

NEWSTEAD WOOD PARENTS' ASSOCIATION

GENERAL MEETING (GM)

Monday 16th March 2020 at 7:30pm at Newstead Wood School

Attendees

- | | | |
|----------------------------------|----------------------------------|------------------------|
| 1. Alan Douglas – Chair | 4. Adriana Panackova – Secretary | 6. Christian Mole |
| 2. Ruwani Senaratna – Vice-Chair | 5. Colleen Young – Deputy Head | 7. Victoria Cattermole |
| 3. Maurizio Pilu – Treasurer | | |

Apologies: Syed Hussain, Xinyun Wiegerling

Agenda	Actions / Follow up
<p>1. Meeting Minutes from previous meetings</p> <ul style="list-style-type: none"> The minutes from the previous General Meeting in January 2019 reviewed Approval proposed by Alan Douglas, seconded by Christian Mole Approved unanimously 	Minutes to be published on the NWPA website
<p>2. Matters arising from the previous meetings not covered elsewhere</p> <ul style="list-style-type: none"> None 	
<p>3. Fam Test 2020</p> <ul style="list-style-type: none"> Given the current situation with Coronavirus, there is a high risk of not being able to run the two planned sessions on 16th May. As a matter of principle, NWPA will align with the school approach, and we will follow the Government guidelines for educational settings There is unlimited information available at the moment of this meeting, hence the following approach is proposed: <ul style="list-style-type: none"> Communication outreach to all people that bought tickets so far, as well as published on the NWPA website and on the Eventbrite site We are closely monitoring the situation and will decide closer to the date on either (i) cancelling the July session and postponing the May sessions to the July date, or (ii) to cancel both sessions if it becomes impossible to run the event Full refund will be provided to all buyers in case of cancellation or requested refund NWPA will investigate the possibility to recover the Eventbrite fees [Update since the meeting based on response from Eventbrite: in case of cancellation due to coronavirus situation, Eventbrite will not charge NWPA for the accrued fees] Proposed by Adriana Panackova, seconded by Christian Mole, approved by unanimous vote 	Adriana to prepare the info for our website and email the attendees who bought tickets
<p>4. News from the school</p> <ul style="list-style-type: none"> Funding feasibility study is in progress, a number of NWPA members were interviewed. It was felt this may be very relevant to the PA, but unfortunately Colleen is not involved and was unable to provide any information Preparation for the risk of school closure Parents raised questions about the water fountain in the Hall not working reliably – it is being regularly repaired; and it has been reported that previous shortage of hand soap became surplus 	
<p>5. Other News</p> <ul style="list-style-type: none"> A small group of Year 9 girls is planning to organise a summer ball (a similar concept as Year 7 Disco), including pizza, formal dancing, disco. Tentative date 2nd July; separate meeting already happened, NWPA is asked to help organising Grand Raffle will not be run this year due to all other events; perhaps might be joined with another event around Christmas period, yet to be decided 	
<p>6. Treasurer's Report</p> <ul style="list-style-type: none"> The audit of the financial report for year 2018/2019 has been completed and the report is ready to be filed with Charity Commission, subject to Chair's final minor updates and signature In our accounts and cash in hand the PA has £22,662.84. Next 3 months will see +£2k in donations. The level of scrutiny during the auditor's review brought up a necessity to improve our internal reporting of events costs and incomes: each event to be reported to the Treasurer by event organiser separately, showing cost, income and receipts related to that particular event, and avoiding mixing multiple events together 	

7. Ad-hoc Funding & Termly Donation

- 3 subject departments raised requests for ad-hoc funding (Math, Science, French). Requests were reviewed upfront by committee members and are generally supported
- Proposed by Christian Mole, seconded by Ruwani, approved/voted unanimously
- Trustees kindly requested to label the sponsored items with “Donated by NWPA” labels

Math	x5 visualized, 12x amazon fires, Set of CG50	1695
French	Books	903.6
Science	x3 visualizers	429
Total		3027.6
Proposed Revised Total	(9x3 instead of 146x3 for Sience)	2895.6

- Although the termly donation (1/3rd of the annual school request) has been previously agreed to be delayed until May, and despite uncertainty re. Fam Test proceeds due to coronavirus, Alan Douglas proposed that we reduce the minimum reserve levels agreed in October and pay this term’s termly donation of £13,000 now.
- A compromise proposal: donate £10,000 now, instead of £13,000 in May
- This means we will keep the minimum reserve of £8k (and £10k at year end) as agreed previously, but will likely not be in a position to fund any other ad-hoc funding requests this school year unless the minimum reserve requirements are reduced or a Fam Test session goes ahead
- Donation of £10,000 now proposed by Christian Mole, seconded by Adriana Panackova. After Colleen Young, representing the school, argued for the lesser amount, the motion was approved by 4 votes to 1, Alan Douglas voted against the proposal and in favour of full £13k donation

Maurizio to source/produce labels

8. Quiz Night 2020

- The event originally planned for 21st March is being postponed, tentative dates 20th or preferably 27th June

9. Closure and Next Meeting

- This meeting concluded at 9:10pm
- Next General Meeting will be held 27th April, subject to the school being open, at 7:30pm to 9pm