

Newstead Wood PA Meeting Minutes

Date: 25/2/25 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies:

AdC welcomed attendees and noted apologies.

- **Vice Chair:** Adrian Clarke (AdC)
- **Meeting and Admin. Secretary:** Nicola Lang (NL)
- **NW Head Teacher:** Alan Blount (AB)
- **Attendees:** Aaa Lawal (AL), Kerlai Counsell (KC), Prachi and Ramjith R. (RR)

Apologies:

- **Chairperson:** Victoria Cattermole (VC), Simmi Maharaji (SM), Vanessa Lake (VL) and Xinyun Wang (XW).

2. Head's Report

- Now in second half of Spring Term and Year 13 mocks are on-going.
- Upcoming Newstead Community events include A Pinch of Spice, Iftar and Holi celebrations.

3. Treasurer's Report

- Finance Team not in attendance.
- Ramki Ravurapalli (RR) has applied for the independent auditor role.
- Further updates at next meeting.

4. Familiarisation Tests 2025

- Dates: 26/4/25, 17/5/25 and 21/6/25.
- Three sessions on each date;
 - 9:00 – 11:00
 - 12:00 – 14:00
 - 15:00 – 17:00
- 160 tickets available per session (480 in total for each date).
- Current ticket sales ≈320.
- Emails have been sent to local primaries.
- Significant numbers of volunteers needed for all sessions. In particular, for setup before the first session and cleanup after the final session.
- Call for volunteers to go in NW Newsletter. **ACTION: AdC**
- Field availability will depend on weather conditions.
- Assessments will use 2023 template, which will reduce costs.
- AB noted that the marking company require test dates and details to pre-print answer sheets. AB has emailed dates.
- XW to keep in contact with AB.

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5. Quiz

- Proposed joint quiz with St. Olave's has been postponed for this term.
- St. Olave's are looking to host in July. Date TBA.
- NW may host return next scholastic year.

6. Upcoming Events

- **Spring Term Events:**
 - **A Pinch of Spice - Thursday 27/2/25**
 - **Iftar Event – Friday 14/3/25**
 - **Second Hand Uniform Sale - Tuesday 18/3/25:** 3.15-4.00pm in the hut.
ACTION: Volunteers - please contact Aneta McMullan (AM) or VC if you can help.
- **Summer Term Events:**
 - **Summer Disco – Proposed date 26 Jun 2025: ACTION: SM to confirm.**
 - **Y6 Preparing for NW – 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.

7. Committee Update

- VC stepping down as Chair at the end of the school year.
- Refreshment lead is still vacant.

8. A.O.B

- PA Hut door has broken. AB has sent a request for repair.
- PA Hut tidying/donated uniform sorting – each Monday 3-4pm in the hut. Volunteers welcome.
- KC asked when the next AGM was. Usually held in September/October after the Year 7 curriculum evening to encourage engagement with new parents.

9. Next Meeting

- Tuesday 25/3/25

Meeting Adjourned at 7.50pm.