



## FOSP meeting minutes: 19th April 2023

Meeting date and time: 7.30pm, The White Hart boardroom

Agenda item
<p>1. Those present and apologies for absence</p> <p>Present:</p> <p>AAC KBW HS HA AT HT GTW DM AD</p> <p>Anna Adele Lucy Laura</p>
<p>2. Review of February minutes</p> <p>a. Review actions</p> <p>Justgiving, balloon race to be carried over</p> <p>b. Approve minutes</p> <p>Unanimously approved</p>
<p>3. Finance</p> <p>a. Finance update - financial year requests, spend and profits</p> <p>HS provided an update</p>
<p>4. Playground - review designs and agree on a shortlist for the school to vote on</p> <p>AAC provided an overview of all the designs and it was agreed to put forward the following designs for children to vote on:</p> <p>Setter Play option 1 Setter Play option 2 Kompan Proludic</p>



5. Summer fundraisers
  - a. Balloon race

HS to discuss with Amy and ask them to organise and FOSP to publicise

- Prize 1 is Coggeshall merch plus £30 cash
- Prize 2 is Coggeshall merch

- b. Merchandise

HT to look into merchandise with Charlotte

- c. Fire station car wash - 14th May

10-4pm

Volunteers to work shifts selling cakes and taking payment - AAC to put a call out when poster is ready

- Cakes
- Hot drinks
- Candy bar and slushies - AT

- d. Inflatables day - 21st May

AT gave an update on preparations

AT to review bar prices

AT to speak to Lorraine re match funding

AT to put out a volunteer task list and AAC and HA to collate into a spreadsheet

AT to put a call out for cakes a week before the event

AT to speak to AW regarding pizzas at the event and as a back up, kits to be sold on a stall

AAC to ask SB about splat the teacher

- e. Sponsorship challenge - £10 goal per child - from 23rd May

AAC to send out letters when JustGiving is set up - asking children to raise £23 from doing 23 things over 23 days

- f. Scarecrow trail - 29th May

HA to speak to Amy G regarding a pizza pop up at the start of the scarecrow trail

- g. Golf day - July

AAC gave an update - planning is underway

- h. Family film nights

GW to look into a film night for September

- i. Kids disco

LC to confirm if a DJ has been booked

AAC to speak to Martha regarding running a children's choir



6. Any other business
  - a. Committee photos
  - b. School liaison

KBW to put forward a bedtime story idea to teachers

KBW and AAC to speak to Mrs Sullivan regarding plans

AAC to add new preschool non-uniform day into the term - final day of the term?

- c. Helping out fund

AT provided an update on recent payments

- d. Funded by FOSP stickers

KBW to look into stickers

- e. Update to funding request form and guidance on what can and can't be funded

AAC to speak to the treasurers regarding updating the form

- f. Advertising in parish magazine

AAC to arrange for advertising in the magazine of upcoming events

- g. Trustees

HS to remove Mrs Cole from the trustees with DM

7. Items for the next agenda
  - a. Preschool shed
  - b. New starters social
  - c. New starters forms
  - d. New starters first day pack
  - e. Fireworks
  - f. Golf day

8. Date and time of next meeting

TBC