



## 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>



#### 4. Fundraising calendar:

Review of all events and dates

Autumn term fundraisers/activities

##### a. Lego afternoon

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

##### b. Fireworks night

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)

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

AGM - week commencing 14th October