

## **Newstead Wood PA Meeting Minutes**

**Date:** 30/9/2024 **Time:** 7.30pm **Location:** Zoom

### **1. Chair's Welcome, with Introductions:**

- **Chairperson:** Victoria Cattermole (VC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **Vice Treasurer:** Anmol Rana (AR)
- **NW Head Teacher:** Alan Blount (AB)
- **NW Business Manager:** Claire Viner (CV)
- **Attendees:** Adrian Clarke (AdC), Kindness Iroaganachi (KI), Simmi Maharaji (SM) and Xinyun Wang (XW)
- **Minute Taker:** Nicola Lang (NL)

VC welcomed everyone and introduced attendees.

AB and CV introduced themselves and explained their roles at the school.

### **2. Head's Report**

- **Year 7 entrance tests** (for academic year 2025/26)
  - Completed successfully.
  - Discussions regarding the familiarisation tests for 2025 are ongoing, and dates need to be set.
- **Project Overview:** In general projects <£5,000 can be addressed in-house and those >£5,000 need to be in line with the trusts (United Learning) protocols and priorities for approval. Hope to continue to use local and sustainable businesses such as those used for the Quad.
- **Toilet Refurbishments:** The school's toilets need refurbishment, but currently this is not included in the trust's priority projects. AB submitted a paper to address this, but no further action has been taken.
- **IT Update:** 200 new desktop devices are expected to arrive over the next two weeks and will be operational after half-term. Infrastructure improvements are still underway.
- **Quad and Pathway Refurbishment:** These have been delivered and a significant success, particularly considering the recent bad weather. Students are using the quad daily. Additional benches and tables are on order.
- **Multi-Gym Proposal:** Estimated at £15,000 including new equipment and redecoration. The multi-gym would benefit all students/year groups and align with the school's focus on health and fitness for young women.
- The committee expressed support for these projects, particularly the continued development of the quad.

### **3. Treasurer's Report**

- AC reported current balances:
  - Current account: £5,000
  - 35-day notice account: £1,000
  - 95-day notice account: £40,000

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- Total available: £57,000, with a minimum balance of £10,000 to be maintained.
- XW noted that the familiarisation test printing for 2023 had been received and paid, although the 2024 had not. **ACTION: CV to check on status of the printing bill.**
- There was some discussion regarding the cost of printing for the familiarisation test and based on previous costs it was estimated between £7,000 to £10,000.

### **4. PA Donation Agreement**

- **Proposed Donation:**
  - A donation of £40,000 was discussed. After reserving funds for upcoming expenses, the committee agreed in principle to proceed with the donation.
  - AC showed early withdrawal is not permitted as part of the terms and conditions of the 95-day notice account. Timing and method of transferring the funds will be determined. **ACTION: Treasury Team.**

### **5. Disco Update**

- **Date:** The next Year 7 and 8 disco is planned for 14 November 2024.
- **Ticket Sales:** SM reported that last year, around 150 tickets were sold for both the autumn (Nov) and summer (June) discos. A similar success is predicted.
- **Extending Ticket Sale Outside of NW:** The possibility of inviting boys from St. Olave's was discussed, as well as allowing students to bring friends.
  - AdC raised concerns about security and supervision if non-school students were invited.
  - Decision: To potentially limit invitations to students from St. Olave's, with no external guests to ensure safety.
- **St Olave's Disco:** planned for 6 December 2024, NW girls may be invited.
- **Volunteers:** VC asked that volunteers contact SM directly, who is co-ordinating the event.

### **6. AGM Reminder:**

- The AGM is scheduled for next week (7/10/24), and there are open roles for chair, vice-chair, secretary, and administrative support.

**Meeting Adjourned at 8.10pm**

**Next Meeting:** AGM, Monday 7 October 2024 at 7.30 pm on Zoom.