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Date:	27 th September, 2023
Time:	10:15 am to 12:10 pm
Venue:	Conference Room No 517, 5th Floor EuroSchool, Undri

**MINUTES OF MEETING HELD FOR THE FORMATION of ECPTA EuroSchool, Undri
Dated: 27th September 2023**

MEETING AGENDA: Formation of ECPTA for AY 2023-2024

ATTENDEES PRESENT	ATTENDEES ABSENT
<p>Chairperson – Ms. Seema Bahukhandi</p> <p>Parent Representative: - As per Annexure A – 13 teacher members present out of 13</p> <p>Teacher Representatives – 12 teacher members present out of 12</p> <p>Special Invitee – Mr Mahesh Amborkar - City Operations Manager</p> <p>Members of PCMC– Mr. Maruti Kapare – Representative from the Education Department</p>	<p>Parent Representative – NIL</p> <p>Teacher Representatives - NIL</p>



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Sr. No.	Points Discussed	Decision/Discussions
1	Welcome Address by Chairperson	The Chairperson extended a warm welcome to the ECPTA members. She informed the members that the Education department official's arrival has been delayed but will join the meeting shortly.
2	Walkthrough by the Coordinators	The meeting commenced with a School overview. Grade Wise coordinators walked the ECPTA members through their presentation highlighting various events and activities that were conducted since the last PTA meeting held in July. The students' achievements were commemorated as our children participated in multiple interschool, ICSE council, national and international level competitions for Academics as well as Non Academics and won laurels.
3	Principal's inputs on School, Infrastructure and Staff Welfare	The Principal presented new initiatives and avenues being undertaken by the Management. Additional mention was also discussed about various new projects proposed to be undertaken in the coming academic sessions. Initiatives related to infrastructural developments like renovation of Assembly area, development of a Multi-purpose Hall for organising various school events and other major upgradation work was also proposed. As we continue to strive for excellence in Education, emphasis was given to teachers' trainings as part of their continuous professional development. The well-being of the staff is of paramount importance to the School. The management has taken up HR Initiatives to provide a supportive and healthy work environment. The process of Safety Audit and its accompanying procedures for the safety and security of all stakeholders of the school were also discussed at length.



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4	Discussion on Proposed Fee	The Chairperson shared the proposed fee structure with the members. This was already shared with them earlier in the Agenda. The ECPTA members had discussed the same with other parents and had come up with a few queries regarding the proposed hike. In between, the Chairperson welcomed Mr Kapare, the representative from the Education department. The discussion then continued. After a healthy discussion at length with the Chairperson, the ECPTA and other parents' queries were resolved satisfactorily. The ECPTA parent members then had a discussion amongst themselves and agreed upon the proposed fee for AY 2024-2025 and AY 2025-2026. They voluntarily signed the proposed fee rate card. Attached is annexure B for reference.
5	Addressing the other Queries and Concerns of the Members	The Chairperson addressed various other queries and concerns put forth by the ECPTA members with respect to the daily functioning of the school as well as the curriculum and assessments and resolved them after a mutual discussion.
6	Vote of thanks	The meeting ended by thanking the members warmly for their participation and presence in the meeting.
Prepared By:  Ms Alifya Nullwala Secretary Date: 6 th October 2023		Approved by:  Ms Seema Bahukhandi Chairperson Date: 6 th October 2023