

MEETING

The Annual General Meeting of the Convent High School was held on September 20, 2006 at St Gerald's Hall, commencing at 4:30 pm.

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 21st September 2005
6. Matters arising from the minutes
7. Reports
 - a) School year 2005 -2006
 - b) Treasurer's
8. New Business
 - a) Plans for 150th Anniversary
 - b) Post lunch classes
 - c) Construction – seating for students
9. Unfinished business
 - a) School Fees
 - b) Insurance Scheme
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 WEDNESDAY, 20TH SEPTEMBER 2006, 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 4:42 pm. An opening prayer was said by Mr. Hillarian Jules.

AMONG THOSE PRESENT

The Executive Committee

Mrs. R. Hyacinth	-	President
Mrs. J. Dublin	-	Vice President
Mrs. D. Bannis	-	Secretary
Mrs. G. Bertrand	-	Member
Ms. J. Jack	-	Member

Absent

Ms. J. Oscar	-	Member (excused)
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ADOPTION OF AGENDA

The motion to adopt the agenda was moved by Mrs. L. Green and seconded by Mrs. J. Bruney with the following amendment:

New Business to include “d) sports uniform”

READING AND CONFIRMATION OF THE MINUTES

The minutes were read by the Secretary. The motion to accept the minutes as read was moved Mrs. B. Fontaine and seconded by Mrs. L. Green.

MATTERS ARISING FROM THE MINUTES

Mr. R Felix said that the impression he got from the last Meeting was that the school accident insurance was not compulsory and that children were already covered under their parents’ group/family insurance plans. The principal Mrs. J. Dublin explained that the insurance was compulsory and that it was a Diocesan decision. She further explained that, because the deductible is fifteen dollars and the deductible for other insurance plans were about \$250, and if parents spent under \$250 for medical expense, they would be able to obtain refunds less the fifteen dollars deductible.

REPORT BY THE PRINCIPAL FOR THE PERIOD 2005-2006

Mrs Dublin congratulated the students – Miss Samirah Joseph for placing first in Carnival Teen Pageant, Miss Donna Lee Peters for winning the Junior Calypso Monarch, the senior netball team for topping their zone, the students who won first place in the DAT spelling competition and those that won medals in the Recorder Festival. Although the debating team did not proceed to the finals, their effort was applauded. Special mention was given to Miss Attainea Toulon for the numerous awards she won on behalf of Convent High School.

Misses A. Bannis, V. Baron and K. Ambo left to pursue further studies and the new staff members were Misses T. Burton, A. Nicholas, D. Laud, and E. Lewis, Mrs. S McNamarra and Mr. Zev Richards. Orientation training was conducted for the new staff and development sessions were conducted for all members of staff.

Retreats were held for all forms. Mrs. Dublin thanked the priests, staff and parents who made the COR retreat a successful reality for the 64 participants.

A break down of the school's performance in the 2006 CXC examination was given by Mrs. D. Bannis. The top student was Miss Tsehai Grell with nine (9) grade ones. Nine other students obtained five grade ones and above. One hundred percent pass rate was achieved in twelve subjects which included music which was attempted for the first time. The overall pass rate was 93.6 %.

Mrs. Dublin's reported on the previous year's action plan 2005-2006 under the following headings:

Curriculum

Peer observation among teachers was not 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 as the peer counsellors attended a nine (9) week training course. The successful candidates received their badges and were introduced to the student body.

Music was made compulsory from forms one to three, but it remained optional in forms four and five. The principal congratulated the first group of students who did the CXC examination and Mrs. St Hiliare for their 100% success in the regional examination. Physical Education was extended to third form and HFLE to second form.

The introduction of the electronic grade book has resulted in less paper, ready access by the Principal and greater analysis. The greatest benefit is the reduction in computational errors.

Resources

The Student Hand Book was completed and is to be refined. No work was done on the School Safety Plan. Evacuation drills were carried out. Four staff members and a student were identified to undergo training to create a “first response” team.

The library has been relocated. An appeal was made for reading material and for parents and guardians to encourage their daughters/wards to use the library and the materials properly.

School climate

The practice of a few minutes of silent reading before the start of normal classes continued. Some classes were more successful than others. It depended on the dedication of the teacher and the students. Pastoral care workshops for teachers continued.

