

Newstead Wood PA Meeting Minutes

Date: 30/9/25 **Time:** 7.30pm **Location:** Zoom

1. Acting Chair's Welcome and Apologies:

AdC welcomed attendees and noted apologies.

- **Acting Chair:** Adrian Clarke (AdC)
- **Secretary:** Nicola Lang (NL)
- **NW Head Teacher:** Alan Blount (AB)
- **Attendees:** Ganesh Sivan, Helen Pang, Kerlai Counsell, Maria Caballero, Meral, Natalia Shadrichева, Nilesh Patel, Pinkesh Jain, Priyanka, Radhika, Rahit Chaudhari, Rebecca Rajakumar, Ronita, Sapna Ashputrie, Simmi Maharaji, Sucheta, Vibna Mehta and Volodymyr Syzav.

Apologies: **Treasurer:** Arindam Chaudhuri (AC), Raj Ghandi (RG).

2. Head's report

- AB reported that term has started strongly following excellent public examination results over the summer.
- School enrolment is full, which maintains funding.
- Y12 is a large cohort this year with over-subscription.
- Y7 Curriculum Evening was well received; majority of parents gave positive feedback on how happy their daughters are.
- Entrance test for 2026 has already taken place. Numbers were 300 higher than last year, demonstrating continued high demand.

3. Treasurer's report

- Accounts will be presented in full at the AGM next week (9/10/25).

4. Pre-loved Uniform Sales

- Approx. £400 raised this year from uniform sales.
- Stock levels have been maintained, although limited for House T-shirts and PE Kit.
- AB reported that the school is awaiting guidance from the Trust regarding any potential changes to compulsory branded uniform items. This is in connection with the Children's Wellbeing and Schools Bill, which is progressing through Parliament. Any approach taken will involve phasing in changes.
- The Uniform shop will be open this Thursday (2/10/25) @3:15–4:00pm - to be shared via WhatsApp groups **ACTION: AdC & NL.**

5. Events and Refreshments – Autumn Term

- **Y7 Singing Showcase 16/10/25 @ 5.30-7pm.**
 - Refreshments will be provided (tea, coffee, soft drinks, snacks).
 - Volunteers needed. Please contact the NWPA Team WhatsApp or pa@newsteadwood.co.uk
- **Quiz with St.Olaves**
 - Last summer term a joint quiz (open to Y7,8 & 9) was held at St.Olaves .

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- NWPA is currently discussing hosting the next quiz this term **ACTION: AdC**
- St.Olaves proposing to host 13/3/26.
- **KS3 Disco**
 - Traditionally two discos per year: one in autumn term (for new Year 7s) and one in summer (June).
 - Year 7 & 8 Disco planned for November. Date TBC.
 - Volunteers needed. Please contact the NWPA Team WhatsApp or pa@newsteadwood.co.uk

6. Invitation to AGM

- Thursday 9 October 2025 @7.30pm. Zoom link and Agenda to be circulated **ACTION: NL**
- The following Committee Members/Trustee roles will be elected at the AGM.
 - **Chair** - Leads meetings, delegates tasks, liaises with the school, and ensures the committee follows its constitution.
 - **Vice-Chair** – deputising in absence of the chair.
 - **Secretary** – organise, record and report all aspects of meetings and maintains the association's records and correspondence.
 - **Treasurer** - Manages NWPA bank accounts, keeps accurate financial records, prepares financial reports for meetings and is responsible for filing annual reports with the charity commission
 - **Vice-Treasurer** - deputising in absence of the treasurer.
- NWPA is a registered charity, and the trustees have a legal responsibility to govern the charity, ensure it fulfils its objectives and statutory obligations, manage its resources effectively, and act always in its best interests.
- Also looking to appoint the following coordinators.
 - **FAM Test Coordinator**
 - **Assistant Uniform Team Coordinator**
 - **Event Refreshments Team Coordinator**
 - **KS3 Disco Team Coordinator**
 - **Communications Coordinator**
- Brief role description and overview of time commitments will be included with the minutes for prospective volunteers **ACTION: NL**

7. A.O.B.

- Suggestion to explore corporate sponsorship to raise funds. To be discussed further with Claire Viner, School Business Manager.

8. Date for next meeting

- TBC after AGM.

Meeting Adjourned at 8.00pm.