



CGHS PTA Meeting Minutes

Monday 8th August 2022

6.00pm

Student Cafe at CGHS

1. Present

- Bridget Frame (President), Neroli Anderson (Treasurer), Rachael Hefferman (Secretary), Kathryn Edmands, Jaz Thompson, Mandy Hinton, Sam Cumberpatch, Chris Miller (staff)

Apologies

- Anna Mowat (Uniform Shop), Robin Brown (Staff Rep), Kyla Hunter, Adrienne Scott, Luisa Tuasili, Agnes Szaszak-McLachlan

Last meeting held Monday 12 June 2022

Minutes circulated via email are a true and accurate record of the meeting.	
Moved:	Bridget Frame
Seconded	Neroli Anderson

2. Review of Actions/Matters Arising

Summary of Actions

No.	Item	Date	Activity	Responsibility	Status
1.	Art Tour	Postponed until 2023	Planning is continuing with the subcommittee led by Adrienne. Wait to see what Term 1 brings with developments with COVID.	Adrienne, Sarah, Mandy	open
2.	Year 9 Parent Evening	Term 4	Planning	Committee	open
3.	Community Engagement Plan	April 2022	Subcommittee to meet after tonight's meeting	Bridget	open
4.	PTA Facebook Page administrator	now	Rebecca Weight has had to step away from this role. We need to find a replacement	Committee	open



5.	Podcast proposal	now	Quote from Photo and video to be sent to PTA	Chris Miller to Rachael	open
6.	Wishlist items	now	PTA suggestions to be emailed to the secretary - Rachael. Staff wishlist requests to come through Chris Miller only.	Committee	open
7.	Games night with CBHS	November	Chris to liaise with boarding house staff to find out about activities they run when they have a combined games evening.	Chris Miller	open

3. Correspondence

Correspondence in

Date	From	Content	Action
ongoing	Internal committee	Formals organisation	
ongoing	Internal committee	Uniform shop - request for help at sales	
24/7/22	Rebecca Weight	Facebook page admin	Requesting someone else to maintain the CGHS PTA facebook page
27/7/22	Xero	Invoice	Treasurer to pay
8/8/22	Adrianne, Anna Mowat, Kyla Hunter, Lisa Robson, Luisa Tausili	Apologies for August meeting	Adeed to minutes
7/8/22	Anna Mowat	Uniform shop report	To be read at the meeting

Correspondence out

Date	To	Content
4/8/22	PTA	Agenda, minutes and treasurer's report



4. Wins and Celebrations

Community Evening - went ahead. It was great to get underway with the first event. It was small but positive.

5. School Update (Chris Miller) Student - Charlotte Cotton and Claudia

Charlotte and Claudia Podcast Funding proposal - '[Unwritten](#)'

The students came to the meeting and went through the following slides - [Podcast proposal](#)

The PTA asked questions about moderation of content - this will be something that the school senior leadership team have committed to being involved in. There is also the plan to use some equipment already owned by the school in the Media Studies department.

The PTA asked for the quote to be supplied to see if anyone could improve on this. Chris Miller will email to Rachael to pass onto Bridget

Chris Miller (school report)

Wish List discussion - [notes](#)

Heading into the rebuild and we need to keep that in mind when looking at our spending now.

Any requests from the PTA - discussion about cameras around the bike sheds for security.

Bike storage could be something PTA could contribute to this.

Discussion about a travel fund held previously by the PTA.

Chris explained how some of the budgeting is organised. PTA asked for funding for items which will benefit a large number of students. Chris talked about how she used our vision of 'for the students by the parents' as her guide when thinking about which requests to put forward to the PTA. Ones which will benefit the majority rather than a few.

In principle; subject to more detailed quotes, we are in favour of approving funding the wish-list items.

Motion: To approve to spend up to \$7,000 based on detailed quotes for the wishlist items	
Moved:	Bridget Frame
Seconded	Sam Cumberpatch

Chris to get quotes and come back to us



Communication between PTA and school.

Role of staff rep - an ear/voice at the meetings. If we need anything from the school to go to Chris Miller and then she will direct it to the most appropriate person.

They will answer any questions the PTA may have.

Action Items should be referred to Chris.

Chris let us know uniform changes - leggings for sport organised by Robin Brown

6. School Uniform Shop (Kathryn read Anna's report - see below)

CGHS PTA Uniform Shop reporting – August 2022

The Uniform shop is quiet, as expected mid-term. Things should become busier from now on with the change to summer uniform for term 4, as well as Year 9 families beginning to plan for their first year at CGHS.

We've been successful replacing myself and Jenny and beginning to form a new uniform shop team. Adrienne will co-manage alongside Lisa and we have 3 new parents interested in volunteering – 2 from our facebook group, and 1 enquiry while purchasing items. We're working together to train Adrienne into the role, as well as the new team members. It's nice to have the time to do this well.

This new team will take over from January 2023.

Sales are as per Neroli's reporting.

We continue to love what we do!

Anna Mowat and Lisa Robson
Uniform Shop Managers

7. Formal Committee (Mandy)

Full report of formals after the Year 11 has been run.

Feedback from girls has been good. Will ask year 13's if they enjoyed it being run for them. Been great having the support from staff at the events. Full report at the next meeting once all formals are finished for the year.



8. Communications Update - none

9. Treasurer's Report (Neroli)

Please see report for full details

It has been a busy month. Yr 12 formal - profit just over \$2,000

Final invoice due from The Limes - Mandy has chased this up.

Parent donation \$12,000

Final Invoice for fitness equipment has been paid

Approval for Year 13 formal expenses

Kyla reimbursements for community night

Y 11 semi formal expense

Approved - The expenses detailed in the Treasurer's report plus the above additional expenses Approved - The treasurer's report	
Moved:	Neroli Anderson
Seconded	Bridget Frame

10. General Business

Community engagement - content has mixed response.

Year 9 parents evening - PTA will host and also use as an opportunity to recruit more members for 2023.

Term 1 Week 8 2023 - social media night, Team of people invited in after the year 9 parents evening

Bridget would like to form closer ties with CBHS by Boys High School by organising a games evening - 6.30 - 9pm Year 9 and 10's in November, combined evening with the 2023 peer support leaders

Chris to talk to CGHS hostel manager to see what activities they do with boys high events

Meeting closed 7.17pm

Next Meeting: Monday 12th September @ 6pm