



Biggleswade Academy PTFA
Mead End
Biggleswade
Bedfordshire, SG18 8JU
Registered Charity 1089374

PTFA AGM Minutes
7th November at 5.30pm

1. Attendees:

Louise Farman
Emma Conway
Ellen Redhead
Stephanie Lawrence
Esme Wyatt
Lucy Mills
Amy Hills
Nicola Rowe
Prisha Hill
Karen Norris
Jordana Makwaya
Becky Wilson
Eduardo Lopes

2. Welcome: Esme Wyatt opened the meeting by thanking everyone for attending
3. Previous AGM held in 2020 and no meetings held since. Previous members have resigned or have been dissolved as the constitutional obligations have not been upheld with regard meetings (7.1).
4. Previous constitution with PTA-UK in place to be upheld until such time as a new one is adopted. All in favour.
5. Charity registration has been kept active by former treasurer Emma Conway (present).
6. Record of accounts – no spending or fundraising in recent years, no current bank account. Cheque for closing balance in the possession of Emma Conway.
7. Moved to electing the four officers of the committee. Election of the officers of the committee:
 - a. Chair: Louise Farman proposed by Stephanie Lawrence and seconded by Prisha Hill
Vice Chair: Karen Norris proposed by Amy Hills and seconded by Jordana Makwaya
Secretary: Prisha Hill proposed by Karen Norris seconded by Louise Farman
Treasurer: Amy Hills proposed by Lucy Mills seconded by Ellen Redhead

- b. No objections raised.
- 8. Record of giving treasurer and Chair responsibility for the bank account: It was agreed unanimously by members present that at least three of the four appointed officers would become joint signatures for the bank account once opened. Details to be agreed by the committee before the next General meeting.
- 9. Date of the first general meeting (EGM) : Thursday 7th December at 5pm in the dining room of the school.
- 10. Committee to arrange an informal meeting of committee members only before 7th December. Details TBC.
- 11. Any other business:
 - Lucy Mills offered to become the staff representative on the committee, this was agreed by the committee.
 - Amy Hills to go and see what is required to set up a new bank account and explore options.
 - Esme Wyatt to write up the minutes, find out about different insurance companies for the PTFA and circulate both. (please see links below)
- 12. Esme Wyatt to speak to the school about setting up the PTFA school email again.
- 13. Meeting closed.

Minutes agreed and signed by committee members.

Louise Farman – Chair -----

Karen Norris – Vice Chair -----

Amy Hills – Treasurer -----

Prisha Hills – Secretary -----

- <https://www.parentkind.org.uk/for-ptas/start-a-pta/join-our-pta-membership>
- <https://www.policybee.co.uk/charity-insurance/pta-insurance>
- <https://www.zurich.co.uk/charity-insurance/public-liability>
- <https://connect.scot/membership/become-a-member/membership-pcpta>
- <https://aim-companies.com/pta-coverage>