

REF: PTA/ 355 /2018

Date: 27<sup>th</sup> July, 2018

To,  
Members of Parent - Teacher Association

**Sub: Notice of the 24<sup>th</sup> Annual General meeting of Parent - Teacher Association (PTA)**

Sir/Madam,

With reference to the subject cited above, the meeting of Parent - Teacher Association is scheduled on the 11<sup>th</sup> of August, 2018 at 11.00am at the Smt. Deviben H. Mehta Auditorium on the school premises.

**AGENDA**

1. To read and confirm the minutes of the 23rd Annual General Meeting.
2. Announcement of results of the election for PTA 2018-2019.
3. To review the progress made during the year 2017 –2018.
4. To consider, approve and adopt the Audited Accounts for the year ending 31<sup>st</sup> March 2018.
5. To appoint Auditors and fix their remuneration as per the resolution annexed herewith.
6. To apprise about transportation policy.
7. Any other matter with the permission of the chair.

**NOTES:**

- The meeting will be conducted if at least ten percent of the members of the full complement of the PTA are present. If the attendance is less, the Chairperson shall adjourn the meeting for half an hour.
- If the quorum is still not fulfilled, the meeting will be cancelled and recalled after 15 days by following the process mentioned in the rules.
- The Audited Accounts are available for the year ended 31<sup>st</sup> March, 2018 between 8/8/18 to 9/8/18 from 11.00 am. to 12.30 pm. with Ms. Helen Pereira at the School office on working days. Any queries pertaining to the accounts should be submitted in writing on or before 9/8/18 up to 12.30 pm. to Ms. Helen Pereira at the School office.

Yours faithfully,

Sd/-

**Mrs. Yvonne Shishupal**  
**(Hon. Secretary)**

Parent - Teacher Association (PTA)

Sd/-

**Mrs. Rakhi Mukherjee**  
**Principal**

&

**Chair Person**

Parent - Teacher Association (PTA)

ys/bm.