## FOSP meeting minutes: Wednesday 7 December

##### Meeting date and time: 8pm, The White Hart boardroom

| **Agenda item** |
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| 1. Those present and apologies for absence
* Anna Appleton-Claydon (AAC), Kerrie Brinkley-Whittington (KBW), Alex Dey (AD), Hayley Storey (HS), Hannah Astley (HA), Emma Hopkins (EH), Andy Tanfield (AT), Emma Gabara (EG), Tim Reed (TR), Holly Thompson (HT), Mel Fairbairn (MF) and Lisa Calvert (LC) in attendance
 |
| 1. Review of October minutes
* Agreed
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| 1. Five minute review:
	1. Fireworks
* Issue with fireworks not going off - next year more training specifically on wet weather and see whether we can look at other mitigation
* Hard for everyone to see - need to direct people to the best spots
* No bucket was passed along the fence for people outside of the playground to give donations
* Look into a wifi booster for future events as internet signal was patchy
* Food on offer went down well and the queue was easier to manage
* Tuck food was also positive - popcorn was well received
* Bar sales were great and sold out - white wine to potentially be included next year. Prices to be increased next year
* The rain did cause a few issues with food being a bit soggy and napkins got wet - need to have a dry area for storage or prep next year
	1. Christmas Fayre
* The preparation was very manic
* The different events need to be broken up into mini working groups
* Layout was problematic for flow - need a map showing the route to take and also signs up and consider outdoor stalls
* Discuss a bottle stall for adults next year
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| 1. End of term treat for teachers
* Brunch boxes through Coggeshall Catering Company have been arranged by AT for Friday 16th December
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| 1. Spring fundraisers
	1. Golf day
* This is being organised for April by a parent for April - FOSP to support where required
	1. Sponsorship challenge
* To be communicated in April for May half term - will be discussed at a meeting closer to the time
	1. Parent social
* ACTION: GW to start organising an adult school disco for 17th March
	1. Disco
* ACTION: LC to speak to Mrs Cole regarding a disco date in February and May.
	1. Easter activities
* Easter egg hunt that is volunteer led on one particular afternoon - to be looked into in January
* ACTION: Tracey Seward to be approached by KBW about the Easter raffle
* ACTION: TR to look into whether a licence is needed for selling tickets outside of the school
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| 1. Inflatables
* Booked for 21st May
* ACTION: AAC to approach Coggeshall Christmas and Eco Fair stallholders regarding a mini market for Inflatables and also to speak to KBW’s contact with a regular market stallholder - 20 stalls at £20 a stall
* ACTION: match funding - AT to arrange with a parent who works for Provide. KBW to speak to another parent who works for Provide. Previous match funders to be approached by AT
* ACTION: AT to do call for volunteers after Easter. Cake stall to be arranged with a column for bakes and volunteers
* ACTION: Lucky dip to be arranged - presents need to be researched. AAC to do with LC to support
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| 1. School funding requests
* ACTION: KBW to clarify a recent request for SEN supplies
* ACTION: MF offered to fund a new shed for preschool - to be discussed with school regarding their requirements
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| 1. FOSP spending requirements
	1. Gazebo
* Agreed not to purchase but to borrow committee member gazebos
	1. Storage
* ACTION: KBW to speak to Mrs Cole regarding expansion plans and what might be the best solution for future storage
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| 1. Finance
	1. Floats (and a new float challenge)
* ACTION: AAC to communicate in January a new challenge to be done next term asking for change (silvers and up) that can help to provide a future float for events
	1. Fundraising target update
* HS provided an overview of the financials - we are at over £12k, which is over halfway
* ACTION: HS to give KD a list of what has been spent this year to write up into an end of term update
* ACTION: AAC to speak to Mrs Cole about the money raised so far so children can colour in the targetometer
	1. Justgiving account
* ACTION: A treasurer to set up a justgiving account - HS, TR or HT
	1. Purchase of gazebos
* As above - agreed not to purchase but to use committee member gazebos
	1. Bank account
* ACTION: HS to look into a new bank account with the post office
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| 1. Helping out fund
* ACTION: AT to speak to Mrs Cole about expanding what can be covered by the fund - paying internet bills, electricity bills, vouchers for the children. Also to ask for teachers to try to remember this and notify her when pupils may need it particularly with upcoming events or days etc
* ACTION: KD to help advertise the fund - how much it is, what it can be used for, how we want people to use it. Consider Facebook, WhatsApp, email, a new flyer. Mark Hopkins to design the flyer and ES to print.
* ACTION: HT to share information on a new noticeboard that can help to advertise events - agreed to purchase two of these
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| 1. Climate Change Grant application
* ACTION: everyone to consider ideas to put in a grant application AAC is writing - such as solar powered lights for the playground
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| 1. Committee photos
* ACTION: ALL committee members to send AAC photos for the website
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| 1. Any other business
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| 1. Review meeting actions
* ACTION: AAC to circulate minutes for people to check actions
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| 1. Items for the next agenda
* Library sail
* Easter hunt
* Playground equipment
* Class funding pots
* Disco - other stalls e.g. teddy stall
* Sponsorship challenge
* Inflatables
* Easter raffle
* Golf day
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| 1. Date and time of next meeting
* TBC
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