

Minutes of Meeting

Parent Teacher Association - Executive Committee Election- 2026-27

GG International School, Tathawade Date: 27th July 2026

Time: 10:00 AM

Venue: Mezzanine

Agenda:

Election of Executive Committee-Parent Teacher Association

Proceedings

1. Welcome Address and Inauguration

The meeting commenced with a warm welcome address by Ms. Latika Thakur, Headmistress, who extended a cordial welcome to Ms. Bharti Bhagwani, Director, GG International School Group of Schools, Mr. Pradeep Shinde, Education Coordinator, PCMC, and all the parents present for the Executive Parent-Teacher Association (EPTA) Election. The inaugural session was followed by the felicitation of the Chief Guest, Mr. Pradeep Shinde, by Ms. Bharti Bhagwani, Director, GG International School Group of Schools.

2. Orientation on the Roles and Responsibilities of the Executive Committee

The roles and responsibilities of the Executive Parent-Teacher Association were explained in detail to all the attendees. It was emphasized that the elected members would play a vital role in strengthening the partnership between the school and parents. The Executive Committee members would serve as:

Representatives of the parent community.

Facilitators of constructive communication between the school and parents.

Contributors to various school development initiatives.

Advocates for the welfare, safety, and holistic development of students.

3. Presentation of the Executive PTA Structure

The structure and composition of the Executive Parent-Teacher Association (EPTA) were explained to all the members present.

The Executive Committee comprises:

School Representatives (10 Members):

- Management Representative – 1
- Chairperson – 1
- Secretary (Teacher Representative) – 1
- Teacher Representatives (One each from Grades I to VIII) – 8

Parent Representatives (11 Members):

- Vice Chairperson – 1
- Joint Secretary – 1
- One Parent Representative from each grade (Grades I to VIII) – 8
- One Additional Parent Representative to ensure that the number of parent representatives exceeds the number of school representatives by one, as per the prescribed guidelines

4. The total number of nominations received for the Executive Committee election were shared

- Vice Chairperson-15
- Joint Secretary-9
- Grade 1 Parent Member-24
- Grade 2 Parent Member-6
- Grade 3 Parent Member-2
- Grade 4 Parent Member-1
- Grade 5 Parent Member-1
- Grade 6 Parent Member-1
- Grade 7 Parent Member-1
- Grade 8 Parent Member-1

5. Election Process

The election for the Executive Parent-Teacher Association (EPTA) was conducted in a fair and transparent manner in the presence of **Mr. Pradeep Shinde, Education Coordinator, PCMC, Ms. Bharti Bhagwani, Director, GG International School**, and all the parents present at the meeting.

The selection of the office bearers was carried out through a draw of lots. Chits bearing the names of the eligible parent representatives were placed in separate boxes for the respective positions of **Parent Member, Joint Secretary, and Vice Chairperson**. The chits were then drawn one by one in the presence of all attendees, and the candidates whose names were drawn were declared elected to the respective positions.

6. The final EC committee formed is as follows

S.N.	Member Name	Class	Designation
1.	Ms. Bharti Bhagwani	Director	Management Representative
2.	Ms. Latika Thakur	HM	Chairperson
3.	Mr. Sandeep Patil	III	Vice Chairperson
4.	Ms. Surbhi Walia	II	Joint Secretary
5.	Mr. Girish Kulkarni	I	Parent Member
6.	Ms. Pallavi Dode	II	Parent Member
7.	Mr. Dinesh Patil	III	Parent Member
8.	Mr. Ranu Ray	IV	Parent Member
9.	Mr. Upendra Singh	V	Parent Member
10.	Ms. Rupali Charhate	VI	Parent Member
11.	Ms. Rashmi Patil	VII	Parent Member
12.	Ms. Renu Bhardwaj	VIII	Parent Member
13.	Ms. Preeti Khadelwal	I	Parent Member
14.	Ms. Neha Marathe	I	Teacher Representative
15.	Ms. Rachana Chaudhari	II	Teacher Representative
16.	Ms. Amanjot	III	Teacher Representative & Joint Secretary I
17.	Ms. Rohini Gurav	IV	Teacher Representative
18.	Ms. Soni Kumari	V	Teacher Representative
19.	Ms. Kamlesh Singh	VI	Teacher Representative
20.	Ms. Epsita Banerjee	VII	Secretary & Teacher Representative

Conclusion

The meeting concluded by the formation of the Executive Committee of PTA for academic Session 2026-27 Meeting
adjourned at 11:00 AM.

Recorded By:

Epsita

Ms. Epsita Banerjee



GG International School