General Information

The PTA was informed that there will be retreats in the first term for forms one to five. The fifth form will be doing the COR retreat. Transportation cost to and from the Retreat House will be \$5.00. Mid term reports will be in October and the present second form maybe the first group who has the option of sitting Physical Education as a CXC subject. School fees are due and payable by the end of September 2006. A past student alumni group “CHS PRIDE” has been formed. On Creole Day there will be a CHS Miss Wob Dwiyeet competition among the Houses. There will be the traditional fund-raising and the sale of Creole snacks contributed by parents and guardians. More information will be communicated by letter. Mrs. Dublin apologised to the parents for unavailability of the sports uniform. She explained that although the order was placed early the manufacturer has failed to produce the garments in time for the opening of school but has promised to rectify the situation as soon as possible. The uniform should be available a little later this term. She invited questions and comments from the floor.

COMMENTS AND QUESTIONS FROM THE FLOOR

Mrs. Popo recommended that committees should be formed to prepare for the 150th anniversary. Mrs. Dublin responded that was the plan but has not been done as yet and the CHS Pride would be helping in the organising of the celebrations. Mrs. Popo also asked why students are recommended for subjects at basic proficiency. The Meeting was informed by the principal that from this year only Mathematics will be offered at basic level.

Mr. R. Charles asked that copies of the minutes be circulated before the meeting. He enquired if all the insurance premiums were collected and if the scheme was operational. He was informed by Mrs. Dublin that coverage began with the payment of the premium and that all premiums are due by the end of September.

SCHOOL'S ACTION PLAN FOR 2006-2007

Parents were invited to look at the school action plan for the year 2005-2006, and copies were placed on the walls for viewing by parents. The principal shared highlights of the action plan for 2006-2007, as follows:

Curriculum

1. Establish Peer Observation among teacher
2. To move to another stage of the student mentoring programme by organising a Big Sister Programme.
3. Extending the Physical Education programme to Form 4 and the HFLE to third form.
4. Conduct more in depth evaluation of test and examination scores and update students' personal files to included students, involvement in co- and extra-curricular activities.

Resources

The principal informed the gathering that the school enrolled 116 new students in September. The group comprised of 33 scholarships, 46 bursaries, and 37 passes. The administration was reorganised to include another deputy principal, Ms. Annette Austrie and an additional office personnel, Miss D. Laud.

The tasks for this year were:

1. To complete the Student Hand book,
2. To conduct training for "first responders",
3. To complete the School Safety Plan,
4. To set up school's website,
5. To update Library to a resource centre,
6. To recondition and increase the stock of desks and chairs,
7. To continue staff development.

School climate

1. To continue the morning reading programme and enhancing it by introducing a theme every month.
2. To extend HFLE to students in third form.
3. To continue workshops for teachers in behaviour management and enhancing student learning.
4. To form working groups and an oversight committee to initiate planning for the school's 150th anniversary.

5. To upgrade the teachers' washrooms.

TREASURER'S REPORT

The report was read by Mrs. G Bertrand. The balance at September 2005 was \$1 388.30
The passing of the hat totalled \$444.11. The balance at September 2006 was \$1 912.41

ANY OTHER BUSINESS

The principal informed the Meeting that students were leaving the compound at lunch time and were arriving late for their post lunch classes. She asked parents and guardians to try to reduce this to an emergency or urgent situation only. She reminded them the cost of lunch and snacks at the canteen was very reasonable.

Fund raising

Mrs. Bannis highlighted the short- and medium-term resources needed by the school: classroom door and window locks to be changed or reinforced for greater school security, fans for cooling of classrooms and computer equipment, a lunch shed for students, and refurbished bathrooms for staff. Fund raising efforts for this term included: a dollar day at the end of September, the Miss CHS Wob Dwiyet show and sale of snacks, and a Christmas Concert or Extravaganza depending on the level of cooperation from parents.

ELECTION OF EXECUTIVE COMMITTEE

The president, Mrs R. Hyacinth invited nominations from the floor. There were none. Mrs. C. Abraham moved a motion to re-elect the existing Executive Committee, the motion was seconded by Mr. B. Royer. The motion was approved by the PTA body.

The passing of the hat totalled \$454.55.

The president thanked the parents, guardians and staff for attending. A closing prayer was said. The meeting ended at 6:12 pm.