



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



Date: Thursday 21st May 2026

Time: 7:30 PM - 8:45 PM

Location: Stratton House

Attendees:

Louise Farman (Chair)	Amanda Wilson (Vice Chair)	Amy Hills (Treasurer)
Ellen Robson (Secretary)		

Meeting Agenda:

Welcome and introductions if necessary.

Apologies: N/A

Matters arising: anything outstanding from the last PTFA meeting:

- Fund raisin' event:

- All organised for Reception – Y6
- Dates: Boxes will be sent home on Thursday 21st May 2026, through half term, to be returned by Wednesday 3rd June 2026.
- Parent letter / leaflet sent on Friday 15th May 2026.
- Staff emailed on Friday 8th May and briefed on Monday 18th May. Pupil messages each day WC 18th May.
- Reward: A small prize given to the year group with the most participants.
- ER to collect on 03/06/26. Tally the number returned. Winner based on %.

- Frozen Thursday ice lolly sales:

- Each Thursday (weather permitting) on the quad from 3:15 – 3:30pm
- Ice lolly order arranged, 2 cool boxes, polystyrene boxes and ice packs acquired.
- Letter sent to Mark for approval on 15th May to go out on Friday 22nd May 2026.
- Gate monitoring issue raised from 3:30pm: potential move from quad to 'holding pen' at the front of the school so gates are no longer an issue. ER to speak to MS and change letter if needed.

- Access to shed update from Sam S? Amy to email Sam and site team to check on updates / progress.

- Old storage container at KRS:

- BA wants to have the pathway developed at some point and so are considering options for this area. The container still needs emptying so the PTFA haven't looked at removal options yet. It has a lot of stuff in it and will take more than one person to get it done and all rubbish taken away. Weekend job with tip slots booked or several cars?
- Date agreed: **Saturday 27th June 2026.**



- Reception welcome event:
- When? ER to email HC/SS.
- Second hand uniform out? Yes
- PTFA present / PTFA board up?
- PTFA leaflets:
- Printed? In school or via a company? TBC
- To include: events run by the PTFA, events / requests funded by the PTFA / information on second hand uniform / The Parent Lottery / information about how to join the PTFA etc.
- Given out at the Reception welcome event or in September next year?

Upcoming events:

- Father's Day stall dates: WC 15/06/26
- Fund raisin' event: Thursday 21st May 2026 – Wednesday 3rd June 2026 (running over May half term)
- Ice lolly sales: Frozen Thursdays (weather permitting)
- Show bar: Wednesday 1st – Friday 3rd July 2026 (ice lollies). ER to email JS to activate the PTFA pass from 5:30pm – 10pm.

Treasurer's comments (please find attached a separate treasurer's report):

- Thank you to all who supported us with the Mother's Day stalls, these were hugely successful, raising £1,086.01 in profit!!
- Thank you to all who supported us with the Spring Disco's, these were also hugely successful and raised £820.10 in profit!!
- Second hand uniform sale on parents evening dates – money raised?
- Ordered recently: ice lollies and Father's Day gifts
- To order soon: PTFA bar snacks and drink.

Funding requests:

- A Jeakings (leader of Reading): author visit 1
- Covering years 3 - 5
- Approved: £800
- L Nicolay (leader of Writing) and L Mills (leader of Art): UKS2 experience day
- (form attached as one with the LKS2 event)
- Covering years 5 - 6
- Noted as 'snacks and squash' approximately £40. We provided the snacks and squash with the remaining stock from the Spring disco so this cost has already been covered.
- Please send the order form (mugs, ink etc.) so we can pay the exact amount spent.
- L Nicolay (leader of Writing) and L Mills (leader of Art): LKS2 experience day
- (form attached as one with the UKS2 event)
- Covering years 3 - 4
- Approved: £539
- D Briars (Associate Principal): Chaplins panto (Aladdin): Thursday 17th December 2026
- Covering years R - 6
- Approved: £840 plus VAT (school do not pay VAT?)
- Deposit needed ASAP: £200

AOB:

- MS has shared in staff briefing and via email about recent profits made, request forms and teacher liaison for next academic year while ER is on maternity leave.
- LF will also be stepping down as chair in the September AGM.
- All funded PTFA events to be named / promoted with the PTFA Facebook page on school social media to help with parents buy in / awareness.
- Rewards Day:
 - PTFA to purchase sweets / ice lollies / popcorn as last year?
 - Year groups to be given a budget? £100 from Years R – 6 (total £700)?
 - ER to meet with MS to discuss further.
- Year 6 leavers:
 - PTFA to fund pizzas?
 - Decorations?
 - Anything else?
 - ER to meet with MS to discuss further.
- Potential change to the running of the Mother's / Father's Day stalls next year:
 - Due to lack of volunteers, timings and amount of days needed
 - Idea: 1 day, less volunteers needed (1-2 PTFA volunteers), within the school day, classes to be given a time slot to attend (teachers to accompany their class). Mop up slot later in the week if needed?

Next meeting date:

- Wednesday 24th June 2026 (virtual) to discuss the upcoming show bar.

END OF FORMAL MEETING.