



## FOSP meeting minutes: Tuesday 10th September 2024

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

Agenda item
<p>1. Those present and apologies for absence</p> <p>Present: AT AAC LoC HT KBW CB</p> <p>1 non-committee member</p>
<p>2. Review of June minutes</p> <p>Agreed</p>
<p>3. Finance</p> <ul style="list-style-type: none"><li>a. Finance update - financial year requests, spend and profits</li><li>b. 150 club update</li></ul>
<p>4. Fundraising calendar:</p> <p>Review of all events and dates</p> <p>Autumn term fundraisers/activities</p> <ul style="list-style-type: none"><li>a. Lego afternoon</li></ul> <p>Village hall is booked 2-5pm and the event would run 2.30-4.30pm. Tickets to cost £3 EH to organise a poster AAC to set up online tickets AAC to publicise on instagram, FOSP facebook and main Coggeshall FB</p> <ul style="list-style-type: none"><li>b. Fireworks night</li></ul> <p>We have lost £1k in match funding as this person no longer has a child at the school AAC to organise staff sign up sheet AT to arrange an alcohol licence - bar to be mulled wine, some beer Tuck - milkshakes, fruit shoots, nice cans, popcorn, smartie tubes, flic and lics, hot chocolate AAC to confirm with AW to serve hog roast and hot dogs KBW to look at buying glow items that can also be used for discos AAC to set up volunteer sheet - volunteers during the event get free tickets (only them and not the families)</p>



AAC to confirm addresses for estate agent boards - add AT, CB, EH  
AAC and KBW to discuss other actions

In publicity, advertise stalls shutting at 5.45pm and having card readers to help manage queues

c. Christmas Fayre

AAC to confirm date of Thursday 5th December with a timing of 3.30-5pm

AAC to communicate we are not having a grotto

AAC to confirm with Miss W that ALL children will have a letter - those who write a letter will get a personalised letter back, those who don't will get a generic letter. Share to parents that they can opt out and to let the office know

AAC to communicate we need more school volunteers to help with tidy up - FOSP to have food from Coggeshall Catering or offer hot dogs. Sell mulled wine outside next to food.

Have a room with raffle tickets, tuck - ask for us to have a room that connects to outside

AT to get the alcohol licence

AAC to suggest tuck is sold by school council

EH to organise a poster and printing

AAC to share poster on FB

AAC to set up volunteer sheet for staff and online

d. Personalised items

LoC to look into personalised items - Christmas cards and other products

e. Wreath making

AAC to confirm two dates with Alex Stevenson for wreath making at £60pp with costs being £32 for materials - 2.5 hours - FOSP to provide music, nibbles and drinks

AAC to share Jordan's Farm logo and also blurb and website for the poster

EH to organise posters for the event

AAC to set up online tickets

5. Any other business

a. School liaison

LoC to look into being listed as a charity on eBay

AAC to add school council cake sale into fundraising calendar for end of summer term but it needs to be led by the council

Enterprise week - AAC to suggest groups of a few year 5 and 6 children to come up with an idea of how to turn £10 into more money. We fund all ideas but the one that makes the most gets a prize and they have to show expenditure, receipts to show proof of how they made the money and a report on it

Parent Share in December - can this be moved for the Christmas Fayre?

Parent forums - can we have a mix of days and times

AAC to confirm dates of events with the teachers

AAC to ask for school trips to be booked in the autumn term

b. Tuck feedback



Suggested spending limit of £3  
Glow items (not single use)  
Slightly fewer sweet options  
Slightly cheaper options if possible

AAC to communicate in a newsletter

c. Discos

AAC to ask EG to book 22nd November - if pencilled in, then confirm with the school

#### 6. Items for the next agenda

Full list of all events for the year  
Swimming pool funding  
Ebay auction  
Gift amnesty  
Match funding individual sponsorship  
Colour run  
Warrior Challenge Course  
Circus workshops and performance  
Calendars  
Scarecrow trail  
Fundraising calendars for 2025/2026  
Film night  
Bag 2 School  
Discos  
Cake sale

#### 7. Date and time of next meeting

AGM - week commencing 14th October