster	25 Jul 2026	Open
3	Water connection for toilet block	Mr. Ward Member Name	20 Jul 2026	Open
4	Meal-time surprise checks	Parent members	Ongoing	Open

Next Meeting

Next meeting: Saturday, 8 August 2026, 11:00 AM.

The meeting ended at 12:30 PM with a vote of thanks by the chair.

Mrs. Chair Name

Chairperson

Mr. Teacher Name

Recorded by

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