

Newstead Wood PA Meeting Minutes

Date: 15/5/25 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies:

AdC welcomed attendees and noted apologies.

- **Chair:** Adrian Clarke (AdC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **Meeting and Admin. Secretary:** Nicola Lang (NL)
- **NW Head Teacher:** Alan Blount (AB)
- **Attendees:** Aaa (Simbo) Lawal (AL), Anika, Ebahi Demi-Ejey and Vidhya V.

Apologies: Victoria Cattermole (VC), Kerlai Counsell (KC), Simmi Maharaji (SM), Xinyun Wang (XW).

2. Head's report

- AB raised whether the Heads report should remain a standing agenda item or evolve to be more targeted. AdC suggested that going forward it would be useful if AB could report specific areas where the PA could assist – such as facilities issues, events, or small needs e.g. replacing broken equipment.
- AB reported that uncertainty continues with many educational policies due to the relatively recent change in UK Government. Clarity is expected on funding for schools, future of Ofsted and pay for teaching/support staff. Due to this some NW projects are on hold, pending budget confirmations.
- Emphasis will be on welcoming new Y7 families and continued support of existing students through positive engagement.
- The direction for PA funding will most likely be a single, large project with high impact and extensive use such as the quad. Refurbishing the multi-gym with new equipment is a tangible option.

3. Treasurer's report

- Annual report to be submitted at the end of May; draft to be shared with the committee shortly.
- With regards to limited access to the PA NatWest account. AC reported that to have access the on-line form request 'all current signatories for removal', this was deemed inappropriate. AC suggested that we open a new account (AdC noted Metrobank offers charity accounts) and transfer funds. AdC to help exploring banking options. **ACTION: AC & AdC.**
- AdC queried savings interest: This will be reviewed. **ACTION: AC**
- Ramki Ravulrapalli (RR), the appointed Independent Examiner will not attend PA committee meetings to maintain independence. Accounts will be shared with him for review and attachment to trustees' report.

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4. Update and appointment of trustees

- In line with Charity Commission, trustees are legally responsible for charity management.
- AdC has been trying to update Charity Commission records but has had issues accessing the online system due to unknown email address on record.
- AdC to draft a letter to the Commission explaining the situation and requesting access reset. **ACTION: AdC**

5. Familiarisation tests

- 26/4/25 completed.
- Next session is Saturday 17/5/25 and the last session 21/6/25.
- AdC flagged that there was no first aid kit for the April session. AB to provide one temporarily, but PA advised to purchase their own. **ACTION: AB & AdC**
- AdC and NL raised whether PA volunteers should have Enhanced DBS checks particularly with events such as the FAM test, where volunteers are supervising or are solely in charge of children. To be raised with FAM Organisers. **ACTION: AdC & NL.**

6. Summer Disco

- Thursday 26 June 2025, 6-8pm
- Information is going in the Heads Update this week.
- Volunteers will be needed. Please email/WhatsApp if you can help.

7. Uniform Sales

- Last sale raised £400.
- Next sale is Thursday 12 June 2025 at the Year 6 Curriculum Evening: Preparing for Newstead.
- Volunteers will be needed. Please email/WhatsApp if you can help.

8. Upcoming Events & Refreshments

- Year 6 Curriculum Evening: Preparing for Newstead on 12 June 2025.
 - Refreshments (tea, coffee, biscuits) – optional donations.
 - Second-hand uniform sale.
 - Opportunity to introduce new Y7 parents to the PA during the event.
 - Volunteers will be needed. Please email/WhatsApp if you can help.
- Quiz at St. Olaves 3 July 2025 – open to Y7,8 & 9. Further information will be in the Heads Update this week.

9. Committee Update

- Open roles: Refreshment Lead and Vice Chair.

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10. A.O.B.

- NL suggested exploring strategies to boost the number of PA members, as additional volunteers are essential for sustaining coverage of PA events.
- Emphasis on communicating manageable time expectations to encourage greater participation from potential volunteers.
- Continue to communicate funding achievements and their impact within the school.
- Plan to engage with new Y7 parents at the upcoming June event to encourage involvement and promote membership in the PA. **ACTION: AdC & NL**

11. Date for next meeting

- Thursday 19/6/2025 **ACTION: NL**

Meeting Adjourned at 8.10pm.