

Newstead Wood PA Annual General Meeting (AGM) Minutes

Date: 09/10/25 **Time:** 7.30pm **Location:** Zoom

1. Acting Chair's Welcome and Apologies:

AdC welcomed all attendees to the AGM and noted apologies.

- **Acting Chair:** Adrian Clarke (AdC)
- **Treasurer:** Arindam Chaudhuri (AC)
- **Secretary:** Nicola Lang (NL)
- **Attendees:** Ahson, Helen Pang, Kerlai Counsell (KC), Israel A, JJ, Natalia Shadrichева (NS), Nilesh Ashetekar (NA), Nilesh Patel (NP), Rebecca Rajakumar (RR), Simmi Maharaj-Modhwadia (SMM), Tamara, Vanithan.

Apologies: Mr Blount (NW Head Teacher) and Aneta McMullenn (AMcM).

AC sent apologies for joining late and confirmed he would attend the latter part of the meeting. AdC proposed that the Treasurer's Report be moved to Item 6.

2. Head's report

- No changes to the previous report given at the meeting of 30/09/25.

3. Election of Committee Members

- **Chair:** Nominee: Adrian Clarke (current Acting Chair)
Proposed by: Rebecca Rajakumar
Seconded by: Nilesh Ashetekar
Result: Elected as Chair
- **Vice Chair:** Nominee: Raj Gandhi (*in absentia*)
Proposed by: Adrian Clarke
Seconded by: Kerlai Counsell
Result: Elected as Vice Chair
- **Treasurer:** Nominee: Arindam Chaudhuri (current Treasurer)
Proposed by: Adrian Clarke
Seconded by: Simmi Maharaj-Modhwadia
Result: Re-elected as Treasurer
- **Vice Treasurer**
Nominee: Nilesh Ashetekar
Proposed by: Adrian Clarke
Seconded by: Rebecca Rajakumar
Result: Elected as Vice Treasurer
- **Secretary**
Nominee: Nicola Lang (current Secretary)
Proposed by: Adrian Clarke
Seconded by: Kerlai Counsell
Result: Re-elected as Secretary

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- All committee members are to be registered as trustees with the Charity Commission. Trustee details (email address, name, date of birth, and contact address) to be submitted for completion of the paperwork via the PA email: pa@newsteadwood.co.uk **ACTION: AdC, AC, RG, NA & NL**

4. Additional PA Roles

- AdC provided an overview of the NWPA role within the whole school community.
- AdC briefly described the role of each coordinator and thanked the previous PA coordinators for all their exceptional hard work.
- The NWPA welcomes the following volunteers.
 - FAM Test Coordinator - Adrian Clarke
 - Assistant Uniform Team Coordinator (with AMcM) - Rebecca Rajakumar
 - Event & Refreshments Team Coordinator - Nilesch Patel
 - KS3 Disco Team Coordinator - Nilesch Patel (SMM to assist as outgoing co.)
 - Communications Coordinator- Nicola Lang (acting)
- If anyone would like to volunteer for a specific team, please get in touch via WhatsApp/email.

5. Constitutional Amendments

- The proposed amendments have been published in the Heads Update for the past three weeks.
- The main change is to allow parents of Year 13 students to remain on the PA Committee if re-elected.
- Decision: Approved unanimously.

6. Treasurer's Report and Presentation of Accounts

- Due to the fixed online meeting schedule, the presentation of the accounts could not be completed, although were available at the time of the meeting. They have therefore been added to the minutes for record and will be presented for discussion at the next NWPA meeting.
 - Accounting period: 1 August 2023 – 31 July 2024
 - Annual Returns were filed with the Charity Commission on time.
 - Approximately £95,000 was spent on the quadrangle improvement over the past two accounting periods.
 - There are no outstanding invoices to be paid.
 - All FAM test income has been received and deposited.
 - Current bank balance: approximately £63,000.
 - The committee, in collaboration with the school, can therefore identify and plan new school project(s) valued at around £50,000.
- Note:** During the meeting AdC raised a proposal for funding shelters over outside lockers. This will be further explored with NW **ACTION: AdC**

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- Access to the bank accounts – the latest application has been rejected on grounds of incorrect legal entity declarations. AC suggested we pursue opening an account with another bank and transferring our balance. **ACTION: AC & NA**

7. Plans for the Year Ahead – Events, Fundraising and Priorities

- The opportunity to discuss plans was not taken due to time constraints.
- AdC to circulate proposed events calendar. **ACTION: AdC**

8. A.O.B.

- The opportunity to raise AOB was also not taken due to time constraints. Members are invited to submit any AOB items to the PA via email pa@newsteadwood.co.uk for inclusion in the next NWPA meeting.
- **Note:** During the meeting there was a discussion on selling FAM style test papers for additional fundraising. This will be further explored at a separate meeting **ACTION: AdC, KC & NS**

9. Date for next meeting

- The date of the next NWPA meeting will be confirmed and circulated to all members. **ACTION: NL**

Meeting Adjourned at 8.10pm.