THE BEACON SCHOOL

Gurugram, Haryana | CBSE Affiliated

PARENT-TEACHER ASSOCIATION (PTA) | MINUTES OF MEETING

Meeting No.	PTA/2026-27/01	**Date**	15 April 2026
Venue	Conference Room, The Beacon School, Gurugram	**Time**	As scheduled
Chairperson	Ms. Deepa Kumar	**Secretary / Convener**	Ms. Roopa Midha
Mandatory Under	CBSE SQAAF Framework; RTE Act 2009 — mandatory governance body for private unaided schools		

1. MEMBERS PRESENT

S.No.	Name	Designation / Role in Committee	Attendance	Signature
1	**Ms. Deepa Kumar**	Parent — President / Chairperson	Present	
2	**Ms. Roopa Midha**	Head of School — Secretary	Present	
3	**Mr. Yogesh Chandila**	Parent — Parent Representative	Present	
4	**Ms. Rupal Siyal**	Parent — Parent Representative	Present	
5	**Mr. Nitin Chandila**	Parent — Parent Representative	Present	
6	**Ms. Manisha Devi**	Parent — Parent Representative	Present	
7	**Ms. Naveed (Parent)**	Parent — Parent Representative	Present	
8	**Ms. Reena**	Teacher — Teacher Representative	Present	
9	**Ms. Manjula**	Teacher — Teacher Representative	Present	
10	**Ms. Ruchi Bhatla**	Teacher — Teacher Representative	Present	
11	**Ms. Seema Chaumal**	Administrative Staff — Member — Gender Representative	Present	
12	**Mr. Keshav Singh**	Teacher — Member	Present	

2. AGENDA

- 1. Constitution and inauguration of PTA for AY 2026-27
- 2. Election / ratification of President, Vice President and Secretary
- 3. Introduction of school vision, mission and academic structure (Nursery to Grade 8)
- 4. Overview of CBSE curriculum, assessment pattern and annual calendar
- 5. Parent concerns and expectations for AY 2026-27
- 6. School safety and child welfare initiatives
- 7. Communication channels between school and parents
- 8. Any other matter with the permission of the Chair

3. PROCEEDINGS & DISCUSSIONS

Constitution of PTA

• Ms. Roopa Midha welcomed all parent and teacher representatives and outlined the role and mandate of the PTA under CBSE SQAAF framework.

• Ms. Deepa Kumar was unanimously elected as President of the PTA for AY 2026-27.

• The composition was confirmed to include a majority of women members (>50%) in compliance with CBSE and SMC guidelines.

School Vision & Academic Structure

• The Head of School presented an overview of The Beacon School's vision — holistic, experiential education from Nursery to Grade 8.

• Parents were briefed on the curriculum, co-curricular structure, NEP 2020 integration including bagless days and project-based learning.

• The assessment and reporting framework for all grades was explained. Parents welcomed the continuous and comprehensive evaluation approach.

Parent Concerns & Safety

• Parents raised queries related to transport safety, school timings, and homework policy for primary grades.

• Ms. Roopa Midha addressed each query and assured parents that transport safety is under the purview of the Safety & Security Committee which meets monthly.

• Parents were informed about the school's Anti-Bullying Policy and the student grievance mechanism available to them.

Communication

• The PTA resolved to hold quarterly meetings with additional meetings as needed.

• A dedicated parent communication channel (school app / WhatsApp group for PTA representatives) will be established.

4. RESOLUTIONS & ACTION POINTS

Resolution No.	Resolution / Decision	Action By	Target Date
R-01	PTA for AY 2026-27 is constituted with Ms. Deepa Kumar as President and Ms. Roopa Midha as Secretary.	Head of School	15 April 2026
R-02	Quarterly PTA meetings to be scheduled: April, July, October, January — with additional meetings as required.	PTA Secretary	Ongoing
R-03	Transport safety protocol to be presented at the next PTA meeting by the Safety & Security Committee.	Safety In-Charge	July 2026 Meeting
R-04	A communication handbook for parents to be prepared and shared within 30 days.	Head of School	15 May 2026

5. NEXT MEETING

Proposed Date: July 2026 (exact date to be communicated)

Venue: Conference Room, The Beacon School, Gurugram

6. SIGNATURES

The above Minutes of Meeting are confirmed as a true and accurate record.

_____	_____	_____
Ms. Deepa Kumar	**Ms. Roopa Midha**	_____
Chairperson — PTA	Member Secretary / Head of School	Member

Minutes prepared by: _____ | Date: _____