

Newstead Wood PA Meeting Minutes

Date: 16/1/25 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies:

AdC introduced himself, welcomed attendees and noted apologies.

- **Vice Chair:** Adrian Clarke (AdC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **Meeting and Admin. Secretary:** Nicola Lang (NL)
- **Attendees:** Simmi Maharaji (SM), Kerlai Counsell (KC),
Aaa Lawal, Bunmi, JL, Richa, Tharanya Paramanathan and Zaveri.

Apologies:

- **Chairperson:** Victoria Cattermole (VC)
- **NW Head Teacher:** Alan Blount (AB)

2. Head's Report

- To be updated at next meeting.

3. Treasurer's Report

- AC reported that the £80,000 commitment towards the quad development had been paid to NW.
 - £40,000 paid last year.
 - £40,000 paid in the previous financial year.
- £3,740 has been paid for 2024 familiarisation test printing (Action from meeting of 30/9/24 closed out).
- There are no further large outstanding invoices.
- Current balance: £16,000.
- Applications have been received for the independent auditor role. To be updated at next meeting. **ACTION: VC**

4. Familiarisation Tests 2025

- Proposed dates: 26/4/25, 17/5/25 and 21/6/25.
- The tests require a significant amount of time, detailed planning, considerable workload, and the involvement of multiple volunteers.
- They are an integral part of the annual PA fund raising.
- Xinyun Wang (XW) is the current lead and is being shadowed by two volunteers as part of succession planning.
- Urgent update needed. **ACTION: VC & XW**

5. Upcoming Events:

- **Second Hand Uniform Sale - Tuesday 21/1/25:** 3.15-4.00pm in the hut.
ACTION: Volunteers - please contact Aneta McMullan (AM) or VC if you can help.

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- **School Play - Thursday 30/1/25 & Friday 31/1/25:** Times TBA - Volunteers needed for refreshments (NB: alcohol will be served).
ACTION: Volunteers - please contact VC if you can help.
- **Quiz –TBA:** St. Olave’s quiz (likely end of Feb/beginning of March) with NW invited.
 - KC to lead.
 - Boys’ v’s Girls and/or mixed teams for 6th Form.
 - Ticket Price approx. £5 per person to cover prizes and expenses.
 - NW may host return quiz later in the year.

- **Summer Term Events:**
 - **Summer Disco – Jun 25:** SM to check available dates with Claire Viner (CV). To be updated at next meeting.
ACTION: SM
 - **Y6 Preparing for NW Evening – Thursday 12/6/25:** 6.00 – 7.30pm.
ACTION: Volunteers - needed for refreshments and uniform sale in the main hall.
 - **Night at the Musicals - Wednesday 9/7/25:** 6.30-8.30pm
ACTION: Volunteers - needed for refreshments.

- **Other Events**
 - Thursday 27/2/25 6-8.30 pm – A Pinch of Spice
 - Thursday 6/3/25 – Y9 Options Evening
 - Friday 14/3/25 – Iftar Event
 - Friday 27/6/25 – Best in Everyone Awards Evening
 - Saturday 5/7/25– Open Morning

6. Committee Update

- Refreshment lead is still vacant.
 - Responsibilities include organising and overseeing all PA refreshment needs at events.
 - Post details to be circulated via the Class Rep. WhatsApp groups. **ACTION: VC**
- NL has agreed to combine the Meeting Secretary Role with the Administrations Secretary Role, so will also be responsible for managing the email account as well as helping with the website updates.

Next Meeting: TBC – Proposed Date Tuesday 25/2/25 or Wednesday 26/2/25. **ACTION: NL**

Meeting Adjourned at 8.10pm