

Newstead Wood PA Annual General Meeting Minutes

Date: 7/10/2024 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome:

- **Chairperson:** Victoria Cattermole (VC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **NW Head Teacher:** Alan Blount (AB)
- **Attendees:** Gloria Bian (GB), Kerlai Counsell (KC), Sujatha Gowda (SG), Aneta McMullen (AM), Prachi.
- **Minute Taker:** Nicola Lang (NL)

Apologies

Adrian Clarke (AdC)
Simmi Maharaji (SM)
Vanessa Lake (VN)
Anmol Rana (AR)
Renaë
Susmita
Xinyun Wang (XW)

VC welcomed everyone.

Attendees introduced themselves, noting their daughter's year group.

2. Head's Report

- No changes to the previous reports given this academic year (2024/25).

3. Treasurer's Report

- Accounts will be presented at the next meeting.
- A £40,000 donation from the PA to the school was approved at the previous PA meeting (30/9/24).
- Majority of income is from familiarisation tests, which will be scheduled for 2025 (see Section 6.AOB).

4. Elections

- **Meeting Secretary:**
 - Responsibilities include compiling the agenda, taking minutes, and communicating meeting details.
 - NL volunteered.
 - Vote in favour was unanimous.
- **Administration Secretary:**
 - Responsibilities include managing email account and website updates.
 - Post remains vacant. VC to continue in the interim.

Newstead Wood PA Annual General Meeting Minutes

Date: 7/10/2024 **Time:** 7.30pm **Location:** Zoom

- **Vice Chair:**
 - Responsibilities include sending news updates, overseeing all event operations and in absentia for the Chair.
 - AdC volunteered.
 - Vote in favour was unanimous.

- **Chair:**
 - Responsibilities include leading and coordinating all activities of the PA, as well as chairing meetings and primary liaison with school.
 - No volunteers. VC to continue in the interim.

- **Trustees:**
 - Responsible for the general control and management of the PA administration in line with the Charity Commission.
 - There must be at least three trustees. Currently there are seven and five are stepping down.
 - AR has volunteered to join the remaining two, therefore meeting the minimum requirement.
 - SM may volunteer, further discussion on the need for additional trustees required.

- **Refreshment Lead:**
 - Responsibilities include organising and overseeing all PA refreshment needs at events.
 - Post remains vacant.

5. Upcoming Events

- **6th Form Live Lounge Musical Event Refreshments:** Thursday after school (4pm start, setup at 3:15pm). GB, KC, VC and Prachi and volunteered.
- **Uniform Sale:** 18 October 2024.
- **Y7 & Y8 Disco:** 14 November 2024. Volunteers contact SM directly, who is co-ordinating the event.

6. Any other Business:

- **Independent auditor of accounts:**
 - Need to appoint an independent auditor for financial accounts. Experienced Accountant ideal. Maybe an exchange with another school such as St.Olave's to strengthen being independent. **ACTION: Treasury Team.**

Newstead Wood PA Annual General Meeting Minutes

Date: 7/10/2024 **Time:** 7.30pm **Location:** Zoom

- **Set Dates for Familiarisation Tests 2025:**
 - Need to schedule dates for three Saturdays in April, May and June 2025.
ACTION: XW
- **PA coffee morning**
 - Organize a coffee morning to discuss succession planning (improving role transition and responsibilities), clarify PA roles, discuss ways to engage parents and attract more volunteers. **ACTION: VC.**

Next Meeting: Wednesday 15 January 2025 at 7.30 pm on Zoom.

Meeting Adjourned at 8.10pm

Contact email: pa@newsteadwood.co.uk