



elite
International School

ELITE INTERNATIONAL SCHOOL

N S Road, Kadaba, Gubbi (T), Tumakuru (D), Karnataka-572219.

Affiliated to CBSE, New Delhi, Affiliation No. 831404



[/eliteinternationalschoolkss](#)
[/elite.international.kadaba](#)

9880890072 / 9901171572
kadambaelite@gmail.com

[@EliteInternationalSchoolKadaba](#)
www.eliteis.in

The Objectives of The Parent Teacher Association will be as follows:

- ✓ To promote a positive view of parents through liaison with the Parent Representatives on the Board of Management.
- ✓ To develop partnership between the school bodies.
- ✓ To inform parents of current changes in the education system, if essential.
- ✓ To work as a team and to have a yearly plan.
- ✓ To establish a forum through which parents can communicate their opinions and concerns regarding the school, to identify issues and possibly work towards a solution.
- ✓ To establish a forum through which parents and teachers can exchange information and research in relation to education/welfare of children.
- ✓ To support parents, teachers and students to ensure that all children are treated in accordance with the ethos of the school.
- ✓ To support teachers and to work with them in delivering the curriculum
- ✓ To elect a Committee and Sub-committees, e.g. Fundraising Committee, Ethics Committee etc.
- ✓ To ensure equal participation by all parents.
- ✓ To access any training available for parents and staff of the school from other sources.
- ✓ To help plan and carry-out programs of activities for the year, in consultation with the Principal and Board of Management and to run activities that involve parents and children.
- ✓ To help raise funds for the school and the Parents Association, in consultation with the Principal and Board of Management.
- ✓ To keep parents informed about activities planned for the school.
- ✓ To influence policy development at school level.

What are NOT the Roles of The Parents Teachers Association?

- To get involved in individual complaints.
- Interfere in day to day operation of the school.
- Curriculum implementation.
- Appointment of teachers/staff.
- Carrying out activities without consultation with Principal and/or Board of Management.
- Portraying the school, its staff, the Board of Management and pupils in a negative manner.

ROLES AND RESPONSIBILITIES OF PTA

President

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda. The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved. New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings. The Chair is an impartial leadership. S/He will resolve the conflicts among the members amicably and unbiased. The Chair needs to work closely with the Treasurer and

Secretary to ensure that the PTA is run effectively. As a committee officer, the Chair is often one of the people to sign cheques on behalf of the PTA, normally along with either the Treasurer or Secretary.

Key responsibilities of Chair:

- ❖ Provide leadership
- ❖ Sign the approved minutes of the meetings.
- ❖ Set the agenda for meetings
- ❖ Maintain a healthy atmosphere in the committee.
- ❖ Call the meeting according to the policy of the committee.
- ❖ Decide the time and venue of the meetings, inform the members accordingly.
- ❖ Involve maximum parents and teachers.
- ❖ Moderate the meeting course.
- ❖ Generate the annual report in coordination with the Secretary.
- ❖ Sign cheques for the PTA with any other one elected representative of committee.

Secretary

The PTA Secretary is a vital committee member, ensuring smooth communication between the school and parents by managing all correspondence. By building a strong relationship with the school office and coordinating with the headteacher, the Secretary facilitates the efficient distribution of notices, ensuring PTA information reaches parents through school mailings or electronic systems. As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

Key responsibilities:

- Deal the correspondence.
- Write the minutes of meetings.
- Gather suggestions & Prepare agendas.
- Distribute minutes to all the committee
- Invite the members for of the meetings. Pass the agenda and other information related to the meetings on time.
- Make meeting & event arrangements
- Keep a record of attendance at meetings
- Take notes during meetings
- Ensure that attendance meets the mandatory quorum for the meeting.
- Co-sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

Treasurer

While all PTA committee members share equal responsibility for managing funds, the Treasurer leads this effort by tracking income and expenditure using a ledger or software. The Treasurer provides key financial updates at meetings, manages bank accounts, and oversees safe cash handling for events to ensure proper accountability.

