



UNIVERSAL WISDOM SCHOOL, BALEWADI

PTA MEETING (CAIE) HELD ON THURSDAY, 11<sup>th</sup> DECEMBER 2025 AT 9.00 am

Name of the member	Designation	Signature
Ms. Sarabjeet Kaur	Management Representative (CEO)	
Ms. Ana Dominguez	Chairperson	
Mr. Gautam Sopal	Vice Chairperson	
Ms. Komal Budhrani	Secretary	Komal Budhrani
Ms. Ashwini Mandke	Joint Secretary	
Ms. Shubhra Jain	Member	
Ms. Nikita Mittal	Member	
Ms. Namrata Jain	Member	Absent
Ms. Preetha Rodricks	Member	Absent
Ms. Dhara Sanghavi	Member	Absent
Mr. Pravin Yalawar	Member	
Mr. Suman Brahmachari	Member	
Ms. Shikha Agrawal	Member	





## UNIVERSAL WISDOM SCHOOL

Plot No - 6b, SR. No.210/2,210/5'211/2, Near Mahalunge Police Station, Landmark - Near Orchids Hotel-Balewadi,  
Mahalunge, Pune - 411045

Ref.No.: UWS/2025-26/046

Date : 11/12/2025

### MINUTES OF THE FIRST PTA MEETING FOR ACADEMIC YEAR 2025 -26

**MEMBERS PRESENT:** Ms. Nikita Mittal, Ms. Namrata Jain, Ms. Shikha Agarwal, Ms. Ashwini Mandke, Dr. Gautam Sopal, Mr. Suman Brahmachari, Mr. Pravin Yalawar, Ms. Sarabjeet Kaur, Ms. Ana Dominguez, Ms. Shubhra Jain, Ms. Komal Budhrani

**LEAVE OF ABSENCE GRANTED TO:** Ms. Preetha Rodricks, Ms. Dhara Sanghavi

**DATE:** December 11, 2025

**TIME:** 9.30 a.m.

**VENUE:** Vice Principal's - Cabin

**MINUTES PREPARED BY:** Ms. Komal Budhrani

Agenda Point	Discussion / Decision
Welcoming the PTA members	The Principal, Ms. Ana Dominguez welcomed the PTA members.
Confirmation of Previous Meeting Minutes	Ms. Komal Budhrani read aloud the minutes of the previous PTA meeting. The minutes were approved by the members present.
Major Events and School Updates	Ms. Ana Dominguez shared the following updates: <ul style="list-style-type: none"><li>• Annual Day postponed from <b>6 February 2026</b> to <b>17 April 2026</b>.</li><li>• Students secured <b>7 medals</b> (2 Gold, 2 Silver, 3 Bronze) at the <b>MIS IB Swim Meet 2025</b>.</li><li>• <b>10 students</b> secured ranks in <b>Master Spellers</b>.</li><li>• <b>Model United Nations (MUN)</b> scheduled in the upcoming term.</li></ul>

	<ul style="list-style-type: none"> <li>• Coordinator appointments: <ul style="list-style-type: none"> <li>◦ Mr. Swapnil – CIE Middle School Coordinator</li> <li>◦ Ms. Mukta – Assistant Primary Coordinator (CIE Grades 3–5)</li> <li>◦ Ms. Malvika – In-charge, CIE Grades 1–2</li> </ul> </li> <li>• <b>30 new admissions</b> completed so far for the Academic Year <b>2026–27</b>.</li> </ul>
<p>Communication on Fee Revision for the Upcoming Academic Year</p>	<p>Ms. Ana Dominguez informed the PTA members about a proposed <b>annual fee revision of 7.5%</b>.</p> <ul style="list-style-type: none"> <li>• Ms. Ashwini Mandke sought clarification regarding the percentage of the fee revision.</li> <li>• Ms. Sarabjeet Kaur shared that the government-approved fee hike is <b>15%</b>, which the school plans to implement in two phases across <b>2026 and 2027</b>.</li> <li>• Fee structure and yearly increments were discussed and <b>agreed upon by the PTA members</b>.</li> </ul>
<p>Decision on Channels of Communication</p>	<ul style="list-style-type: none"> <li>• Ms. Sarabjeet Kaur suggested that internal PTA matters may be discussed on a separate platform through a mutually agreed medium.</li> <li>• Mr. Suman Brahmachari suggested that key updates and upcoming events may be shared with parents.</li> <li>• Ms. Sarabjeet Kaur informed that major announcements are communicated via email.</li> <li>• Mr. Suman Brahmachari shared that he has informed parents of his grade to regularly check announcements on <b>Toddle</b>.</li> <li>• Ms. Namrata Jain suggested categorizing emails into <b>general updates</b> and <b>academic updates</b>.</li> <li>• Ms. Sarabjeet Kaur clarified that general information is communicated through <b>info emails</b>, while academic updates are shared via <b>Toddle</b>.</li> </ul>
<p>Discussion on Cafeteria Food Quality and Drinking Water</p>	<ul style="list-style-type: none"> <li>• Mr. Suman Brahmachari raised concerns regarding the frequency of sweets and paneer in the cafeteria menu.</li> <li>• Ms. Ana Dominguez clarified that paneer is served <b>twice</b> a week and sweets are served <b>twice</b> a week, <b>limited to one serving</b>.</li> <li>• Ms. Sarabjeet Kaur added that parents may choose to send food from home if it better suits their child's preferences.</li> <li>• Ms. Nikita Mittal raised a concern regarding a possible paint-like smell in the cafeteria drinking water.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ms. Ana Dominguez clarified that the school follows strict safety and hygiene protocols and confirmed that no such issue had been observed.</li> <li>• Ms. Nikita Mittal further added that food menu should be left for the school to decide.</li> </ul>
Parking Guidelines and Safety Measures	<ul style="list-style-type: none"> <li>• The Vice-Chairperson, Dr. Gautam Sopal, raised concerns regarding improper vehicle parking outside the school premises during dispersal, leading to traffic congestion.</li> <li>• Ms. Sarabjeet Kaur informed the members that an email reminder has already been sent to parents and the issue has been addressed.</li> <li>• Ms. Ana Dominguez shared that a <b>government-conducted safety and security audit</b> was facilitated by Chairperson Ms. Trupti Agarwal and confirmed that the school is <b>fully compliant with all safety requirements</b>.</li> </ul>
Suggestions	<ul style="list-style-type: none"> <li>• Mr. Suman Brahmachari suggested issuing school bags annually to maintain uniformity.</li> <li>• Ms. Sarabjeet Kaur highlighted that issuing bags every year may result in additional costs for parents.</li> <li>• Ms. Shikha Agarwal suggested providing parents with an option to purchase an additional school bag from the school, if required.</li> <li>• Ms. Sarabjeet Kaur agreed that this could be offered as an optional provision.</li> </ul> <p>The meeting concluded with a vote of thanks proposed by Ms. Ana Dominguez.</p>



