Newstead Wood PA Meeting - Minutes
Date: 10/11/2026 **Time:** 7.30pm **Location:** Zoom

1. Chair's Welcome and Apologies.

AdC welcomed attendees.

- **Chair:** Adrian Clarke (AdC)
- **Vice Chair:** Not present
- **Treasurer:** Not present
- **Vice Treasurer:** Not present
- **Secretary**: Nicola Lang (NLL)
- **NW Head Teacher:** Hannah Dalton (HD)

- **Attendees:** Adj Boateng, Kerlai Counsell (KC), Prachi, Rebecca Rajakumar (RR). Stephen Flannagan (SF), Sucheta, Vivian, Vivek

Apologies: None received.

2. Head's report

- HD provided an update on admissions, school achievements, facilities and student enrichment.
- Demand for places at Newstead Wood School remains strong.
- Year 7 entrance test: 1,537 registrations, with 1,388 candidates sitting the test for 168 available places.
- Year 7 Open Morning: 2,247 bookings.
- Year 6 school tours: 225 bookings across 12 tours (Summer and Autumn)
- 6th Form Open Evening, scheduled for 26 November 2026: 1,300 bookings.
- Normally over 1,000 applicants for 6th form. Approximately 80–120 external places are available annually, depending on internal student retention.
- HD highlighted the positive feedback received from prospective parents, particularly regarding the confidence, enthusiasm and articulate nature of students representing the school.
- The school was recently ranked the second-highest-performing state school nationally by The Telegraph.
- HD welcomed the recognition of the hard work of students and staff, while acknowledging that school rankings do not provide a complete picture of performance.
- Locker relocation under canopy: Students will be asked to empty their lockers during the following week to allow them to be moved and secured. The canopy that protects the lockers from adverse conditions was very generously funded by the PA for which the school is grateful.
    - A concern by a parent regarding possible rats near and in lockers was raised. HD confirmed that the issue concerned squirrels going in unlocked lockers containing food. Students have been reminded to lock their lockers. The school will thoroughly clean the lockers when moved and consider appropriate deterrents in the area.
- Longstanding drainage issues have been addressed.
- Refurbished changing facilities: (opposite Drama) New flooring, tiling and decoration.
- Creation of a new changing room behind the stage

- Study space: A former service kitchen area in the Art Concourse has been converted into an intervention and study space.
- 6th Form canteen: Improvements have been made to the serving counter and layout.
- Toilets: programme of maintenance work to ensure all toilets across the school are fully operational.
- Main canteen: Revised layouts, additional serving points and improved queuing arrangements have increased service efficiency. Additional grab-and-go food options have been introduced, with consideration being given to purchasing another oven to meet demand for paninis.
- Student enrichment and wellbeing - The school is developing opportunities to increase enjoyment, participation and celebration throughout the curriculum. Initiatives include:
  -A revised rewards programme recognising courage, compassion and excellence.
  -The Year 11 Thorpe Park trip, introduced in response to student feedback.
  -A redesign of Cultural Arts Week, with further details expected after Christmas.
  -Additional sports and enrichment clubs.
  -More opportunities for academic, sporting and fundraising competitions.
  -The return of the Harvest Box competition.
  -Increased involvement of the student leadership team in organising House - competitions and activities.

3. Treasurer's report

- No formal Treasurer's Report was presented, as no representative of the treasury team was in attendance.
- AdC estimated that the PA currently holds approximately £10,000, although this figure has not been formally verified.
- Concern was expressed about the absence of regular financial reporting and the need for accurate information on the PA's financial position. In future, if the Treasury Team is unable to attend, a short-written report should be provided. **ACTION – Treasury Team**
- Bank account access - The PA continues to experience difficulties updating authorised signatories on its NatWest bank account.
  - The former Treasurer is unable to undertake financial responsibilities due to restrictions associated with his current employment.
  - AdC explained that NatWest requires supporting documentation, including minutes confirming the appointment of new authorised officers, to process the changes.
  - An alternative arrangement is urgently required to ensure the PA can access and operate its bank account. **ACTION – Treasury Team & AdC**
- The event organisers of Iftar event at NW have advised that they have not received the funds collected using PA card machines (£5726.42). It remains unclear whether payment has already been made because the PA is currently unable to verify the bank transactions.
  - AdC is communicating with the organisers and acknowledged the urgency of resolving the matter. **ACTION – Treasury Team & AdC**

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4. Funding Requests and Approval Process

- AdC outlined plans to introduce a more formal procedure for submitting funding requests to the PA through a standard funding request form **ACTION – AdC**
- Requests can be submitted to the PA where school funding is unavailable or declined, using this standard form.
- Requests would be discussed by the committee, with final approval remaining subject to the appropriate trustee decision-making process.
- The importance of involving the wider committee in discussions was emphasised.

