

SAAA Hindi School

Annual General Meeting 2020

Minutes of Meeting



Date: 01st March 2020

Time: 10:15 to 11:00 AM

Attendees:

1. Amit Chandra
2. Grace Lao
3. Sameer Ambegadmkar
4. Anuradha Bagwe
5. Abhijit Das
6. Draupadi Khubchandani
7. Ashwini Ghamadi
8. Satandru Bagdhi
9. Swati Ghotane
10. Ritu Hinduja
11. Suman Arora
12. Madhulika Roy

Positions 2019

Principal	Madhulika Roy
President	Ritu Hinduja
Vice President	Shamit
Treasurer	Aarti
Secretary	Suman
Parent Rep	Draupadi Aunty

Elections 2020:

Position	Person	Position	Person
Principal and Public officer	Madhulika Roy		
President	Ritu	Vice President	Shamit
Treasure	Aarti	Asst. Treasurer	Abhijeet Das
Secretary	Suman	Share Secretary	Anuradha Badwe

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Parent Rep	Draupadi Khubchandani	Parent Rep	Sameer Ambegaonkar
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Minutes:

S. No.	Description	Allocated Person	Date / Decision
1	Elections for 2020 and moving of 2019 AGM minutes	Ritu Hinduja	
	Elections complete	See above table	01/03/2020
2	From 2021 – Budget will be allocated for the Executive team for all mandatory documentation.		01/03/2020
	Tasks to be done prior: <ol style="list-style-type: none"> 1. Job Descriptions 2. Policy documents 3. Risk documents 		
3	First Aiders are required	Suman is first aider	01/03/2020
4	Trained ‘anaphylactic’ response team / people should be at premises	Abhijeet Das is trained anaphylactic Suman Madhulika M K Singh	
5	Training of office bearers / executive team for multiple roles and job variety		Ongoing
6	Digital Marketing to be enhanced and SAAA website to be updated	Ashwini Anuradha Badwe	Ongoing
7	Parent Reps – Goals of Hindi School Discussed Extend other activities such as before and after school care and child care services.		
8	Feedback form to be created and spread after Diwali Event for General School and Diwali		After Diwali Event
9	Presentation Acquittal Report for 2019	By Ritu Hinduja	01/03/2020