



Biggleswade Academy PTFA Meeting Minutes

Registered Charity No. 1089374

Parentkind Membership No. 18518



Date: Wednesday 9th September 2026

Time: 7:30 PM - 8:00 PM

Location: Biggleswade Academy (Mead End site)

Attendees (newly elected as of the earlier AGM):

Amanda Wilson (Chair)	Jo Hart (Vice Chair, virtual)	Amy Hills (Treasurer)
Danielle Warren (Secretary, virtual)	Mark Steer (Principal)	Ellen Robson (Teacher)
Karen Norris (Friend)	Raphael Yu (Parent)	Emily Baines (Parent)

Meeting Agenda:

~~Welcome and introductions if necessary.~~

Apologies: Louise Farman (Chair), Marek Minárik (Parent), Ola Mole (Parent)

Matters arising:

- Adapted PTFA funding request form:
 - An electronic copy to be trialled in the form of a Google Form whereby staff make a request that can be accessed by both the PTFA and Mark. This will then be approved / denied / reallocated to a different budget. If both parties agree, the PTFA will fund the request. This enables the PTFA and Mark to communicate around appropriate requests / reasons for denying requests.
 - Ellen / Danielle to liaise with Jamie Sherman (IT) to check logistics.
 - Mark to then report this new format to the staff at BA. Danielle to check dates with Mark.
 - Mark to also clarify responsibilities within the form – once request is approved by Mark and the PTFA, the responsibility of ordering equipment, events, resources etc. falls back to the staff member that completed the form. They will need to liaise with the finance team. MS and RK have a school bank card if needed. This process will be added to the Google Form for clarification.
- PTFA to be asked for donations (excluding school trips) prior to asking parents e.g. rewards days etc.
- PTFA events on Facebook:
 - Continued to be shared via the PTFA Facebook page.
 - Any PTFA funded events / reminders to be tagged / shared by the BA Facebook page to raise awareness.
- Reception Open Evenings:
 - PTFA presence? Second hand uniform out?
 - Wednesday 21st October 2026: Reception – for children / adults that are already on our preschool setting (4:00 – 5:30) – Amanda and Jo to organise.
- Access to the PTFA shed:
 - Slippery in winter / late night events
 - Lights and a path to be added for safety?
 - Amy to speak to the site team to organise.

- PTFA leaflets:
- Given out to children in years R - 6 in September to raise awareness of the PTFA.
- Ellen / Danielle to organise paper copies for each child to take home.
- Spooky Disco (confirmed):
- Thursday 15th October 2026: Reception (4:30 – 5:30) and LKS2 (6:00 – 7:30)
- Friday 16th October 2026: KS1 (4:30 – 6:00) and UKS2 (6:30 – 8:00)
- Letter to be sent out to parents and tickets live on: **TBC (Ellen and Danielle to organise)**
- Check drafted letter from 2025-2026 to check JAG details as JAG runs across both KRS and MES.
- Check allergies / medical information is clearly stated on the forms / tickets that the PTFA do not have access to the school medical information or supplies. It is the responsibility of the parent to provide correct information / medicines. Individuals will be emailed by the PTFA to gain more information.
- Christmas Fair (confirmed):
- 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.
- Email to staff for volunteers / signup sheet: Danielle to organise.
- Letter to be sent out to parents: **TBC (Ellen and Danielle to organise)**

Funding requests:

- **ALREADY AGREED BUT OUTSTANDING DUE TO THE ORDER NOT BEING ABLE TO BE PROCESSED UNTIL THE NEW ACADEMIC YEAR (ORDERED 01.09.26):**
- E Robson / A Jordan / E Smith / H Cuthell: play-doh for fine motor development
- Covering EYFS and years R - 1
- Approved: Approx. £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).
- L Mills (leader of Reading): pumpkin reading competition prizes
- Covering EYFS – Year 6
- Approved: £75

AOB:

- N/A

Next meeting date:

- Friday 2nd October 2026: 7:30pm at Stratton House.
- Spooky Disco bag packing date: **TBC**

Upcoming events:

- ~~**AGM** – Wednesday 9th September 2026 at 7pm at Biggleswade Academy (Mead End site) – **held**~~
- **Spooky Disco (Autumn 1)** – Thursday 15th October: Reception (4:30 – 5:30) and LKS2 (6:00 – 7:30) / Friday 16th October 2026: KS1 (4:30 – 6:00) and UKS2 (6:30 – 8:00) - **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**

END OF FORMAL MEETING.