



# Christchurch Boys' High School Parent Teacher Association

## MINUTES OF ORDINARY GENERAL MEETING, 3 August 2004

**PRESENT:** \*Russell Parry, +Ian McKenzie, Chris Burrows, Janusz Bonkowski, Anne Porter, Diane Taylor, Anne Martin, Hilary Sutton, Alan Warne, Margaret Lavery, \* Chair  
+ Agenda/Minutes Trevor McIntyre, Karen Townsend, Lynn Le Prevost, Keith Thorpe, Stephanie Thorpe

**APOLOGIES:** Kim Dale, Paul McWilliam, Trisha Wells, Mark Robertson, Mary-Jane Polson, Sharyn Woodhouse

	ACTION
<p><b>1. Present &amp; apologies</b> As recorded above</p>	
<p><b>2. Minutes of previous meeting</b> The minutes of the 29 June meeting were approved.</p>	
<p><b>3. Actions from previous minutes</b></p> <p>Next newsletter: Trevor to list items on which PTA funds to be spent - <i>done</i> Advert to be placed for Uniforms Coordinator - <i>done</i></p>	
<p><b>4. Reports</b> <i>Headmaster</i> Enrolments are underway, out of zone ballot day tomorrow. Trevor engaged in clarifying the enrolment rules. Ministry has very tight definitions of family relationships. Largest number of in-zone applications ever (200), usually around 120, so pressure is on for out of zone families. School wants 10 yr 9 classes in 2005. Further meeting to be held by Ministry with North-West schools to discuss methods of managing roll growth. High numbers at yr 13 staying on, only 20% have left. Feedback via Celia Lashlie is that the boys like CBHS.</p> <p>Building – From November to May there will be no access to the canteen servery, looking at options to route boys through Big Room. Access to canteen in new Tech Block being planned carefully to avoid bullying in canteen lines. Separate in and out routes likely. Canteen demand is increasing, record week last week.</p> <p>New tech block curriculum from May 05 - may accommodate yr 12 module such as food for flatting, science as part of biotechnology. 2006 full use be senior school, unlikely to be able to cope with demand if introduces at junior level.</p> <p>Sports and Theatre-Sports competitions this week with Otago boys'. Results mixed.</p> <p>Senior school focus on in-school exams. Staff stable for next year, some retirements and new appointments. Close relationship with teachers College, hosted 20 new students this week, positive feedback from them about CBHS.</p>	

**ACTION**

*Treasurer*

Janusz gave a verbal report and tabled a bank statement. Balance on current account is \$12,471.11 with \$1,200 from ANZAC to be banked plus money from film evening still to come from Chris.

*Adam's House Hostel*

24 places (only) available. Hostel Parents dinner to be held at Rosebank Winery. Leavers Dinner – the hostel kitchen & staff are available to assist with dinner, however Richard Taylor advises that the Hostel is not available.

*Board of Trustees*

Ian advised that the Bard has recently adopted a communication plan and asked the PTA about visibility of the Board. The response was that people are interested in what issues the Board is considering, who the Board are and seeing the Board on social occasions. The web site needs to be up to date. Parents may attend/observe Board meetings, the next meeting is 31 August (meetings are on the last Tuesday of the month), 3.30 to 5.30pm in the Library meeting room.

PTA Sub Committees:

*1. Finance*

Russel promised a report for the next PTA meeting

Russell

*2. Canteen management*

Profit up from last year. New fridge purchased. Trevor has picked up on employment contracts now that he is back and they are signed off. Canteen wages to be reimbursed to school by PTA. Will happen on a monthly basis by account from Allannah to Marg Bennett.

*3. Uniforms*

Advert for coordinator to be placed in the newsletter. Tight for space, more room would be useful. New Coordinator will need to ensure payments are followed up. Some charges go on the school account where this is the best method of recovery however this is best minimised as it mixes PTA/school income. Sales best to be cash only. Trevor and Old Boys association have hardship funds, so if someone cannot afford a uniform they should be referred to Trevor.

A job description is needed so that responsibilities can be explained to prospective coordinators. To be prepared using the task list Margaret prepared previously (attached below).

Anne



*4. PTA Promotion & 5. Fundraising*

Quiz night 26 August 7.30pm, \$20 for team of 4. PTA to bring supper, sell wine and juice. Temporary licence needed for sale of alcohol.

Lynn, Karen, Anne, Anne & Alan to assist Chris.

Lynn, Karen  
Anne, Anne, Alan

