



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



**Date:** Thursday 26<sup>th</sup> February 2026

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

**Location:** Stratton House

**Attendees:**

Amanda Wilson (Vice Chair)	Amy Hills (Treasurer)	Ellen Robson (Secretary)
Sam Spruth	Rob Squire	

**Meeting Agenda:**

Welcome and introductions if necessary.

**Apologies:** Louise Farman (Chair)

**Matters arising: anything outstanding from last month's AGM / PTFA meeting:**

- Adding Amanda to PTFA email account and DBS. Ellen emailed Jamie – (Actioned ✓ - 15.01.26). Sam S / Amanda to organise DBS check. (In progress)
- Amy to look into Santander and potentially adding Amanda and/or Ellen to the account, with a bank card. (Actioned and forms completed ✓ - 23.01.26).
- Ellen emailed Mr Steer / Jamie Sherman (IT) regarding getting the AGM / PTFA minutes onto the website for all / Drive for staff. (Actioned and website updated with AGM and most recent meeting minutes ✓ - 03.02.26. Ellen will continue to send these minutes to Mark/Jamie after each meeting).
- Ellen emailed Mr Steer regarding extra 'high win, low stakes' events e.g. colour run, 'fund raisin', rainbow raffle etc. 26.02.26 – MS response: 'I know you need some high money earners. I'd want to keep own clothes day as charity, world book or reward events, but I'd be happy if an own clothes event was linked to some type of activity, like you mention the colour run (although this will need a lot of thinking about if paint is being used - i.e. they can't be back in classrooms after, and Wellbeing days are backed against Celebration of Works at the end of the day).' Further discussion – colour run, not possible this year, could be a next year idea? Swap Spring disco with a Summer fair? Soak the teacher? Colour run would most likely need to be a weekend / after school, maybe on the back of a car boot? 'Fund raisin' idea a possibility, could make a net instead of buying boxes with a reward of ice lollies / extra playtime / movie for the year group that makes the most money.
- Ellen emailed Sam S regarding first aid training to help with events – looking into a weekend option as the school don't need anyone else to be first aid trained.
- Money owed by PTFA 10% from July's show bar: any updates from school? (Actioned - Invoiced the day after the last meeting and the PTFA paid it straight away).

**Upcoming events:**

- Mother's Day stall: WC 09/03/26 - Ellen emailed Mrs Briars with newsletter information and a letter is being sorted to go out to parents. (Actioned ✓ – newsletter 30.01.26 and letter to parents 06.02.26 and reminder email going out on 06/03/26).
- Looking very thin on volunteers – Ellen has re-emailed staff to see if we can get more support. Reception to have a 'mop up' day for any parents who may have forgotten on Monday. TBC
- Ellen to email staff / discuss on morning briefing that teachers will need to allow their children briefly back into their classroom to put their gifts away. PTFA will not be responsible for gifts so ideally gifts will be put into bags by the children. There will be no names on the gifts.
- Mother's / Father's Day stall idea – raffle tickets in exchange for payment (similar to the tokens) to lighten the queuing 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?) Further discussion – with numbers being low, we may need all hands on deck on the stall. TBC on the day.
- Paper bags needed to be bought in bulk (will last for future Mother's / Father's Day sales) - £50+ to spend. 20 rolls of wrapping paper and stickers for Reception wrapping station. Both agreed.
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- Father's Day stall dates: WC 15/06/26
- Spring disco – dates confirmed:
- \* **Thursday 16th April 2026**
- Reception: 4:30 - 5:30
- Years 3/4: 6 - 7:30
- \* **Friday 17th April 2026**
- Years 1/2: 4:30 - 6
- Years 5/6: 6:30 – 8
- Looking very thin on volunteers – Ellen has re-emailed staff to see if we can get more support.
- Dates needed for disco bag buying and stuffing. Wednesday 25<sup>th</sup> March at 8pm – informal at Amy's house.
- Ticket's to go live to parents (with letter) on Friday 6<sup>th</sup> March 2026. All encouraged to put on class WhatsApp groups to spread the word.
- JAG children mentioned in the letter – parents to organise with JAG individually. PTFA are not accountable for children until they are in the disco.
- Art event? Commission worthwhile? Similar already happens in school with Christmas cards. Further discussion: Lucy M (art lead) is going to look into this (tea towels rather than Christmas cards) and discuss with Mark. No further support needed from the PTFA as she'll organise within school.
- Tabletop stalls (similar to car boot) – 13.06.26? Liability? Insurance? Playground? Feasibility? Further discussion: not possible this year but could look into with the Spring Disco / Summer Fair potential swap next year.
- 'A Night at the Musicals' – show bar run by the PTFA. Dates confirmed: 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> July 2026. 7pm start? Ice lollies a possibility this year.

#### **Treasurer's comments:**

- Spent (recent activity): approximately £1,000 on stock for Mother's Day event
- Earned: Mother's Day event - TBC

**Funding requests:**

- Amy Jeakings (leader of Reading): Author visits, as discussed in previous years. Approved. KS2 author also?

**AOB:**

- Elf/Santa costume returned? Santa outfit in SEND office, BP will return. Elf outfit – DB had it? Ellen reached out. DB has it in her office, will return.
- Uniform – lost property items need washing and sorting before parents evening (16.03.26 and 18.03.26). Messages put on PTFA WhatsApp group asking for volunteers.
- Access to shed – walking on grass (muddy) and mounds of rubble to get to the shed. Sam S to speak to the site team to see if we can have stepping stones leading up to the shed to make it safer.
- Items to buy – Amy / Amanda to go shopping for upcoming events.
- Bank forms – a couple of signatures and forms to complete. Almost complete.
- ParentKind access for Amanda / Ellen – Amy to organise.
- The Parent Lottery – could print cards to put into Mother's Day gift bags to drum up engagement. Could launch officially next year in September.
- AGM to be held in September next year, rather than January.
- Next year's dates to be provisionally agreed and discussed to allow dates to be added to the calendar, initial planning to be done. Discuss at next meeting.

**END OF FORMAL MEETING.**