Funding Requests

- Examination equipment
    - A proposal was discussed to fund examination stationery packs containing items such as pens, pencils, rulers and erasers.
    - These would be available to students who arrive at examinations without the necessary equipment, reducing anxiety and disruption.
    - HD supported the proposal and suggested that the scheme could potentially extend to Key Stage 3 students.
    - The school already maintains a limited supply of scientific calculators for use in lessons and examinations.
    - AdC requested that the NW Examinations Office obtain quotations and details for examination equipment. These could then be submitted through the new funding request form and procedure. **ACTION – AdC & NW Examinations Office**

- Support for students facing financial hardship
    - Members discussed the possibility of establishing a PA fund to support equitable access for all students. For example, students whose families may struggle to meet the costs of enrichment opportunities.
    - Potential areas included: educational visits and school trips, participation in productions and performances, costumes, equipment, musical instruments, clubs and other enrichment activities.
    - HD explained that changes to funding eligibility have reduced the number of students attracting Pupil Premium funding, despite continuing financial pressures on families.
    - The school intends to fully fund relevant Cultural Arts Week activities for eligible Pupil Premium students.
    - Members expressed support for exploring how the PA might help remove financial barriers to wider participation. **ACTION – NWPA Committee**

- Other funding requests
    - SF requested approximately £400 towards a marquee for the summer Pops concert. Due to seasonal demand an early booking for a competitive cost is required.
    - AdC requested a marquee funding quote be submitted for consideration. Ideally this could also be submitted through the new funding request form and procedure, although due to time pressure a decision may need to be *ad-hoc* before Christmas. **ACTION – SF**

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5. Additional Agenda Item Added – School Event Refreshments Requests

- Sixth Form Open Evening 26 Nov. 2026.
    - HD confirmed that the PA would be welcome to provide refreshments at the
    - The canteen area was suggested as visitors gather there between presentations and school tours.
    - This could also provide an opportunity to promote the PA to prospective families.
- Singing Showcase – 27 Nov. 2026
- Christmas Concert @ st Pauls Church 11 Dec.2026
    - AdC commented that because of licensing considerations, alcoholic refreshments are normally provided with a voluntary NWPA donation suggestion.
    - KC suggested applying for an alcohol licence for the event this year to enable refreshments to be sold as a fundraising activity.
- School Production – Jan 2027 - Further information on Temporary Event Notice to cover multiple performances within the permitted period, making alcohol sales more practical would also be sought.

6. Year 7 and 8 Disco 2026

- Event is being held in the NW Hall on Thursday 19 Nov. 2026
- AdC confirmed that he would take over the final coordination of the forthcoming disco from NLL who had undertaken much of the organisation. **ACTION - NLL**
- The principal arrangements, including the hall booking and DJ arrangements, were reported to be substantially progressed, although some details required final confirmation.
- The event publicity had been issued later than intended. It was noted that ticket sales for previous discos had usually increased during the final days before the event.
- Further publicity was discussed, including possible communications to parents and students through the school.
- There are enough volunteers to run the event, including a number of Y12 students accompanied by a parent volunteer.
- AdC will host a further Zoom Disco planning meeting on Thurs 12 Nov2026 **ACTION – AdC**
- AdC indicated that he would support a new organiser as co-organiser in 2027, with the intention of handing over full responsibility from 2028.
- There was some discussion regarding the use of various ticketing platforms for PA events. AdC suggested that alternative online ticketing platforms that may reduce transaction fees for future paid events. Further information will be sought. **ACTION – AdC**

7. Pre-loved Uniform Sales

- The next pre-loved uniform sale was confirmed for 17 Nov 2026, beginning at approximately 3.15 pm.
- Information to be sent out to parents via WhatsApp groups and Weekly Heads Update. **ACTION – NLL & AdC**
- A further sale will be arranged for January or February 2027, with the date to be confirmed. **ACTION – Uniform Coordinator**

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8. Vacant PA Roles – Update & Discussion

- Communications and Social Media Co-ordinator
    - A volunteer has expressed interest in the role.
    - The role has two components (a) PA comms to parent groups and overseeing WhatsApp and other comms. (b) developing Social Media presence for the PA
    - Need to establish whether the volunteer is interested in both components. **ACTION – AdC**
    - Members discussed the need to improve communication between the PA, school and parents.
    - New Year 7 WhatsApp groups – KC raised that the previous system of a coordinated approach between school and PA for establishing parent WhatsApp groups for incoming Y7 families had been particularly effective. The possibility of reinstating a coordinated system was discussed.
    - AdC suggested new families could receive a joining link/QR code on offers day as part of the school information letter. Subsequently class groups and class reps could be formed.
    - Members felt this would improve the consistency of information, be more inclusive, reduce duplication and help prevent inaccurate messages being circulated.
    - AdC to discuss the proposal with HD **ACTION – AdC**

- Refreshments Team Co-ordinator
    - Poonam and KC are currently working together to streamline and develop the current refreshments arrangements.
    - The intention is to establish a standard process that allows volunteers to provide refreshments at individual events without requiring the refreshments coordinators to attend every occasion.

