



Biggleswade Academy
Parent, Teacher and Friends Association (PTFA)
Parentkind Membership No. 18518
Registered Charity No. 1089374



ANNUAL GENERAL MEETING

Date: Thursday 15th January 2026

Time: 7:30 PM - 8:45 PM

Location: Biggleswade Academy

Attendees:

Louise Farman (PTFA Chair)	Karen Norris (Vice Chair)	Amy Hills (Treasurer)
Prisha Hill (Secretary)	Ellen Robson	Amanda Wilson
Rob Squire	Sam Spruth (virtual link)	

Meeting Agenda:

Welcome and introductions if necessary.

Apologies: Mark Steer (Principal)

Chair's report: an informal report on the year:

Thank you to all who have helped, supported and given their time to any events over the year, it has been a very successful year, with positives coming from children and parents. Sam S also passed on thanks on behalf of MS (who has emailed staff throughout the year) and the school.

Review and approval of previous meeting minutes:

The minutes of the previous AGM (held on 23rd January 2025) were agreed as an accurate record.

Matters arising anything outstanding from last year's AGM:

N/A

Treasurer's report: a formal report on the association's finances:

Treasurer's report attached separately - PDF.

Committee elections:

Members stepping down

Karen Norris – Vice chair

Prisha Hil – Secretary

Election of Chair of PTFA

Louise Farman confirmed that she was happy to take on this role again.

Proposal: Louise Farman to be the Chair of Biggleswade Academy for the academic year 2025-2026. This was proposed by Amy Hills and seconded by Prisha Hill.

A vote was taken on the proposal and was unanimously carried.

Election of Vice Chair of PTFA

Karen Norris is stepping down in this role, thank you Karen for all your hard work over the many years in this role.

Amanda Wilson would like to stand as Vice Chair for Biggleswade Academy for the academic year 2025-2026.

Proposal: Amanda Wilson to be the Vice Chair of Biggleswade Academy for the academic year 2025-2026. This was proposed by Louise Farman and seconded by Ellen Robson.

A vote was taken on the proposal and was unanimously carried.

Election of Treasurer of PTFA

Amy Hills confirmed that she was happy to take on this role again.

Proposal: Amy Hills to be the Treasurer of Biggleswade Academy for the academic year 2025-2026. This was proposed by Karen Norris and seconded by Amanda Wilson.

A vote was taken on the proposal and was unanimously carried.

Election of Secretary of PTFA

Prisha Hill is stepping down in this role, thank you Prisha for all your hard work over the many years in this role. Ellen Robson would like to stand as Secretary for Biggleswade Academy for the academic year 2025-2026.

Proposal: Amanda Wilson be the Vice Chair of Biggleswade Academy for the academic year 2025-2026. This was proposed by Amanda Wilson and seconded by Rob Squire.

A vote was taken on the proposal and was unanimously carried.

AOB:

Adding Amanda to PTFA email account and DBS

Ellen to email Jamie – (actioned ☑ - 15.01.26). Sam S to organise DBS check.

Accounts admin

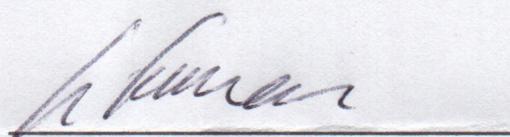
Amy Hills to remove Karen Norris and Prisha Hill as signatories on the Santander account and as charity trustees via the charity commission website. Amy Hills to add Amanda Wilson and Ellen Robson as signatories on the account and trustees of the charity. Karen Norris to be removed as lead member on Parentkind account.

Karen organises late night access when events are on

Ellen to take this on and liaise with Jamie when needed.

END OF FORMAL MEETING.

Minutes agreed:

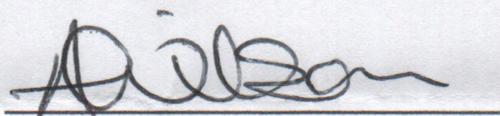


Signature

Louise Farman

Print Name

Chair: Louise Farman

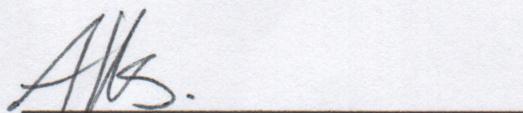


Signature

AMANDA WILSON

Print Name

Vice Chair: Amanda Wilson

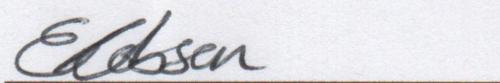


Signature

AMY HILLS

Print Name

Treasurer: Amy Hills



Signature

ELLEN ROBSON

Print Name

Secretary: Ellen Robson