

Newstead Wood PA Meeting - Minutes

Date: 10/3/2026 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies;

AdC welcomed attendees

- **Chair:** Adrian Clarke (AdC)
- **Secretary:** Nicola Lang (NL)
- **Attendees:** Kerlai Counsell (KC), Shwetha.

Apologies: Mr Paul Norman (NW Interim Head Teacher)

2. Head's report

- Locker Project - The contractor for the grounds work has been selected and the contractor for the canopy is currently being finalised.

3. Treasurer's report

- Finance team not in attendance, update at next meeting.

4. FAM test

- FAM test tickets are live, with links on the PA web page.
- Standard ticket price: £62. Transaction fees ~£1.28–£1.31 per ticket plus £0.24 ticket platform fee. Approximate profit per ticket: ~£0.70.
- Current fundraising balance is approximately £10,000.
- Some parents have booked multiple test sessions on different dates. Additional information has been added to the ticket site confirming the test paper is the same for all sessions.
- May Session 3 is for SEND students to provide a quieter environment. Students receive an additional 15 minutes per paper.
- Pupil Premium tickets are free and accessed using a code once confirmation is received from primary school.
- Need multiple volunteers. Request has been posted in the Heads update each week. Needs further dissemination on WhatsApp. **ACTION: AdC**
- AdC proposed Familiarisation Test Meeting on 24 March 2026 **ACTION: NL**

5. Pre-loved Uniform Sales

- Changes to uniform - PA will now have a large surplus (~230) of striped blouses.
- Next uniform sale: 17 March 2026 opening 3:00 pm – 5:00 pm (extended hours to allow new Y7 parents to attend).

6. Events and Refreshments

- **Event - Quiz with St.Olaves**
 - Following a previous join quiz with St.Olaves, NWPA will host the next one.
 - Still awaiting confirmation of a hall booking from school.
 - Possible date now likely mid-May.
 - Resend hall bookings request to Kathy Oliver **ACTION: AdC**
- **Event - K-pop Fest 2026**
 - Confirmed for 30 April 2026 @ 6:00 pm – 8:00 pm

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- Doors to open from 5:30 pm to avoid any potential congestion with gymnastics sessions finishing at 6:00 pm.
- Students must not be unsupervised and therefore leave and return to school or study in the library.
- Tickets will be sold through WisePay. Awaiting confirmation but likely to be 16/3/26 – 17/4/26 to consider Easter break.
- Music will be overseen by sixth formers via contact with Mr Lewis – needs to be confirmed **ACTION: NL**
- University College London (UCL) K-Pop Society will be leading a choreography/K-pop dance workshop – 4 committee members are coming, one person teaching and the others helping.
- Additional dance support from Simmi's daughter, Shivya.
- Activities include; photocard holder (toploader) decoration station, DIY fan bracelet and bag charm/key chain making, photocard & lomo trading, lomo photocards & K-style collectables stall, photowall with props – use camera/small home photo printer, raffle (1 main prize + 2 smaller prizes and refreshments
- Minimum number of 6 volunteers needed possibly more depending on tickets sales. **ACTION: NL**
- **Event - Proposed Colour Run**
 - A fun run with 'colour' stations is proposed as an end-of-year celebration – previously suggested for around 17 July 2026, depending on the final school calendar.
 - A proposal outline – including clean-up and health & safety considerations – will be submitted to the Chair. **ACTION: KC**
 - Use of surplus striped blouses from the PA hut will be considered.
- **Event - Year 6 Transition - 7 July 2026**
 - Opportunity to run a pre-loved uniform sale (2.30 pm – 4.00 pm).
- **Refreshments - A Pinch of Spice – 13 March 2026**
 - Normally PA would provide refreshments at the event. We have not been approached this year.
- **Refreshments - Night at the Musicals – usually July**
 - PA usually provides refreshments. Date not yet confirmed.

7. A.O.B.

- NWPA needs to clarify its agency within NW. A meeting to be scheduled with Mr Norman to confirm future fundraising plans, event planning processes, NW contacts and required approvals. **ACTION: AdC**

8. Date for next meeting

- 14 April 2026

Meeting closed at 8.30pm.