



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



Date: Thursday 16th July 2026

Time: 7:30 PM - 9:00 PM

Location: Stratton House

Attendees:

Louise Farman (Chair)	Amanda Wilson (Vice Chair)	Amy Hills (Treasurer)
Ellen Robson (Secretary)	Karen Norris	Debora Winfield
Monika Carpenter	Jo Bayrou	

Meeting Agenda:

Welcome and introductions.

Apologies: Danielle Warren, Zoe Lewsey, Emily Baines, Jo Bright

Treasurer's comments (see attached treasurer's report):

- Round up of the academic year 2025-2026

Matters arising: anything outstanding from the last PTFA meeting:

- Next year's calendar and dates
- See next page for details – confirm dates for the Autumn term.
- Meeting with M Steer
- Arrange date – AGM date, meet prior?
- Discuss funds raised, amounts funded this year, next year's plans, funding requests format and approval system

Funding requests:

- E Robson / A Jordan / E Smith / H Cuthell: play-doh for fine motor development
- Covering EYFS and years R - 1
- Approved: £359.88 (could change slightly due to a deal being on currently but the order potentially not being able to be processed until September 1st 2026).

AOB:

- Path to the PTFA shed and lights update – AH to email site team.

Next meeting date: AGM: Wednesday 9th September 2026 at 7pm at Biggleswade Academy (Mead End site)

- Louise Farman (chair) is stepping down from this role.
- Ellen Robson (secretary) is stepping down from this role for the academic year 2026-2027 due to maternity leave.

END OF FORMAL MEETING.

Next year date event proposals:

- **AGM** – Wednesday 9th September 2026 at 7pm at Biggleswade Academy (Mead End site) - **confirmed**
- **Spooky Disco (Autumn 1)** – Thursday 15th / Friday 16th October 2026 (check letter to check JAG details as JAG runs across both KRS and MES) - **confirmed**
- **Christmas Fair (Autumn 2)** – Friday 4th December 2026: 4pm – 6pm. Potentially need to do the Santa slots until 6:30pm. No Nativity performances (pm) on this date to allow for set up - **confirmed**
- **Quiz night?** Friday 29th January 2027 / Friday 5th February 2027 - **TBC**
- **Mother's Day sale (Spring 2)** – WC 1st March 2027 (change to one day, timetabled slots to reduce the need for staff volunteers during lunch times) - **TBC**
- **Spring Disco (Spring 2 / Summer 1)** – (Spring 2027 officially starts March 20th) so Tuesday 23rd / Wednesday 24th / Thursday 25th or after the half term in April when we have less on? - **TBC**
- **Fund raisin' event (Summer 1 / Summer 2)** – Wednesday 26th (slightly more children in than the Thursday?) May 2027 – Wednesday 9th June 2027 - **TBC**
- **Father's Day sale (Summer 2)** – WC 14th June 2027 (change to one day, timetabled slots to reduce the need for staff volunteers during lunch times) - **TBC**
- **Show bar (Summer 2)** – TBC but probably 30/06/27 – 02/07/27 or 07/07/26 – 09/07/27 - **TBC**

Potential Mother's / Father's Day stall set up plan

Monday 1st March 2027 (MD)		Thursday 4th March 2027 (MD)	
Monday 14th June 2027 (FD)		Thursday 17th June 2027 (FD)	
9:00am – 9:10am	ARP	9:00am – 9:10am	Reception
9:10am – 9:20am	Year 1	9:10am – 9:20am	Reception
9:20am – 9:30am	Year 1	9:20am – 9:30am	Reception
9:30am – 9:40am	Year 1	9:30am – 9:40am	Reception
9:40am – 9:50am	Year 1	BACK UP TO MEAD END – SET UP	
9:50am – 10:00am	Year 2	10:15am – 10:30am	KS2 break time mop up session
10:00am – 10:10am	Year 2	10:30am – 10:45am	KS1 break time mop up session
10:10am – 10:20am	Year 2	MAY ALSO NEED TO EXTEND INTO LUNCH TIME	
10:20am – 10:30am	Year 2		
10:30am – 10:40am	Year 3		
10:40am – 10:50am	Year 3		
10:50am – 11:00am	Year 3		
11:00am – 11:10am	Year 4		
11:10am – 11:20am	Year 4		
11:20am – 11:30am	Year 4		
11:30am – 11:40am	Year 5		
11:40am – 11:50am	Year 5		
11:50am – 12:00pm	Year 5		
12:00pm – 12:10pm	Year 6		
12:10pm – 12:20pm	Year 6		
12:20pm – 12:30pm	Year 6		