- Fundraising Co-ordinator
    - A Fundraising Coordinator has not yet been appointed. NLL to circulate the vacancy to parent groups. **ACTION – NLL**
    - This is a new role proposed to review existing passive fundraising schemes and identify other low-admin fundraising opportunities. Such as easyfundraising and other donation-based initiatives.
    - It was noted that some fundraising accounts have previously been set up and are registered under former PA volunteers.
    - Members considered that these schemes could generate additional income with relatively little ongoing effort once correctly administered and publicised.
    - RR suggested that the Comms/SM and Fundraising Coordinators could work together to promote these opportunities.

- KS3 Disco Team Co-ordinator
    - AdC will coordinate the 2026 disco and seek to identify a volunteer to take the lead in future years. **ACTION – AdC**

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9. A.O.B

- Staff Involvement in the PA
    - SF expressed interest in becoming more formally involved in the PA.
    - Members discussed the potential benefits of stronger links between the PA and school departments, including improved coordination of events and fundraising opportunities.
    - PA members are defined by the constitution as the parents, guardians or carers of any pupil currently attending the school. For a staff member to be a PA member or an honorary/co-opted member with a clearly defined role the constitution would need to be amended. **ACTION: AdC and HD (in capacity as PA President).**

- Shared events calendar
    - KC suggested a central calendar listing upcoming PA and school events, including performances, open evenings, uniform sales and fundraising activities.
    - Members felt that a shared calendar would improve planning and volunteer coordination.
    - AdC acknowledged the suggestion and noted that a similar calendar had been used previously.
    - AdC to look at creating an updated shared calendar for the current academic year. **ACTION – AdC**

- Future music events
    - SF outlined plans for forthcoming concerts and performances, including the Christmas concert, a musical-themed event and summer performances.
    - It was suggested that these could be developed into PA-run event with support from SF for the organisation, ticket sales and refreshments arrangements including alcohol licence.

10. Date for next meeting

- The next NWPA meeting will be in January 2027. Date to be confirmed. **ACTION – NLL**
- NWPA Christmas gathering was discussed, with Tues 22 December suggested.

Meeting closed at 8.50pm.

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Summary of Actions

Action	Responsibility	Timescale
Provide an updated financial report, including written updates when unable to attend meetings.	Treasury Team	Next meeting / ongoing
Resolve NatWest signatory changes and submit the required documentation and approvals.	AdC / Treasury Team	Urgent – before Christmas
Verify and reconcile the £5,828.50 Iftar funds and confirm payment status with organisers.	AdC / Treasury Team	Urgent
Introduce standard funding request form and approval procedure.	AdC	ASAP
Obtain quotations for examination equipment.	AdC & NW Examinations Office	To be confirmed
Explore establishing a PA fund to support students facing financial hardship.	PA Committee	Future meeting
Submit marquee quotation for funding consideration.	SF	ASAP
Investigate alcohol licensing requirements, costs and Temporary Event Notice options.	Refreshments Coordinators*	ASAP
Complete disco handover and transfer outstanding arrangements to AdC.	NLL	Immediate
Arrange disco planning meeting and coordinate final preparations.	AdC	12 Nov 2026
Investigate alternative ticketing platforms and transaction fees.	AdC	To be confirmed
Publicise 17 November pre-loved uniform sale via WhatsApp and Head's Update.	NLL / AdC	ASAP
Confirm January/February 2027 pre-loved uniform sale date.	Uniform Coordinator	Before end of term*
Clarify scope of Communications and Social Media Coordinator role with prospective volunteer.	AdC	To be confirmed
Discuss coordinated Year 7 parent WhatsApp arrangements with HD.	AdC	To be confirmed
Circulate Fundraising Coordinator vacancy.	NLL	ASAP
Recruit future Disco Coordinator.	AdC	To be confirmed
Explore constitutional requirements for staff involvement in the PA.	AdC / HD	To be confirmed
Establish updated shared PA and school events calendar.	AdC	To be confirmed
Confirm date of January 2027 PA meeting.	NLL	Jan 2027

**The alcohol licensing action owner and uniform sale deadline need confirmation, as they are not explicitly established in the main minutes.*