

NWPA Meeting Minutes Monday 12th October 2020 at 7.30 pm via Google Meet-Up

Attendees:

1. Amol Karve (AK)- Chair
2. Ruwani Senaratna (RS) - Vice Chair
3. Lola Enape (LE)- Secretary
4. Xinyun Wang (XW) - Treasurer
5. Claire Viner (CV) - School Representative
6. Syed Hussain (SH)- Committee Member
7. Alan Douglas (AD)
8. Christian Mole (CM)
9. Ankur Agrawal (AA)
10. Tony. M (TM)

1) **Apologies for absence:** Victoria Cattermole (VC) and MaurizioPilu (MP)

2) **Welcome:** by new Chair AK (LE took the minutes).

3) **Minutes from last AGM (Jan 2020):** RS confirmed AGM minutes are not approved at General Meetings (GM) but at the AGM. The GM minutes from the previous meeting held on the 16th March 2020 should have been approved. However, since the GM minutes were not circulated and not all members saw it, the approving of the GM minutes was postponed until the next GM.

4) **Matters arising from previous meetings minutes not covered elsewhere:** None

5) **Summary of the January agenda was read by AD**

6) **News from the school (Updated by C. Viner):**

- Schools COVID restrictions actions are going well.
- Students are adhering to their bubbles.
- Year 11 students were affected with COVID, but are now back in.
- No staff have been off sick with COVID related illnesses
- School unfortunately having some financial setbacks, had to let five catering staff go.
- Absence lessons are streamed
- Cleaning of the school has increased to 75hrs per week indefinitely for both day and night.
- Students are advised not to queue and remain in various areas this is impacting lunch
- Masks are worn in communal areas
- Meeting with new committee members to be arranged with the school.
- Free school meals claim has been put in, but the school has yet to receive it.
- Funding for COVID going towards face shields, wipes, disinfectant, and cameras for streaming
- Staff were furloughed to save costs from March to Aug 31, 2020, and they have all resumed
- Open days are to be conducted online, with no plans for any on-site. A company working with the school to create a Virtual tour of areas in the school for Year 7 and Sixth Form. The videos will also feature Subject leaders. United Learning is contributing to the production of the videos in relation to media and marketing.
- Selection Tests would take place in the sports hall, gym, main hall, and music block, the duration is 3full days and 1 half day.

- Volunteers needed to help with the coordination of the traffic during the selection tests.
- SS generated a list to help find more people to help. AK to send out to PA list, and in-touch
- School confirmed that the tests will be done electronically, and the marking of the test results will be outsourced.
- Fundraising concerns due to COVID, no events to take place in schools only virtually. All activities to be moved remotely.
- School site is restricted, no visitors allowed.
- Gym club has put in place a risk assessment, they do their cleaning and have a plan in place. Newstead clean gym in the mornings only.
- Gym is used 3 times a week.
- Few external persons come from outside of the school to use gym facilities.
- There will be no school production this year.
- Music Department purchased a new MacBook Pro for the music group to create projects together.

6) Other news: Finance

- XW requested for the finalisation of accounts to be completed.
- Approval of the latest accounts and to appoint new auditors.
- XW was unable to meet with the previous treasurer but planning to arrange this.
- **M. Pilu is going to complete FY19/20 accounts in the earlier 2021 prior audit.**
- New Auditor needs to be approved. MP confirmed that the current Auditor provides pro bono work, so should consider continuing to use them.
- XW to contact Auditor and confirm use in 2021, services provided by the Auditor is of good standard.
- MP/XW to follow up with Auditor and get them to sign off and approved accounts and then file with HMRC.
- AK/XW to find out from PayPal who need to be removed and added.
- SH stated that all former trustees to be removed and replaced with details of the new trustees.
- **NatWestBank signatories Remove – Julie Bentley, Maurizio Pilu, Adriana Panackova. Add - Xinyun Wang, Amol Karve, Lola Enape, Syed Hussain.**
- XW to look into Gift aid and claim for 2019/20 - XW to investigate the easy fundraising account and find out who needs to be added.
- AK to send a reminder to the school that Amazon Smile should be used and find out how funds from Amazon Smile get into the PA account.
- **Charity Commission –XW will be taking over the admin role of the charity commission account from MP, removing old trustees from charity commission Maurizio Pilu, Alan Douglas, Adriana Panackova, and adding new trustees to charity commission -Xinyun Wang, Amol Karve, Lola Enape**

7) Chair's annual Review of year 2020/2021:

Online funding ideas:

- Proposal for online quiz and charge entry via Eventbrite, to be conducted possibly on 21st March 2021
- CM/AA to identify the best technical platform to use for the online quiz, and would generate questions

- AK to explore other funding ideas
- SH suggested online raffle and Bingo
- LE proposed online auction

Year 7 Disco

- PA requested for the year 7 disco to be considered using a marquee, students are currently in bubbles, a date end of 8 July 2021 was proposed. Dates should be considered in Mid-May 2021. CV to confirm if dates are feasible.

2nd hand Uniform sale

- 2ND Uniform sale takes place 3-4 pm on Wednesdays with RS/VC managing.
- Uniforms not collected to go for recycling.
- Students were informed to take their uniforms before the sale
- Any online sale requests should be sent to pauniform@newsteadwood.co.uk
- VC sent emails requesting for parent helpers not much feedback.
- RS confirmed communication was done to all parents via WhatsApp groups.

Parent Engagement

- AK requested for more parents to be engaged with PA and any volunteering activities, would send out emails.
- SH stated to communicate via PA lists and use in-touch email account to get to all parents, CV confirmed this needs to be approved by Newstead Head AB.
- The generic email account to be used more often to communicate to parents and get more volunteers.
- AK made a request to CV for a pa@newsteadwood.co.uk email account, CV to confirm if possible.
- CV reiterated that all email communication must be sent to Newstead Head AB before communication is sent out to the team.
- All in-touch requests to go to Newstead Head AB
- RS confirmed some parents want to get involved.

PA Meetings

- All meetings moving forward to be done via zoom, till further notice.

Treasurer's Report & Annual Review: Discussed at AGM. Not at today's meeting.

Thank you

AK and CV expressed thank you to AD for his tireless work in chairing the PA.

Any other business on retrospective items:

- AD resigned from the PA Advisory role
- SH was co-opted and would take on the PA Advisory role from AD, he would also remain a committee member.
- CV confirmed no decision made yet on any mock exams until the COVID situation improves.
- Wisepay all resolved, the system had issues and was shut down. Emails were sent to those affected.
- Parents want to know how PET funds are being spent, CV confirmed this would be communicated. **UPDATE** - CV confirmed on 13th Oct 2020 that the school website

updated with Newstead 2030 Vision – School Fundraising. This mentions PET and plans for the funds moving forwards.

- School expansion plans and funds on hold due to COVID.
- Big capital fundraising plans to be implemented, activities started in March pre-COVID, music block needs refurbishment.
- TM unclear what the PET Scheme is, CV confirmed to be renamed, Newstead School Fund
- Other school representatives to rotate and attend PA meetings.
- CV to identify and check what's left in the PET bank account.

Put on agenda for next GM meeting:

- Finalisation and agreement on year 7 Disco

Date for the next General Meeting: Monday 11th January 2021 at 7.30 pm (*via zoom*)

Any other business: None

Meeting ended at 9.15 pm

A handwritten signature in blue ink that reads "Amol Karve". The signature is written in a cursive style with a small horizontal line under the 'e'.

Amol Karve
Chair, Newstead Wood Parents Association