



# **Biggleswade Academy PTFA Meeting Minutes**

**Registered Charity No. 1089374**  
**Parentkind Membership No. 18518**



**Date:** Thursday 15<sup>th</sup> January 2026

**Time:** 7:30 PM - 8:45 PM

**Location:** Biggleswade Academy

## **Attendees (newly elected as of the earlier AGM):**

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

## **Meeting Agenda:**

### **PTFA funding request forms:**

Sensory circuit equipment - (£120) - approved.

### **Staff PTFA form requests:**

All forms to go to Sam S first, to then be approved by Mark. Sam S will then give them to the committee at the next PTFA meeting.

### **Big future projects / fundraising projects:**

Discussion needed with Mark - high earners, less time consuming for the PTFA / volunteers. Could we do a colour run? Linked with wellbeing day? Rainbow raffle? Fundraising (fun raisin idea, packet of raisins to fill with coins?)

### **Upcoming events:**

- Mother's Day stall: WC 09/03/26
- Father's Day stall: WC 15/06/26
- Art event? Commission worthwhile? Similar already happens in school with Christmas cards.
- Spring disco - Date TBC - April?
- Tabletop stalls (similar to car boot) - 13.06.26? Liability? Insurance? Playground? Amy to look into.
- 'A Night at the Musicals' - show bar run by the PTFA

Mother's / Father's Day stall idea - raffle tickets in exchange for payment (similar to the tokens) to lighten the queueing system. Do children take their gifts back to the classroom or do we have class boxes that the desk monitor brings at the end of the day (eliminates any potential stealing?)

### **First Aid for Ellen and Prisha to support PTFA events:**

Organising through the school. Funded by the PTFA to help with the running of events.

### **Money owed by PTFA 10% from July's show bar:**

School to invoice PTFA if needed. Sam S to look into - do school want something else this year e.g. brochures made by PTFA instead?

### **Next Meeting Information**

**Next Meeting:** Thursday 26<sup>th</sup> February 2026 at 7:30pm, Stratton House.

**END OF FORMAL MEETING.**