Core Financial Management Responsibilities

- **Recording & Tracking:** Maintains accurate records of all financial transactions.
- **Financial Reporting:** Reports on current bank balances, income/expenditure, profit per event and committed spend at every meeting.
- **Absenteeism:** Submits written reports to the Chair 1-2 days before meetings if unable to attend.
- **Documentation:** Ensures all financial decisions are recorded in the minutes.


Banking & Operational Duties

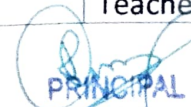
- Bank Liaison: Liaises with the bank and reconciles bank statements.
- Mandate Changes: Updates the bank regarding authorized signatories.
- Payments & Signatures: Manages cheque signing with a second committee member; the Treasurer should sign last after checking all original invoices.
- Event Cash: Withdraws funds for event cash floats.
- Investments: Monitors and manages bank or building society accounts, proposing investments to the full committee.
- Statutory Payments: Ensures regular, necessary payments.
- Licensing: Arranges necessary licenses for PTA events.

PARENT TEACHER ASSOCIATION: 2026-27

EXECUTIVE COMMITTEE

S.No.	Name	Occupation	Designation
01.	Mr. BV Vasantha Kumar	President, KadambaShikshanaSamsthe	Chairman
02.	Mr. Abhilash CR	Principal, EIS	President
03.	Mr. Manjunath NG	Parent of Hema N.M, Gr 8	Vice President
03.	Mr. Veeresh BV	Manager, EIS	Secretary
04.	Mrs. Noor Fathima	Academic Coordinator, EIS	Joint Secretary
05.	Mrs. Yatheesha	Parent of Surabhi Y, Gr 5	Joint Secretary
06.	Mrs. Kavya Rani SV	Accountant, EIS	Treasurer
07.	Mrs. Meghana MP	Parent of Poorvaj A, Gr. 1	Parent Member
08.	Mrs. Nagatejavati	Class 1 Class Teacher	Teacher Member
09.	Mrs. Suma S	Parent of Virat A, Gr. 2	Parent Member
10.	Mrs. Asha	Class 2 Class Teacher	Teacher Member
11.	Mrs. Rekha C B	Parent of Dishani H, Gr. 3	Parent Member
12.	Mrs. Gangamma	Class 3 Class Teacher	Teacher Member
13	Mr. Umesh KN	Parent of Chetan U, Gr. 4	Parent Member
14	Mrs. Bhoomika	Class 4 Class Teacher	Teacher Member
15	Mr.Yatheesh	Parent of Surabhi Y, Gr. 5	Parent Member
16	Mrs. Shabeena	Class 5 Class Teacher	Teacher Member
17	Mrs.Pushpalatha	Parent of Janavi B V, Gr. 6	Parent Member
18	Mrs. Anusha	Class 6 Class Teacher	Teacher Member
19	Mr.Venkatesh B D	Parent of Harshitha Gowda V, Gr. 7	Parent Member
20	Mrs. Savitha	Class 7 Class Teacher	Teacher Member
21	Mr. Manjunath N G	Parent of Harshitha Gowda V, Gr. 8	Parent Member
22	Mr. Junje Gowda	Class 8 Class Teacher	Teacher Member
23	Mrs. Rachitha M R	Parent of Devanth S Gowda, Gr. 9	Parent Member
24	Mrs. Shyla kumari	Class 9 Class Teacher	Teacher Member
25	Mrs. Amrutha P L	Parent of Halumalleshwari, Gr. 10	Parent Member
26	Mr. Lokesh Babu	Class 10 Class Teacher	Teacher Member


SECRETARY
 Kadamba Shikshana Samsthe
 Jayaragar, TPK
 Tumkur, 560012


PRINCIPAL
 ELITE INTERNATIONAL SCHOOL
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