

Newstead Wood PA Meeting - Minutes

Date: 14/7/2026 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies;

AdC welcomed attendees

- **Chair:** Adrian Clarke (AdC)
- **Secretary:** Nicola Lang (NL)
- **Treasurer:** Arindam Chaudry (AC)
- **Attendees:** Geetha Clarke (GC), Helen Kaha Halim (HH), Deepa Menon (DM), Ivy Mok (IM), Rebecca Rajakumar (RR).

Apologies: Kerlai Counsell (KC)

2. Head's report

- Not in attendance.

3. Extraordinary General Meeting (EGM)

- The current Treasurer (AC) has resigned, and an EGM was called (with 21 days' notice given) to consider the appointment of new Treasurer and Assistant Treasurer.
- The committee expressed its sincere thanks to AC for his many years of volunteering, and for the expertise and integrity with which he ensured the PA's finances were well managed and fully compliant.
- Having both a Treasurer and Assistant Treasurer would provide a shared workload, broader financial capability, and stronger contingency planning.
- Both candidates briefly introduced themselves.
- A vote was taken, and no objections were raised:
 - **Deepa Menon** was unanimously elected as Treasurer.
 - **Ivy Mok** was unanimously elected as Assistant Treasurer.

4. Treasurer's report

- The annual accounts had been submitted on time (end of May 2026).
- The annual accounts had been approved by both the committee and the independent examiner.
 - Locker canopy project stands at **£60,000**.
 - £43,000 allocated from the previous financial year.
 - £17,000 allocated from the current financial year.
- Payment for the project remains outstanding **ACTION: DM & IM**
- Approximately **£40,000** remains available within PA funds.

5. Pre-loved Uniform Sales

- Two recent uniform sales had been particularly successful. Approximately **£1,800** was raised in total;
 - New Year 7 Parents' Event: raised over £1,200
 - Year 6 Transition Day: raised over £600
- Stock levels are now extremely low, particularly for green blazers and PE kit.
- Parents' WhatsApp groups will be contacted to encourage donations of unwanted uniform. **ACTION: NLL**

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- Uniform donations can be left at Reception.
- Holding a sale on Saturday 18 July 2026 was discussed. Due to the lack of stock, members questioned whether opening would be worthwhile. It was agreed that the Uniform Team would discuss this separately via WhatsApp before confirming whether the sale would proceed. **ACTION: AdC**

6. FAM Test

- All FAM testing was now complete, with the final two sessions taking place on Saturday 11 July 2026.
- Approximately **£38,000** has been raised through FAM tests this year.
- A significant volunteer commitment is required to deliver the FAM tests. Additional volunteers are needed on test days.
- To reduce costs, marking was undertaken in-house using an electronic manual entry system. All papers are marked twice to ensure accuracy.
- The current model for FAM tests is considered unsustainable without additional volunteer support.
- Recruitment of new volunteers will be a priority for next year, as this is the PA's biggest fundraising activity. It also benefits a large number of parents whose children go on to join the school.

7. Event - YR 7 & YR8 Disco Nov. 2026

- After a hiatus last year, the PA would like to organise the event for the new academic year.
- Ticket price would include refreshments to reduce cash handling on the night.
- A lead organiser and additional volunteers are needed
- This is an opportunity for new Year 7 parents to volunteer and be part of the event, supported by existing volunteers DC, RR and AdC.
- Parents' WhatsApp groups will be contacted to encourage volunteers **ACTION: NLL**

8. Committee Discussion – Volunteers & Communications

- A general discussion was started about volunteering and how the PA communicates. A short discussion paper had been circulated prior to the meeting. No views had been submitted from other PA member before the meeting.

Volunteers

- It was acknowledged that many parents support and value the PA but do not volunteer.
- Most PA activity is delivered by a small group of regular volunteers. In addition, a small number of volunteers repeatedly fill gaps when volunteer numbers are low to prevent cancellations or an inability to meet requirements, for example, providing refreshments at school events.
- Members agreed that the current model is not sustainable.
- Different approaches to volunteering were discussed:
 - Focusing efforts only on the PA's most successful fundraising activities.

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- Whether to continue with dedicated PA teams, such as FAM and Uniform, or instead have a single group of volunteers to cover all tasks.
- Whether linking fundraising activities to visible outcomes could help encourage greater volunteering and engagement.
 - For example, it has taken nearly two years of PA fundraising to raise the £60,000 required for the locker improvements. This has been a parent-driven request for many years.
 - Improving the visibility of projects funded by the PA, for example through signage or plaques acknowledging PA funding for the quad and locker refurbishment.
- Members discussed potential smaller projects that could make a visible difference around the school, such as additional outdoor bench seating.
- These initial ideas will be explored further during the next academic year.

Communication

- It was agreed that communication with parents needs to be improved as important PA information is not consistently reaching parents.
 - Appointing a Social Media Secretary and using Instagram, Facebook, etc. for updates and announcements.
 - Creating a PA WhatsApp Community to replace and streamline the current model, for example with an announcements channel and sub-groups.
 - Liaising with the school to determine whether a PA link could be included on Offers Day to improve contact and inclusivity with new Year 7 parents.

9. A.O.B.

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

10. Date for next meeting

- The committee agreed that the **Annual General Meeting (AGM)** should take place early in the Autumn Term.
- A provisional date of **Thursday 17 September** was discussed, subject to confirmation of the school calendar.

Meeting closed at 8.30pm.