



FOSP meeting agenda: Tuesday 11th February 2025

Meeting date and time: 7.30pm - White Hart Boardroom

Agenda item			
1. Those present and apologies for absence			
Present: AAC HA CB EP LiC GT-W 2 Non-committee members: Adam Emma Hopkins	Absent: KBW LoC LuO'C EG FJ HN HS HT AT TR		
2. Review of November and January minutes Minutes approved.			
3. Finance			
a. Finance update			
A finance update was sent in advance by HS. FOSP has £28,400 in our main account plus about £7,000 in helping out fund. About £6k has been allocated, awaiting invoices.			
<ul style="list-style-type: none">- Bags2School raised £56, less than usual partly due to reduced percentage per kg. Could consider running on a different date and advertise in the community.- FOSP has raised over £13,000 so far this school year, running ahead of schedule.- EP has completed all processes to be added as a signatory. AAC will speak to HS to be also added as a signatory.			
b. 150 club update			
LiC updated the committee on 150 club. Currently contacting people to update their payments to £3. FOSP will do a push out to advertise the 150 club to recruit new members.			
c. Funding request:			
Therapy group	Number reached	Cost per unit	Total cost per half term
Castle Counselling	2 children (hourly sessions at their site)	£120	£720
Music Therapy	Potentially 12 (1/2day session on site)	£190.00	£1,140.00
Dog Therapy/Trauma/ Wellbeing	Potentially 5 (3 hour sessions on site)	£180.00	£1,080.00
Play Therapy	Potentially 2 (on site)	£120.00	£720.00
TOTAL			£3,660.00

AAC discussed the above funding request for a therapy package requested by Mrs Sullivan. This is to run as a pilot project to work out what would best for the school. It is aimed for pastoral/wellbeing support rather than specifically for the SEND cohort. The interventions would not run at the same time. Emma Hopkins said that she was happy that the school are submitting transformative requests like this, but also wants assurance that other funding options have been exhausted, including local authority.

Action: AAC to put vote to the committee, proposing to fund half from helping out fund and half from the main fund with the following points for the school:

- Do they know other schools who have used these interventions and how did they get on with them?
- FOSP would want feedback on how this has gone once the project is completed.
- Will interventions be spread out to ensure they have the capacity to run them and to assess the results.

Yr 1 and 2 want to request £8,000 for 24 iPads, waiting on a funding request for this.

4. Survey- film night feedback and upcoming events/ general thoughts

Only 34 tickets were sold for the film night, FOSP made a small loss for this event.

Action: HA to send out a parent survey to find out why turnout was low, and whether a future film night would have support. Will also ask whether a concert would be supported before proceeding with the organisation for this.

LiC suggested including a competition in the newsletter may help to improve engagement.

5. Fundraising calendar:

Spring term events:

a. Mother's Day stall (21st and 28th March)

CB will request to use the ICT suite. All stock has been bought. Will send out requests for volunteers soon.

b. Non uniform day (28th March) and the Easter raffle

Tracey Seward will run the Easter raffle again (last year it raised £931). Will start selling tickets in the playground sooner, and consider selling tickets by the Co-Op one Saturday.

Action: AAC to meet with Tracey Seward.

Summer term events:

a. Summer disco (c. date to be confirmed)

Craft stall was popular at the February disco.

AAC discussed that it would be helpful to review tuck spending for all our events to ensure good profit margins and reduce waste. Also wanting to avoid items that cause issues with tidying up afterwards (e.g. dweebs/ millions).

Adam suggested selling pre-packed sweet packs- he would be happy for Coggeshall Catering to bag these up for FOSP. It would also help reduce plastic waste. FOSP would set a budget for this as a guide to see how far this goes.

Discussed making tickets online for the next disco. LiC reported that if FOSP absorb the booking fee, we would lose 30p per ticket, but could recoup some of this through voluntary donations. It would help improve safety for the event as you would have a list of all attendees from the start, and would be able to offer free entry via the helping out fund.

Action: AAC to meet with EG regarding tuck for summer disco.

Action: AAC to ask whether more staff could help at the next disco in certain areas and to ensure parents don't queue up under the canopy, but wait further back to allow volunteers going in and out. Also to suggest a more obvious bin in the hall.

Action: to try cashless entry on discos for summer term.

b. Spare change challenge-

Classes could choose a charity to raise money for rather than for FOSP, but school would need to organise this rather than us. To be discussed.

c. eBay art auction with postcards

AAC and HA have been contacting artists, celebrities and local names to support this event. Requested for any committee members to pass on any celebrity connections to approach. Emma Hopkins suggested including local names (e.g. Jan from Bakelicious, local butcher). We could approach a local art college for students to be involved. Need to consider where to advertise/ display the art prior to the auction (?Coggeshall Summer festival). AAC to contact Joe Banana.

d. Scarecrow trail

Emma Hopkins will be running the event this year, and will be taking over the social pages for this. The theme will be toys. The poster will be made after February half term. Check with bakelicious they are happy to sell the maps. Will sell advertising on the back of the maps, on our website and on Coggeshall Instagram for additional revenue. There is a banner in the FOSP shed.

e. Inflatables day

AT is wanting to step down from running this event from next year. Will put out a request if anyone can offer to shadow him for this. Adam is happy to provide hot food for this event. He can also run the bar from a horse box if this would be wanted- FOSP usually run the bar ourselves.

CB suggested setting up some additional stalls- e.g. human fruit machine, coconut shy, guess how many balloons are in the car. AAC also suggested approaching Scouts to put on their mini crossbows game. We could suggest that different year groups take responsibility for running a particular stall to help encourage volunteers?

Action: AAC to speak with AT regarding inflatables day.

f. Review of other summer term events

- Adam offered to sell pancakes and churros after school one day (?instead of ice creams previously offered).
- General non-uniform day- would we be able to run an additional day each term that is for cash?
- Fathers Day Stall- Halfway through sourcing gifts for this.
- Stall at Coggeshall Summer Festival (in June).

Action: HA to speak to Kate Cooling-Smith re: stall at Summer Festival.

6. Any other business

a. School liaison

Action: AAC to speak to school about non-uniform days, toilets, inflatable day stalls. Ask whether school council are planning to do any fundraising this year, and to remind school re: spare change challenge.

b. School toilets

Waiting on more information from the school about this.

c. Coggeshall Christmas light switch on

Last year the light switch on was auctioned off to raise money for the swimming pool. This year, FOSP would raffle this off instead, selling tickets with support from Coggeshall Christmas volunteers (Joe Banana) at our Christmas Fayre and also outside Co-Op. Raffle would be pulled on the Friday, to switch the lights on the following day. The proceeds from the raffle would be split equally between FOSP and Coggeshall Christmas.

7. Items for the next agenda

Summer festival stall (?bottle tombola)
Fireworks 2025

8. Date and time of next meeting (end of April- TBC)