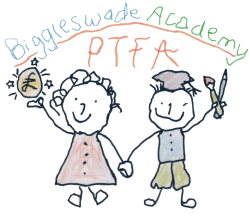


Biggleswade Academy



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PTFA Minutes 27th February 2024

1. Attendees:

Lucy Mills
Amy Hills
Mark Steer
Prisha Hill
Karen Norris
Sam Newhouse

2. Welcome. We began the meeting by talking about the bank account. Santander are now asking for some additional paperwork before we can have a telephone appointment to set up the account. Once the telephone appointment takes place we then have 30 days to attend a face to face appointment in branch. All 4 trustees will need to attend, with ID, but the person we will need to see is only available weekdays between 10 and 3. Amy will ask when the earliest in-person appointment is, which will then guide when the telephone appointment is able to go ahead.
3. Lock-up: The temporary boiler has now been moved and we can gain access to the lock-up. There was talk of the container being moved to another position on site, however we're now being advised it can stay where it is. We are planning to go in and start clearing it out on 6th March 2024 from 1pm, providing the weather is suitable. We also talked about getting another key cut but Sam suggested changing the padlock instead, as he already has a spare padlock with extra keys.
4. Cheque: The cheque status remains unchanged. It has neither been reissued or handed over to us. Until we have a bank account sorted, it is unlikely to move forwards.
5. Mother's Day: As the account is not yet set up, we are going to be unable to hold a Mother's Day Fundraiser. Ideally we'd need an account to get a float going and to pay in any monies collected.
6. May Day: We have been contacted about holding a stall in Ickwell for their May Day celebrations on 6th May 2024. It will cost £40 but there is likely to be a lot of footfall, so we should easily make our money back. Assume there will be tombolas already so we'll go back and ask what kind of stall they still need. Again, we're still dependent on having a bank account but we're hopeful it should be up and running by May. If not, our next attempt at a fundraiser might be for Father's Day which is on 16th June 2024.

7. Leavers: Year 8 have already started fundraising for the Leaver's Do, with a recent hot chocolate sale. Each year group will have their own assembly and party as there won't be enough room for everyone to attend on the same evening. The decorations we buy should be okay for all 3 parties but we'll need to provide sufficient drinks and cake for each. Also need to think about music and if we'd rather have a DJ for each night, create a playlist or even let the kids choose the songs. Prisha had looked at hiring a photo booth – standard pricing is about £400 for 4 hours hire but includes unlimited photo prints for the kids to take away. May be better to have a dedicated selfie area where the kids can bring in their own phones to take pics in front of a nice backdrop and possibly with some props too.
8. Playground: We would like to have some new equipment for the Key Stage 1 children who will be moving over to the Mead End site from September. Again, our hands are tied until the bank account is sorted, so we might not be able to have a new trim trail in place by September but it is definitely something we can work towards once we can officially start fundraising.
9. Next Meeting: Tuesday 26th March, 7.30pm, at The Yorkshire Grey pub.