



UNIVERSAL WISDOM SCHOOL

MINUTES OF THE FIRST PTA MEETING FOR ACADEMIC YEAR 2024 -25

MEMBERS PRESENT: Ms. Sarabjeet Kaur, Mr. Mukund Vaswani, Ms. Preeti Navalakha, Ms. Nikita Mittal, Ms. Shubhra Jain, Ms. Ashwini Mandke, and Ms. Charmaine Fernandes

LEAVE OF ABSENCE GRANTED TO: Mr. Rakesh Khandelwal, Ms. Shraddha Sangoi, Ms. Hafsa Nooree

DATE: October 24, 2024

TIME: 9.00 a.m.

VENUE: Principal's office

MINUTES PREPARED BY: Ms. Charmaine Fernandes

Agenda Point	Discussion / Decision
Welcoming the PTA members and Introduction	The Head of Cambridge, Ms. Sarabjeet Kaur welcomed the PTA members and requested them to introduce themselves. Ms. Kaur then explained the entire process of the formation of the PTA, its structure, and the elections to be held for the Office bearers. She also informed the members that the PTA is a recognised parent body, comprising parent and teacher representatives from grades 1 to 8.

Election of the Office Bearers:	1) Chairperson- Ms. Sarabjeet Kaur [Head of School] 2) Vice- Chairperson – Ms. Ashwini Mandke proposed by Ms Charmaine Fernandes, seconded by Ms. Mittal. 3) Secretary- Ms. Shubhra Jain, proposed by Ms. Sarabjeet Kaur and seconded by Mr. Mukund Vaswani, Ms. Kaur informed the members that few grades had more than one nomination – in those cases chits were prepared and Ms. Ana picked the member making the procedure very fair. She also informed the members that these minutes will be prepared by Ms. Charmaine and will be read out for approval and then finalised during the next meet. From then on, the minutes will be prepared by Ms. Jain
Decision on the channel of communication	Ms. Kaur suggested a formal WhatsApp group be created by Ms. Jain for communication among the PTA members only. Mr. Vaswani was of the opinion that telegram would be a good means of communication. He also suggested that a grade wise email be created for eg: grade2PTA2024 -25 @ and given to each member along with the password. This password can be changed every year. This will help the school keep records. Ms. Kaur informed the members that their contact details will be shared only with their specific grade to enable parents reach out to them. She emphasized that for personal one on one concerns the members must inform their respective parents to approach the school directly, this will enable quicker resolutions. Parents can test your boundaries she said, so please play a positive role and redirect parents with individual concerns to the school.
Any other matter with the permission of the chair	Ms. Mandke was of the opinion that summer camps should not be outsourced to which Ms. Kaur explained how skilled these agencies are at planning fun events for students and are extremely efficient dealing with medical emergencies too. The members were pleased that this academic year the Annual Day is planned in a cooler month. Ms. Mittal shared some concerns on the WhatsApp group with regards to the cost of costumes. Ms. Kaur explained that costumes are tailored made and an estimated cost was mentioned this however is nothing in comparison to the joy of seeing your child perform on the stage. Ms. Mandke mentioned that the girl's washroom at times is a concern to which Ms. Shubra mentioned how at times she accompanies the girls proving to them that the flushes are functional and water is not an issue. Ms. Mandke spoke about an NGO who conducts workshops for adolescent kids on personal hygiene, body shaming, proper use of language... Ms. Kaur requested her to share the contact details.

Ms. Mandke was keen to know when the subjects offered in grade 9 will be finalised to which Ms. Kaur said that this process will happen in March 2025 and teacher hiring will happen accordingly

Ms. Mandke requested if Coffee meets could be held on Saturdays to which Ms. Kaur informed her that on Saturdays teacher trainings, enrichments courses, and a lot of campus visits are scheduled for prospective parents making Saturdays very difficult. Besides the calendar is shared at the beginning of the year to enable parents save the date.

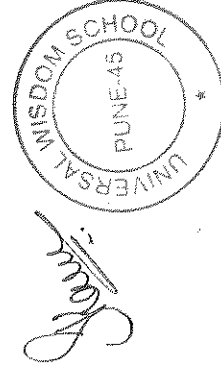
Ms. Mittal felt if trips can be informed in advance to which Ms. Kaur replied in cases when we get last minute information and we are convinced that our students will benefit the information is shared. She also mentioned that the WhatsApp messages sent from school should be grade specific.

All the members agreed how the recent WhatsApp message about the stranger picking a student from the bus was blown out of proportion.

Ms. Mandke expressed her desire to volunteer as and when the school needs assistance.

Ms. Navalakha was hoping ballet classes be introduced to which Ms. Kaur shared that customised requests cannot be entertained we need to think of the school as a whole besides a class or two a week is not very beneficial.

The first PTA meet was concluded with a vote of thanks by Ms. Kaur





UNIVERSAL WISDOM SCHOOL, BALEWADI

FIRST PTA MEETING HELD ON THURSDAY, OCTOBER 24, 2024 at 9.00 am

Name of the member	Name of the student	Grade	Signature
Mr. Rakesh Khandelwal	Myra Khandelwal	1	LEAVE OF ABSENCE GRANTED
Mr. Mukund Vaswani	Myra Vaswani	2	<i>M Vaswani</i> 24/10/24
Ms. Preeti Navalakha	Amyra Navalakha	3	<i>PK Navalakha</i> 24/10/24
Ms. Nikita Mittal	Aman Mittal	4	<i>AK Mittal</i> 24/10/24
Ms. Shraddha Sangoi	Keisha Sangoi	5	LEAVE OF ABSENCE GRANTED
Ms. Shubhra Jain	Kunal Nanawaty	6	<i>Shubhra</i> 24/10/24
Ms. Hafsa Nooree	Tamanna vedula	7	LEAVE OF ABSENCE GRANTED
Ms. Ashwini Mandke	Aalaap Mandke	8	<i>Ash</i> 24/10/24
Ms. Sarabjeet Kaur	Head of Cambridge		<i>Skaur</i>
Ms. Charmaine Fernandes	Head of Admissions		<i>Charmaine</i>

Skaur

