

MEETING

The Annual General Meeting of the Convent High School was held on October 9, 2007 at St Gerard's Hall, commencing at 4:30pm.

AGENDA

1. Call to order
2. Ascertainment of Quorum
3. Prayer
4. Adoption of Agenda
5. Reading and confirmation of minutes of annual general meeting of 20th September 2006
6. Matters arising from the minutes
7. Reports
 - a) School year 2006 -2007
 - b) Treasurer's
 - c) CXC Examination Results
8. Unfinished business
 - a) Plans for 150th Anniversary
 - b) School Fees
 - c) Sports Uniform
 - d) Construction Plans
9. New business
10. Any other business
11. Election of Executive Committee
12. Passing of the hat
13. Vote of thanks
14. Closing Prayer

MINUTES OF THE ANNUAL GENERAL MEETING OF THE CONVENT HIGH SCHOOL PARENTS AND TEACHERS ASSOCIATION (P.T.A) HELD ON TUESDAY, 9TH OCTOBER, 2007 AT ST. GERARD'S HALL

CALL TO ORDER

Having ascertained the existence of a quorum, the President Mrs. R. Hyacinth called the meeting to order at 4:31 pm. Mrs. Valencia Webb said the opening prayer. A minute of silence was observed in honour of Sr. Evalina.

AMONG THOSE PRESENT

The Executive Committee

Mrs. R. Hyacinth - President
Mrs. D. Bannis - Secretary

Absent

Mrs. G. Bertrand - Member (excused)
Mrs J Dublin - Principal

ADOPTION OF AGENDA

The motion to adopt the agendas as read, was moved by Miss Andreлина Fontaine and seconded by Miss Jessica Bruney.

Ms. Annette Austrie, deputy principal, apologised to the meeting on behalf of Mrs. Dublin for her absence.

READING AND CONFIRMATION OF THE MINUTES

Ms. Austrie read the minutes. The motion to accept the minutes as read was moved by Mr R. Lance and seconded by Mrs. M. Seaman.

MATTERS ARISING FROM THE MINUTES

There were no matters arising.

GENERAL INFORMATION

In a report read by Ms Austrie, Mrs. Dublin explained that the school year commenced a week later as relocation of the Library and the Resource Room was not completed. The meeting was informed that Misses K. Carter, M. Green and Mrs. Mc Namara had left and the new staff members were Misses R. Christian, J. Alfred, N. Durand, and R. Lewis. She also indicated that the midterm, Progress Report Forms had been used for the first time and the school would be grateful for feedback from parents and guardians. The dates set aside for progress report were read. The Principal apologised for the unavailability of the sports uniform. A new manufacturer had been sought because the previous one was unreliable. The present manufacturer had been delayed due to Hurricane Dean; delivery date should be at the end of October to Mid- November. The "Dollar Day" collection was not successful as students were unwilling to give. On Creole Day there would be a CHS Miss Wob Dwiyet competition among the Houses. The celebration would include the usual sale of snacks; lists would be circulated during the meeting so that parents/guardians could pledge items for the sale. Parents were asked to pledge more cooked items, as the school would not be able to supply the quantity of snacks demanded by the student body on the day.

REPORT BY THE PRINCIPAL FOR THE PERIOD 2006-2007

Mrs. Dublin's reported on the previous year's action plan 2006- 2007 under the following headings:

Curriculum

Peer observation among teachers had not been as successful as planned but the mentoring of new teachers by heads of departments was effective. The mentoring programme among students, under the guidance of pastoral care co-ordinator Ms. A. Austrie, moved closer to actualization.

Physical Education was extended to fourth form and HFLE to third form.

Both a mid-term and end of year evaluation of test scores had been conducted; the latter was used in preparation of this year's School Development Plan. Students' personal files would be updated this term.

Resources

The Student Hand Book was still incomplete. Work on the School Safety Plan was ongoing. Evacuation drills were carried out.

The library has been relocated and the new resource centre was available to students and teachers.

