

**Minutes of the Parent Teacher Association Meeting of the Members held on
19th July , 2025 at 10:00 am at Auckland House School ,Shimla .**

A meeting of the members of the PTA was held under the chairmanship of the Principal ,Mrs. Smaraki Samantaroy on 19th July , 2025 at 10:00 am at Auckland House School , Shimla .

AHSPTA :EC:2025:1:1: Welcome

The PTA members were welcomed by Mrs.Smaraki Samantaroy .

AHSPTA :EC:2025:1:2: Roll Call

The following members were present for the meeting:

1	Mrs. Smaraki Samantaroy	Chairperson	
2	Dr Priti R Nagal	President	
3	Mrs. Pratibha Sood	Vice President	
4	Mrs. Deepika Sirtaj	Secretary	
5	Mrs. Shailza Sood	Joint Secretary	
6	Mrs. Mamta Thakur	Treasurer	
7	Mrs. Jaivanti Chauhan	Advisor	
8	Mrs. Sandhira Devi	Member	
9	Mrs Ashita Goel	Member	
10	Mrs.Pomilla Taneja	Member	
11	Dr Ritu Verma Nirala	Member	
12	Mrs. Deepika Rani	Member	
13	Mrs. Payal Chauhan	Member	
14	Mrs. Priyam Dhani	Member	
15	Mrs. Ashmita Shukla	Member	
16	Mrs. Rekha Sharma	Member	
17	Mrs.Monika Thakur	Member	
18	Mrs.Anju Machhan	Member	
19	Mrs. Charu Chauhan	Member	

AHSPTA:EC:2025:1:3: Approval of Agenda:

The agenda as circulated was approved .

1. School proposal – Resolution for school canteen – The school canteen aims to provide a variety of nutritious and safe food options that comply with the FSSAI guidelines .

PTA response – The resolution was unanimously passed by the PTA giving their consent for running the canteen during school hours .School suggested that a coupon system should be followed for making payment in the school canteen. The parents requested to keep the canteen payment cash based .

2. PTA proposal –Phonics teaching pace : The current pace of phonics instruction is too fast for this age group . Parents request a slower , more activity based approach with repetition and playful learning to support better comprehension and retention .

School Response – The matter was brought to the notice of the coordinator responsible for this group of children and it was ensured that the teachers would take care of the students pace and would track their performance .

3. PTA proposal – Activity videos-Request for sharing videos of children participating in classroom activities and competitions to help parents understand their child's engagement and development .

School response – It was discussed that it would not be possible for the teachers to send individual pictures or videos to the parents .Group photographs and collages would be uploaded on School's Face book and Instagram pages .CD's will be made and photographs taken by the professional photographer of the school which would be provided to the parents later .

4. PTA proposal -Morning entry safety – Concern over young students (Grade 1 or 2) escorting nursery children from the gate . Due to monkey presence in the area , it is suggested that a senior student or staff member be assigned for this task .

School response – Staff has been deputed at the gates since the beginning of the session including the passage leading to the classes . Students of Form 8 and 10 have been put on this duty .Sometime younger children like to escort the little ones to their classes which is done under the guidance of a staff member or an elder student .

5. PTA proposal Lost and Found box : Suggestion to place a 'Lost and Found' box near the school gate during dispersal to help parents retrieve misplaced items .
School response – Lost and Found box is already placed at the school gate . Parents can also inquire the Aaaya on duty or the class teachers for any lost property .
6. PTA proposal – Saturday off during monsoon . Request to consider giving Saturdays off during rainy season to avoid health risks and discomfort for younger children .
School response – Saturdays are already off for the children of class Nursery to UKG . Anti skid mats would be placed at the areas where the stairs get wet .As and when required the school declares a holiday depending on weather conditions .
7. PTA proposal – Syllabus completion : Should be completed at least 15 days before exams to allow adequate revision .
School response – The members were made to understand that it would not be possible to complete syllabus 15 days before the exams but every possible effort is made for revisions .
8. PTA proposal – Note book checking : Must be done before exams , not during exams .
School response – Every possible effort is made by the teachers to check notebooks on time . Sometimes there can be some unforeseen circumstances like a medical emergency due to which corrections can be delayed .
9. PTA proposal – Revision time : Adequate time and practice needed , especially for subjects like map work .
School response – The matter would be taken care of and concerned teachers would be informed about it .
10. PTA proposal – Clear Communication : Date sheet and syllabus should be shared via message or signed by the class and subject teachers .
School response – The matter will be taken care of and the date sheet for the orals for classes 6 to 8 would be given in advance .
11. PTA proposal – Doubt clearing : Students should be encouraged to ask questions without fear of reprimand .
School response – The matter would be taken up with the concerned teacher and the teacher will be guided to take up students questions and answer them to clarify their doubts .

12. PTA proposal – French Language issues : No dedicated teacher , irregular classes , one book remains untouched , limited syllabus coverage , current teacher reportedly leaving , Students lack proper guidance in learning the language .

School response – A new French teacher has been appointed and would be joining on 28th July ,2025 . All issues related to French would be resolved .

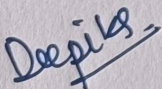
13. PTA proposal- Saturday dispersal timing : Younger children are dismissed at 11:30 am and older ones at 12:30 pm . Taxi children facing long waiting times . A 15 min gap in dispersal would ease traffic and reduce waiting time. School response – Different timings for dispersal of students of different departments was being followed on request of parents to avoid congestion at one time .

14. PTA proposal – Test notebooks : Parents of UKG request that test notebooks be sent home to review their child's performance and identify areas needing improvement .

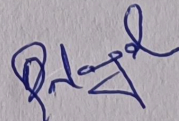
School response – The matter would be brought to the notice of respective teachers and the teachers would be instructed to send the notebooks home .

15. General Academic Concern : Suggestion to alternate between easy and difficult subjects in exam schedule to balance preparation time and reduce stress .

School response – Every possible effort is made to balance subjects in exam date sheet .



Mrs. Deepika Sirtaj
Secretary , PTA
Auckland House School
Shimla .



Dr. Priti R Nagal
President , PTA
Auckland House School
Shimla .