

SANSKRITI SCHOOL PTA**12th December, 2014****7:30 am, Board Room, Sanskriti School, New Delhi****MINUTES OF THE MEETING***Those Present*

1. Ms.Jyoti Pande, Vice President-Senior School
2. Ms.Rinki Dhingra, Vice President-Junior School
3. Ms.Haripriya Padmanabhan, Secretary
4. Ms Gayatri Luthra, Jt Secy
5. Ms Shuchi Agarwal
6. Mr Kashinath Jha
7. Ms.Aruna Siva Kumar
8. Ms Shikha Dwivedi
9. Ms.Asha Rungta
10. Ms Vaishali Nandan
11. Ms Sangeeta Pandey
12. Ms Parul Mahajan
13. Ms.Sharda Prasad (Former President and Former Parent Council Member)

Record of Proceedings

- I. The Vice President, Sr School chaired the meeting and called the meeting to order. The issues set out in the agenda note were then taken up.
- II. The first issue on the agenda was relating to the Accounts of the PTA. Ms Gayatri Luthra, the Jt Secy, informed the Council that the total funds in the PTA Bank Account after the transfer of the parents contribution by the School was Rs.6,05,669.70/-. Cash in hand was about Rs.9400/- which was given by the Mr Naresh Sachdeva the former Jt Secretary. Of this amount, payments were made towards:

- ❖ purchase of Casseroles for school support staff on the occasion of Teachers Day;
- ❖ Diwali Tea Party organized for the Teachers and other staff members;
- ❖ Dustbins bought as a gift for Children's Day on the recommendation of the Principal;
- ❖ Talk by Rakshit Tandon organized by the Workshop Committee;

In addition a cheque was issued for purchase of personalized pens which was gifted to the teachers and administrative staff on the occasion of Teacher's Day. This cheque unfortunately bounced as the Bank did not recognize the signature of the new signatories. This issue will be taken up with the Bank as earlier cheques by the new signatories have been honoured but due to some error the

cheque for the pens to Zedimpex was not honoured. This payment therefore remains to be made.

In addition, payments for PTA Stickers and Standees are to be made. The Standee is defective and Ms Rinki Dhingra has been requested to get this set right by the vendor before any payment is made.

The present balance with the PTA (after taking into account the amount to be paid for the pens) is Rs.4,47,147.70/-.

III. The next issue on the agenda was the finances for the School Winter Carnival. A whole host of emails have been exchanged by the members of the Executive Council on this issue and the following was the decision of the majority:

- ❖ A maximum of Rs.1.50 lacs was sanctioned for use as seed money from the PTA funds for purchasing goods/services to be sold by the PTA at the Winter Carnival Stall¹;
- ❖ The decision to use the PTA funds and to redeploy the proceeds to the PTA account was taken after a clarification was sought from the Principal on this issue;
- ❖ Though Ms Sharada Prasad was of the opinion that each vendor should be finalized after quotes of multiple vendors are obtained and placed before the EC, in view of paucity of time and giving some flexibility to the Events Committee set up by the PTA, the majority was of the view that the Events committee can seek quotes from multiple vendors and take the decision on the best quote by themselves and each of the vendors do not have to be vetted by the EC;
- ❖ All purchase orders with the vendors are to be made in writing;
- ❖ Receipts will be issued for all goods and services sold at the PTA stalls;
- ❖ The stock from the previous year's stock of the PTA was to be priced as follows:
 - ✓ T- Shirts - One T Shirt will be sold for Rs.300 and 2 T-shirts if bought together will be sold for Rs. 500/-;
 - ✓ Umbrellas – Rs. 200 per umbrella;
 - ✓ Caps – Rs. 100 per cap
- ❖ The Henna stall being set up by the PTA will charge Rs. 50 for henna per hand;
- ❖ Ms Rinki Dhingra will send out an email with the time table for the carnival volunteers within the next few days.
- ❖ The persons in charge of collecting the cash and accounting for the same will be Ms Gayatri Luthra and she will work alongside with Mr Gurudutt

¹ Ms Sharada Prasad, former President was of the opinion that the money should be taken from the parents directly and not from the PTA account. This was on the suggestion of Mr Naresh Sachdeva the former Jt Secy. However the EC sought clarification from the Principal on this issue and the Principal clarified that the seed money can be taken out of the PTA funds and the proceeds of the sales at the PTA stalls should be put back into the PTA Account and not given to Umang. However the Jumble Sales Proceeds will go to the School. Emails exchanged by the members are on record in this connection are with the Secretary and can be inspected by any EC Member at any time convenient to the person concerned and the Secretary.

and Ms Rama. No other person will be authorized to collect cash from the PTA stalls.

- ❖ For the Jumble Sales, Ms Anushree Sen will be responsible for cash collection.

- IV. The resignation of Ms Sharada Prasad the President of the PTA with effect from 4th December 2014 from the Executive Council as well as the Parent Council was taken on record. In view of the resignation of the President, it was decided that the Vice President, Senior School will be the acting President till such time the new President was duly elected.
- V. As Ms Hena Usman, EC Member and Class Representative for Class 5 has been very busy due to work and personal commitments she has not been able to attend the last four meetings. Ms Usman on the date of EC Meeting has sent in her resignation due to personal and professional reasons while expressing an interest to continue to be part of the PTA Council in the capacity as Section Representative.
- VI. Due steps are to be taken for inducting Class Representatives for Class 9 and Class 5 onto the EC.
- VII. Ms Aruna Sivakumar, on behalf of the Workshop Committee has informed the EC that Mr Amit Sen, Child Psychologist will be addressing the school students from Classes 9-11 on Life Skills. This talk was earlier scheduled for December 10th after consultation with the school, but however the school had a few weeks ago called upon the PTA to change the date as it had planned some other event for that date. Mr Sen has kindly agreed to reschedule his talk on 17th December 2014. The Workshop Committee has booked the Auditorium at the school for the said date. The School however has informed her that the souvenir for Mr Sen will have to be procured by the PTA itself and the spare souvenirs lying with the school cannot be utilized for this. The EC therefore has given the go ahead for purchase of a souvenir for Mr Sen.
- VIII. The Workshop Committee had also organized a talk by Mr Rakshit Tandon on 22nd November 2014 which was attended by about 100 parents. However since the venue was changed at the last minute from the Auditorium to a Committee Room which was much smaller a few parents had to be turned back due to paucity of space.
- IX. Ms Asha Rungta, has stated that parents of Class VI are very disturbed by the spate of thefts which have been taking place of books and even raffle money. Ms Vaishali Nandan has pointed out that raffle money is being stolen even in Class 4. The parents have been expressed their concern and would like the PTA to take up the issue with the School. Ms Jyoti Pande requested Asha to ask the parents for what their suggestion is to curb this menace so that the PTA can present the issue as well as the possible solution to the school.

- X. Another issue discussed was regarding Transport. The EC members stated that parents have been complaining about the rude behavior of Drivers and conductors of the schools buses. The Transport Committee is to take up this issue.
- XI. The Security Committee would like to make a request in writing to the school regarding installation of CCTV Cameras on the school premises as well as police verification of all Class IV staff, whether permanent school staff or Contractor's staff. The EC gave its due approval for the same.
- XII. With all aspects of business having been completed, the Meeting concluded with a vote of thanks by Ms Jyoti Pande.

* * *