



**FOSP Committee Meeting: 10/10/22, 7:30pm, School Hall**

**Approved Minutes**

**1. Meeting attendees**

Present: Alison Cole, Vanessa Sullivan, Hannah Astley, Kerrie Brinkley-Whittington, Anna Appleton-Claydon, Katy Denny, Mel Fairbairn, Emma Hopkins, Seb Horcox, Louise Cowan, Maria Summers, Donna Breese, Tim Reed, Holly Thompson, Hayley Storey, Lucy O'Connor, Gwenneth T Whitby, Alex Dey, Mandy Curtis, Emma Simmonds

Apologies: Andy Tanfield, Emma Gabara, Lisa Calvert, Lorraine Hutchinson, Adam Walsh, Carla Doody, Fran Jones

**2. Update from school**

The cost of school trips has gone up making it nearly prohibitive, so the school needs support with funding for this; this could be a new fundraising goal within the year. The school is becoming increasingly reliant on FOSP support for general classroom funding. The phonics scheme was discussed and the requirement for another set of books to allow children to take home reading learning books.

**3. Clearing old BBQ and other items from behind the shed: do we need a skip?**

A number of items are now old and no longer fit for use that need to be removed – this is becoming a safety issue.

- ACTION: Edd Thomspson to look at what needs to be removed and help getting rid of these – with support of Mel F and her skip

**4. Additional funding needed for phonics scheme?**

Mrs Cole gave an overview of the costs required for buying a second set of books for the phonics scheme – it was agreed by FOSP to pay for the scheme and to communicate this as a fundraising goal to parents.

- ACTION: FOSP to pay for the scheme's additional books to be taken home - Anna AC
- ACTION: FOSP to publicise about paying for the scheme - Anna AC

- ACTION: FOSP to help communicate about costs of paying for books and losing books - Anna AC

## **5. Playground equipment: what is needed and where can it go?**

Options for locations include into grass and potentially going onto a section of the field, which would save on the surfacing costs.

- ACTION: Anna AC to send Mrs Sullivan pictures of options to share with the children
- ACTION: it was agreed that Anna AC would look into playground equipment options with an indicative budget of £20k. Anna also to discuss with the school before drafting a brief

## **6. Events calendar with timelines for organising each main event**

An overarching calendar of timelines for organising events across the year was discussed, in order to ensure that planning begins as early as possible and the committee has sufficient support.

- ACTION: Anna AC to share the spreadsheet of timelines with the committee and to continue populating this
- ACTION: move everything that is meaningful and useful from Dropbox and store it in a new google drive – Katy D and Anna AC

## **7. Fundraising target for the year**

The committee discussed having a target to work towards as this may help to increase support from parents but also ensure that funds being spent are being replenished.

- ACTION: it was agreed to set a fundraising target and to create a thermometer to be displayed in the school – Anna AC to create a design for this, get it printed and share with the school – increments of £2k for the children to then fill in. This will then be shared in FOSP newsletters and put on the website

## **8. Agree which big things we are raising funds for so we can communicate this to parents and carers**

As well as having an overarching target, the committee discussed breaking this down into specific targets, again to help increase support.

- ACTION: it was agreed to use the KS1 phonics scheme at £7.5k and new playground equipment at £20k as the targets to focus on

## **9. Parking outside school – how can we help prevent it?**

A number of solutions were discussed including the purchase of new signs. It was requested that the school council organises posters to put on the fence next to the road asking parents not to park on the zig zag lines. The school will also attempt to use cones to deter parents from parking.

## **10. Fireworks update**

Alex D gave an update on planning for fireworks so far.

- ACTION: Alex D to purchase 300 reusable glow sticks
- ACTION: Kerrie to look into purchasing popcorn to decant into food grade paper bags
- ACTION: treasurers to organise floats
- ACTION: Anna AC to make sure card readers are charged and people on each selling point have the app ready and working on their phone
- ACTION: Mrs Cole to organise a staff sign up poster
- ACTION: Alex D to liaise with Lisa C regarding ticket sales and scanning on the door
- ACTION: school to share emails and letter regarding volunteering at fireworks night – include shadowing of lead marshalls to help next year

## **11. Quiz night debrief**

Anna AC gave an update on the start of term quiz. It was agreed that more notice should be given next year and to try to make it closer to half term.

## **12. Date for next disco: November 18th?**

The next disco was discussed for Autumn term.

- ACTION: the disco leads will start planning the next disco in November – this is the day of children in need so children in need items could be sold to raise funds for this on the night

## **13. Christmas cards**

Mel F to liaise with parents who are interested in doing this, explaining what is involved and timelines.

## **14. Christmas gift stall**

- ACTION: Mandy to organise

### **15. Father Christmas letters**

Mel F will support whoever takes the letters on, but will be stepping back from them this year.

- ACTION: advertise for support – Mel F to help with this and handover

### **16. Christmas Fayre / choc stall / non-uniform day?**

Various Christmas events were discussed and explained, given most of these have not run since 2019.

- ACTION: advertise all Christmas events in one go and list out what needs to be done by **when** so parents can keep track of everything
- ACTION: Carla and Charlotte to be approached to organise the Christmas Fair
- ACTION: Emma to organise the Santa's grotto

### **17. Library sail**

The heatwave showed how unworkable certain spaces are within the school so this is really crucial for the children's wellbeing.

- ACTION: Mrs Enright to look into options and come back to FOSP with suggestions and a funding request based on these

### **18. Guy Fawkes trail**

It was agreed to not go ahead with the Guy Trail proposed by The Essex as there isn't sufficient time or capacity to organise this for November.

### **19. Golf day**

Kerrie BW provided an overview of how a golf day would work and when it might run.

- ACTION: Kerrie BW to liaise with Shane Mullan who has offered to help with this event.

### **20. AOB**

- ACTION: FOSP to help advertise for books being donated – Holly T
- ACTION: FOSP to take on updating the Amazon Wishlist – Hayley S and Holly T agreed to do this
- ACTION: FOSP to advertise easy fundraising in every newsletter – video on how to do this and encourage people to ask grandparents to do this. Focus on Christmas shopping message. Anna AC to do this

**21. Date for next meeting**

TBC – one may be needed after half term before fireworks night.