



CGHS PTA Meeting Minutes

Monday 14th February 2022

6.00pm

Cafe 101

1. Present

- Neroli Anderson, Rachael Hefferman, Adrienne Scott, Robin Brown, Jaz Thompson, Kyla Watson, Sarah Barrell, Chris Hay, Mandy Hinton, Christopher Hay

Apologies

- Anna Mooar, Jenny Northern, Kathryn Edmands, Lisa Robson, Agnes Szaszak, Anna Mowat

Welcome

- Everyone to the meeting (new members) Christopher Hay

Last meeting held Monday 29 November 2021

Minutes circulated via email are a true and accurate record of the meeting.

Moved:	Rachael Hefferman
Seconded	Kyla Watson

2. Correspondence

Correspondence in

Date	From	Content	Action
Jan 2022	Internal and with school	Cancellation Yr 9 parents evening	Evening cancelled
Dec 2021	Internal	Uniform Shop help/sales	
Jan 2022	Melissa Haberfield	Resignation from role as President	The Exec Committee convened and 2022 planning commenced.

Correspondence out

Date	To	Content
31/1/22	PTA	Minutes, agenda, COVID procedure



31/1/22	Megan Blair	Room booking for the year
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3. Matters Arising

Art Tour - after discussion with the organisers and school, the best time for this is in the first term with lighter evenings - Term 4 is too busy, therefore the art tour is on hold indefinitely.

4. Summary of Actions

No.	Item	Date	Activity	Responsibility	Status
1.	Art Tour	Postponed until 2022	Planning is continuing with the committee led by Adrianne. Wait to see what Term 1 brings with developments with COVID.	Adrianne, Sarah, Mandy	open
2.	Uniform Storage	Dec 2021	Possibility of the old sick bay to be used as storage area for unifor	Robin to talk to Chris Miller	Closed
3.	Year 9 Parent Evening	Jan 2022	Email Mandy to get organisational docs on the drive	Rachael	closed
4.	Year 9 Parent Evening	Feb 2022	Mandy to email Rachael the organisation docs to upload onto the drive	Mandy	open
5.	Finance & management of the Formals	Feb 2022	Discussion about ticketing, liabilities and the finance involved with the formals - PTA or school's responsibility	Meeting with Mandy, LJ, Chris Miller, & Neroli to be held.	open

5. Wins and Celebrations

Adrianne and Neroli reported the new space is working so much better for holding the uniform sales - thank you to Robin for talking to Chris about this. Storage is also much nearer.

6. School Update - (Sarah and Robin)

Robin and Sarah both have year 9 ako classes. Students having experience days, scavenger hunts around the city instead of camps and are enjoying these.



Year 9 will have the same ako class all the way through school. Relationships developing. Much harder building relationships with masks. Covid procedures being followed well by students.

Procedures in place for hybrid learning - see how things go and respond to the needs. Staff as prepared as can be.

Sport has been affected - mask wearing.

Signing students up for teams as it is going ahead. 60 year 9's playing basketball - good uptake.

Plans for the new build are still moving ahead.

7. School Uniform Shop (Neroli gave Anna's update)

The December and two January sales were really successful with lots of people and large takings. The new space made it so much easier to handle the large number of people. Great to have extra helpers which allowed the team to help people find the uniform they were looking for and to follow Covid procedures.

Argyle stock is selling really well. There were delays with the last blazer delivery which Anna has managed to sort - thank you. The final 11 Argyle blazers will be available in the February sale.

90 kilts are on order from Argyle for Terms 2 and 3. End of Argyle after this.

Sale this weekend - 12 - 1.30pm Help for the sale - Rachael and Mandy can help.

8. Formal Committee (Mandy)

Mandy gave an update following a meeting with Melissa, Mandy and L-J Peawini:

Cath Simes is looking to step away from the formal committee - this year is a handover year - Mandy has set up a new committee to help with parents not on the PTA. Any PTA members are welcome to join/help out.

Year group	Date	Venues booked
Year 11	6/8/22	Showgate
Year 12	18/6/22	Rydges
Year 13	13/8/22	The Limes

School staff are very appreciative that we run these formals. There will be at least one staff member there to support the PTA - as they have more of a relationship with students and parents. Dean of each year to be there to greet the girls and help with absences/ attendance at the start of the formal.

Leadership team to talk about behaviour expectations about the event with the students close to the event.



Vaccine certificates required for everyone - COVID procedures to be followed

Parent helpers - Police vetting - through the school office

They discussed that the school is responsible for all legal liabilities and so will be copied in on all organisational emails by Mandy and the committee.

Continuation of Year 11 semi-formal will be discussed in regards to 2023 later this year.

Online ticketing for the formals & financials to be discussed between Chris, LJ, Mandy and Neroli - who will be responsible for all finances?

9. Communications Update

Rebecca Weight has taken over from Sarah Lodge updating the PTA Facebook page. She emailed the committee to introduce herself - thank you for taking on this role Rebecca.

10. Treasurer's Report (Neroli)

January - was a busy month, but money from the uniform sales will come through to PTA in February. Eftpos sales go through the school system and then the school pays PTA.

School donations came through in December.

Spending

Year 13 formal deposit paid

End of year PTA function at No.4

Gift vouchers for long standing PTA members leaving

Lisa - stationery for uniform shop

Office staff thanks - chocolate

Wishlist items - deposit on \$21,000 for fitness equipment, outdoor furniture & trophies

2021 Prize giving contribution - PTA donates prizes

Argyle stock - blazers, kilts

Move that the above spending be approved

Moved:	Mandy Hinton
Seconded	Jaz Thompson



Move that spending be approved for the Uniform Shop Team appreciation Pizza lunch

Moved: Adrianne Scott

Seconded: Kyla Watson

Move that the Treasurer's report is accurate

Moved: Kyla Watson

Seconded: Adrianne Scott

11. General Business

AGM next month - 14th March - will call for nominations and volunteers for the various roles.
We need volunteers for the President's role - this can be shared if necessary.

Meeting closed 6.46pm

Next Meeting: AGM - 28th March - online