



WHITEFIELD GLOBAL SCHOOL
Minutes of Meeting- PTA 1 2025-26

Date : 05-07-2025
Time : 10 am
Venue : Conference room
Chaired by : Principal: Dr. Sita Shankar
Attended by

S.No	Name of the Member	Designation in the Committee	Signature / Attendance
1	Dr. Sita Shankar	Chairperson	Present
2	Mr Sai Manohar	Head Marketing and Admin	Absent
3	Ms Ahuti Tiwari	HM Secondary	Present
4	Ms Chitra Kulkarni	HM Primary	Present
5	Dr. Siva Lakshmana Teja Alapati	Parent member	Present
6	Chandra Shekar V	Parent member	Present
7	Divya Venkataraman	Parent member	Present
8	Uma Ganapathi	Parent member	Present
9	Ivy Chakravarty	Parent member	Present
10	Mitali Panda	Parent member	Present
11	Pinkustar Borah	Parent member	Present
12	Vineet Baid	Parent member	Absent
13	Vani Kaliyanthil	Parent member	Present
14	Ms Mayura G	Upper Primary coordinator	Present
15	Ms Sanjara Khan	Middle Segment coordinator	Present
16	Ms Shweta Bashyam	Teacher member	Present
17	Ms Preeti Kesharwani	Teacher member	Present

Agenda:

- Welcome
- Introduction to the roles, responsibilities and limitations of PTA members
- Selection for the posts of Vice Chairperson, Secretary, Joint Secretary of PTA among the members.
- Presentation of brief report on plan till Term I.
- New initiatives
- Any other point as approved by the chairperson.
- Vote of Thanks.

Objective: To discuss academic enhancement, student well-being, and institutional development through collaborative efforts between parents and school staff.

Sl No.	Discussion	Action Points
1.	Welcome	The Chairperson of PTA Dr. Sita Shankar welcomed the all the members to the 1st PTA meeting.
2.	Introduction to roles, responsibilities and limitations of PTA members	The Chairperson briefed to the PTA members about the roles, responsibilities and limitations to be followed during their tenure. The parents were briefed on the following; 1) Objectives of having the PTA 2) Guidelines to be followed. 3) Vision, Mission and Quality Objectives of the school
2	Selection of PTA Office Bearers	The following members were nominated and were elected by the PTA for the following posts: Mr. Borah – Vice Chairperson, Ms. Preeti Kesharwani – Secretary, Mr. Chandra Sekar – Joint Secretary
3.	Student Retention and Holistic Development: Mr Pinkustar Borah noted that while students enjoy attending school, there are transitions to other institutions after Grade 8 and 10.	The Chairperson said that the school will continue to enhance skill-based programs and promote sustainability practices to encourage student retention. Advancing holistic education and sustainable growth will remain central to our mission.
4.	Academic Benchmarking: Mr Pinkustar Borah proposed incorporation of artificial intelligence to track academic progress and set performance benchmarks.	The Principal informed that school has already initiated PISA assessments as part of our efforts toward global benchmarking , and we are also participating in SAFAL assessments for national-level benchmarking , as guided by CBSE.

		These initiatives are helping us build a strong foundation for data-informed academic planning. Exploring AI tools to further enhance our ability to track progress and personalize learning is a promising next step.
5.	Career Counselling by Professionals: Parents proposed inviting certified career counsellors and motivational speakers. The recent session by “Crowdfunding” was highly appreciated.	Ms Vani responded by highlighting that regular career counselling workshops are scheduled, especially for senior classes, in collaboration with reputable career guidance services.
6.	Promotion of Independent Craft Work: Ms Uma Ganapathy proposed encouragement for students to take initiative in creative activities without structured instructions.	Primary Headmistress Ms Chitra Kulkarni responded informing that the Students will be given time and space for self-led creative projects to promote innovation and independent thinking.
7.	Entrepreneurship through Creative Workshops and Student-Led Stalls: Ms Uma Ganapathy proposed to conduct more hands-on workshops, such as 'Book Craft', where students create and sell items to develop entrepreneurial skills.	<ul style="list-style-type: none"> Two workshops per year are organized to foster creativity and early business acumen. Implementation of student stalls as part of annual exhibitions or fairs to encourage enterprise and communication skills.
8.	Social Awareness & Life Skills: Dr Siva discussed instilling social awareness and practical life skills through structured programs focused on conservation, hygiene, health, and first aid.	The Principal spoke about <ul style="list-style-type: none"> The ‘<i>Heart & Mind</i>’ initiative: structured weekly life skill classes focusing on real-life issues through student-led solutions. Core subjects are integrated with practical themes like sustainability and first aid to reinforce these skills across the curriculum.
9.	Guidance on Social Media Careers and Cyber Security Awareness Session: Students to be educated on the	<ul style="list-style-type: none"> To conduct discussions and case studies to help students understand digital identity, safety, and opportunities.

	responsible use of social media and its career possibilities (e.g., podcasting).	<ul style="list-style-type: none"> A cyber awareness session has been arranged by Ms. Rohini, Asst. Commissioner of Police, to educate students on safe online practices and digital responsibility.
10	Eduative App Optimization: Ms Divya spoke about Eduative; While the app offers various features, its usage remains limited.	Parents and students will be encouraged to use the app effectively for accessing homework, circulars, and updates. Training sessions may be offered if needed.
11	<p>The Chairperson of the PTA</p> <ul style="list-style-type: none"> Highlighted the importance of avoiding informal messaging platforms for raising concerns. Encouraged parents to proactively share issues affecting student welfare or the school environment. 	<ul style="list-style-type: none"> The school will respond only to concerns submitted through official email channels. A transparent and timely feedback mechanism will be maintained. All concerns will be reviewed and addressed appropriately to ensure a positive and safe school environment.