Newstead Wood PA Annual General Meeting (AGM) Minutes
Date: 06/10/26 **Time:** 7.50pm **Location:** Zoom

1. Chair's Welcome, Apologies and Report on NWPA Activities

- **Chair:** Adrian Clarke (AdC)
- **Vice Chair:** Not present
- **Treasurer:** Not present
- **Vice Treasurer:** Ivy Mok (IM)
- **Outgoing Treasurer:** Not present
- **Secretary**: Nicola Lang (NLL)
- **NW Head Teacher:** Hannah Dalton
- **Attendees:** Ameeta, Aneta McMullen (AMcM), Anindita, DWM, Evie Adeleye, Geetha Kanagarajah/Clarke, Joanna, Karthik Melevee, Kerlai Counsell, Mukul Jain, Neetika Monchanda, Omkar, Priya Chooramun, Rebecca Rajakumar (RR), Ritu, Sachin, Sonali, Sree, Stephen Flannagan, Stella, Tamisin Olushola, Tara, Trang Nguyen.

Apologies: None received

- AdC provided an overview of NWPA activities during 2025/26.
- The FAM Tests raised approximately £39,000 before costs.
- Marking was undertaken internally this year, reducing external costs. Results were also distributed electronically.
- The NWPA funded a canopy for the school lockers.
- Pre-loved uniform sales continued throughout the year and generated additional funds.
- The NWPA provided refreshments at the school production, Christmas Carol Service and other school events.
- A Saturday pre-loved uniform sale is being considered later in the academic year.
- The Year 7 & 8 Disco is planned to return this year, subject to confirmation of a date with the school.

2. Treasurer's Report and Presentation of Accounts

- The Treasurer was not present and no Treasurer's Report or update on the accounts had been provided.
- AdC advised that approximately £10,000 is currently available for new funding requests.
- As there is no major project currently planned, school departments will be invited to submit requests for items/projects that the PA could fund.
- **ACTION**: Treasury Team to provide an update on the accounts.

3. Election of Committee Members

- **Chair**: Adrian Clarke – re-elected.
- **Treasurer**: Deepa Menon (*in absentia*) – confirmed in writing that they would continue in the role – re-elected.
- **Secretary**: Nicola Lang – re-elected.
- **Vice Chair:** Raj Gandhi (*in absentia*) – confirmed in writing that they would continue in the role -re-elected.
- **Vice Treasurer:** Ivy Mok – re-elected.

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4. Appointment of Independent Examiner

- Mr Ravulapalli has been contacted regarding continuing as Independent Examiner for the 2025/26 accounts.
- No response has yet been received, including to the follow-up.
- **ACTION**: NLL to follow up again.

5. Other PA Roles

- **FAM Test Team Co-ordinator:** AdC to continue for the current year. RR indicated that she may be interested in taking over the role for the 2027/2028 academic year.
- **Uniform Co-ordinator:** Aneta McMullen confirmed that she is happy to continue.
- **Communications Co-ordinator:** Vacancy. Sonali expressed an interest in becoming involved with communications.
- **Refreshments Team Co-ordinator:** Vacancy.
- **Fundraising Co-ordinator:** Vacancy. New role proposed to review existing passive fundraising schemes and identify other low-admin fundraising opportunities.
- **KS3 Disco Team Co-ordinator:** Vacancy. A team of approximately six volunteers is already available to support the event.
- AMcM suggested that brief descriptions of the vacant roles and responsibilities should be circulated to parents to encourage volunteers.
- **ACTION:** NLL to circulate details of vacant roles.

6. Constitutional Amendments

- No amendments to the Constitution were proposed.

7. Key Dates and Priorities for 2026/27

- **Year 7 & 8 Disco:** proposed for November. Preferred dates have been sent to the school, awaiting confirmation of availability and booking procedure.
- **FAM Tests:** planned for April, May and June 2027, with the possibility of an additional July sitting depending on volunteer availability.
- Additional volunteers will be sought to assist with FAM Test marking. Familiarisation/training sessions will be arranged in January/February.
- The NWPA will continue to support school productions, concerts and the Christmas Carol Service with refreshments where appropriate.
- Upcoming school event dates will be collated and shared with the NWPA.
- Existing passive fundraising schemes and other low-admin fundraising opportunities will be reviewed.

8. Any Other Business (AOB)

- The previous K-Pop event was discussed. Although the evening event did not proceed due to insufficient ticket sales, the associated merchandise sale was successful.
- Members discussed the importance of considering timing, age groups and existing after-school commitments when planning future events.
- A sponsored colour run for the end of term was suggested as a possible future fundraising activity.
- New volunteers were encouraged to attend and shadow existing teams at uniform sales, FAM Tests, refreshments and other events.

- The possibility of using corporate volunteering days offered by parents' employers was also suggested.
- A link to the NWPA Team WhatsApp group for volunteers to join was posted in the chat.

9. Date of Next Meeting

- Tuesday 10 November 2026.
- **ACTION:** NLL to confirm and circulate.

Meeting Adjourned at 8.40pm.