



FOSP meeting minutes: 13th September 2023

Meeting date and time: 6.30pm, School Hall

Agenda item
<p>1. Those present and apologies for absence</p> <p>KBW AAC HA HT HS AD AT AW</p> <p>Miss Wilding Mrs Sullivan</p> <p>Four non committee members</p>
<p>2. Review of July minutes</p> <ul style="list-style-type: none">a. Review actionsb. Approve minutes <p>Minutes approved</p>
<p>3. Finance</p> <ul style="list-style-type: none">a. Finance update - financial year requests, spend and profits <p>ACTION: HS to ask accountant about whether any finance software could make accounting easier</p> <p>ACTION: VS to come back with more information around lunchtime toys for funding request</p> <p>ACTION: AT to communicate about easyfundraising - AAC to put something in the newsletter</p>
<p>4. Fundraising calendar</p> <ul style="list-style-type: none">a. Review draft events and dates <p>AAC provided an overview of events</p> <p>ACTION: AAC to confirm all dates with committee and then produce version of calendar to use publicly</p> <p>ACTION: KBW to advertise for volunteers to run the grotto, fayre</p> <p>ACTION: SW to speak to classes regarding christmas gifts - cards and tea towels - LC to manage</p>



ACTION: AAC to send out weekly updates via chit chat for whatsapp groups re comms for the term on what is happening, what we need, when parents need to do things, any deadlines

ACTION: AAC to mention the chit chat group and whatsapp groups for years in the newsletter and also how to add calendar to your phone's calendar

ACTION: AAC to add all events to the school calendar on the website

ACTION: AAC to add events to the FB FOSP page

ACTION: AAC to update events page on the FOSP website with information about what is coming up - and advertise match funding

ACTION: EH to organise a physical view of the calendar of events for the school

5. Autumn term fundraisers/activities

a. Fireworks

ACTION: AD to store fireworks

ACTION: AAC to chase on printing

ACTION: HA to share volunteering spreadsheet and KBW to write job cards

ACTION: KBW to coordinate volunteers on the day if people are looking for tasks

b. Disco

ACTION: SW and VS to confirm 13th October date is ok with the school

ACTION: EG to coordinate and book DJ

ACTION: Fran to coordinate tuck

c. Personalised gifts

ACTION: Louise Cowan to coordinate with the school

d. Father Christmas letters

ACTION: Louise Cowan to coordinate

e. Film night

ACTION: Gwenneth to coordinate

f. Christmas Fayre & Santa's Grotto

ACTION: KBW to advertise for volunteers - HA to support

g. Non uniform day & chocolate collection

ACTION: EH to run

ACTION: HS to purchase more chocolate for the event

h. Coggeshall Christmas

ACTION: AAC has booked a double stall

i. Christmas present stall



ACTION: KBW to advertise for new volunteers to help take this over - shopping, understanding how it works - multiple volunteers for each

j. Christmas raffles

Discuss closer to the time

6. Any other business

ACTION: AAC to advertise the AGM - posters, publicising roles

ACTION: AAC and KBW to write descriptions for each committee role

ACTION: SW is looking into Sign Language as a potential provider for school uniform

ACTION: HT to ask for volunteers as the forest school space needs clearing before it can start up again, SW to speak to Miss Smith to make sure there is a plan for Mulberry to do this on a regular basis, FOSP to look into costs of waterproofs or ask for donations of waterproofs

ACTION: HS to coordinate a plan to get the new shed

7. Items for the next agenda

AGM

ACTION: AAC to organise posters and advertising of the AGM

8. Date and time of next meeting

Tuesday 10th - 6.30pm - 7.30pm for AGM followed by a fireworks meeting at the pub