The website was up, but it is a work-in-progress. The site is www.itfordominica.org/chs

The reconditioning and the increase in the furniture stock were ongoing.

Staff development took place every month at staff meetings.

School climate

The practice of a few minutes of silent reading before the start of normal classes continued. Pastoral work promoting 'respect and accountability' among students was ongoing. Plans for the 150th anniversary were initiated. Teachers' washroom was not upgraded.

TREASURER'S REPORT

Mrs. D.Bannis read the report. The balance at September 2006 was \$1 912.41
The passing of the hat totalled \$454.55. The balance at September 2007 was \$2366.96

CXC RESULTS

Miss A. Jno Baptiste gave the report. She shared that Convent High School emerged again as the top secondary school. The school obtained a 96.5% pass rate, a decrease of 1.1%. There were 15 students with 6 ones or more. The percentage obtained per subjects were as follows:

100%	Chemistry, French, Geography, Information Technology, Integrated Science, Principles of Business, Spanish, Electronic Document Preparation and Management, Human and Social Biology.
95% and above	English A, Biology, General Mathematics, Principles of Accounts
90% and above	Caribbean History, Physics, English B, Basic Mathematics, Information Technology – Technical
80%	Music
0%	Visual Arts

Mrs .R. Hyacinth on behalf of the Meeting congratulated the school on its excellent achievement.

FINISHED BUSINESS

Plans for 150th Anniversary

Ms. A. Jno Baptiste enlightened the Meeting about the plans in place for the anniversary. She read from the brochure produced by Miss I Prentice and herself. She outlined the activities planned; the major project to be under taken during the Sesquicentennial Celebration, the different committees that parents/guardians and especially those who were past students of the school could join. She read out the school's contacts available: the school's website, e-mail addresses where she or Ms. I Prentice could be contacted. She pointed out that there were brochures displayed on the walls of the hall and urged parents/guardians to read them.

School fees

Mrs. D. Bannis told the gathering that, the school had not received a response from the Ministry about the proposed increase in fees. A parent asked the reasons for the increase. Mrs. Bannis explained that the increase was necessary to meet the increasing costs of electricity and water, the need for security, the purchase of equipment and the upkeep of the science and computer labs, the purchase and repair of furniture, the maintenance of the school plant and the paying of wages for the non-teaching staff. Parents/Guardians were informed that they could pay \$525 in anticipation of the approval from the Ministry or the usual \$300.00 and would be billed for the difference later. The payment of fees was due before the end of the first term.

Construction Plans

The plan and the estimate for the Dining area and extension had been received. The estimate for the first phase the Dining area core was \$251,000. The total funds collected so far was about \$10, 000. Mrs. Bannis said that she hoped that that phase would be finished before the end of the Anniversary year.

ELECTION OF THE PTA EXECUTIVE COMMITTEE

Copies of the Constitution were circulated before and during the meeting. The Secretary, Mrs. Bannis explained that because parents /guardians did not volunteer to be on the executive committee, meetings were called but could not proceed in an official capacity because of the lack of the required quorum.

Ms. E. Lewis chaired the nomination process. The Executive Committee officials were nominated from the floor. Mrs. J Shillingford was nominated by Mr. R. Lance and seconded by Mrs. M. Seaman, Mr. Nathaniel George was nominated by Mrs. Carbon and seconded by Mrs. Angela Fontaine, and Mr S. Cadette was nominated by Ms. M Severin and seconded by Ms. K. Joseph. Mrs. A Fontaine moved a motion that the voting for the official position should not take place at the AGM but would be decided at the first

meeting of the Executive, it was seconded by Mr.R. Lance and accepted by the general meeting. Mrs. J Bruney, Mr. D Bobb, Mrs. A Fontaine, Ms. J Andre, Mrs. G Bertrand and Mr. S John volunteered to be members on the Committee and were accepted by the floor.

The passing of the hat totalled \$ 570.69

Ms. A. Austrie thanked the parents and guardians for attending. Tthe closing prayer was said by Miss J. Bruney. The meeting ended at 5:55 pm