

## **Newstead Wood PA Meeting Minutes**

**Date:** 25/3/25 **Time:** 7.30pm **Location:** Zoom

### **1. Chair's Welcome and Apologies:**

VC welcomed attendees and noted apologies.

- **Chair:** Victoria Cattermole (VC)
- **Vice Chair:** Adrian Clarke (AdC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **Vice Treasurer:** Anmol Rana (AR)
- **Meeting and Admin. Secretary:** Nicola Lang (NL)
- **Attendees:** Aaa (Simbo) Lawal (AL), Kerlai Counsell (KC), Raj Gandhi (RG) Simmi Maharaji (SM), Vanessa Lake (VL)

**Apologies:** **NW Head Teacher:** Alan Blount (AB) and Xinyun Wang (XW).

### **2. Head's report**

- Head not in attendance.

### **3. Treasurer's report**

#### **a. Accounts for the previous financial year**

- i. all outstanding bills are paid.
- ii. £21,000 is the current balance.

#### **b. Appointment of independent examiner or auditor**

- i. Legal requirement for charities with income exceeding £25,000 per year to have an independent examiner.
- ii. Only one application received. Ramki Ravulrapalli (RR).
- iii. No objections raised; appointment approved

#### **c. Financial update**

- i. Kapil Trivedi (KT) the previous treasurer is still the only signatory on the NWPA bank accounts.
- ii. AC has been trying to transfer signatory rights but encountered difficulties with getting the right information from the bank.
- iii. An alternative option could be to open a new bank account and transfer funds.
- iv. AL provided further electronic link to add signatories to NatWest accounts. AC to contact NatWest again. **ACTION: AC**

### **4. Update and appointment of trustees**

- In line with Charity Commission, trustees are legally responsible for charity management.
- NWPA has seven trustees. Five have now resigned and AC and XW remain as trustees.

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- AR, NL and AdC have agreed to be the additional trustees.
- AdC to update Charity Commission records. **ACTION: AdC**

### **5. Familiarisation tests**

- FAM test leads not in attendance, report submitted by XW.
- 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
- There are 160 tickets available per timed session, so for each test date a total of 480 tickets are available.
- Current ticket sales per test date;
  - April - 119 sold
  - May - 134 sold
  - June - 195 sold
- Revenue from tickets sold to date is  $\approx$  £29,400.
- Sales for the April session close on 12/4/25.
- XW will organise volunteers next week – there is a WhatsApp group for volunteers to join and a request for volunteers was circulated on the NW Parents WhatsApp and Heads Update letter.
- It was suggested that information outlining expectations and requirements for volunteers could be circulated to increase potential volunteer numbers.

### **6. Summer Disco**

- Date confirmed Thursday 26 June 2025, 6-8pm
- Open to Y7 & Y8 and possibly Y9, to increase ticket sales.
- SM will organise flyer. **ACTION: SM**
- Tickets usually purchased through Wise Pay, drawback is that no emergency contact details for buyers are available on this system.
- AdC shared alternative options for websites to register volunteers for events and ticket buying. AdC to investigate validity. **ACTION: AdC**

### **7. Uniform Sales**

- Last sale 18 March, two more planned for the summer term.
- Uniform sales every Monday this half term 3.15-4pm.
- PA Hut tidying/donated uniform sorting – each Monday 3-4pm in the hut. Volunteers welcome.

### **8. Upcoming Events & Refreshments**

- Quiz at St. Olaves 3/7/25 – potential clash with Asian Night, which is run by NW Y12?

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### **9. Committee Update**

#### **a. Election of new PA Chair**

- i. VC has stepped down as Chair.
- ii. AdC (current Vice Chair) to be new Chair. Proposed by VC and Seconded by AC. Appointment approved.
- iii. Changes in the PA Chair appointment will be raised at the AGM in autumn.
- iv. Vice Chair will now be vacant – RG interested in the role from Sept.

#### **b. Refreshment lead**

- i. Remains vacant.

### **10. A.O.B.**

- None.

### **11. Date for next meeting**

- Thursday 15/5/25 **ACTION: NL**

**Meeting Adjourned at 8.10pm.**