



FOSP meeting minutes: Tuesday 26th November 2024

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 HA HS EP GT-W HT CB TR</p> <p>Apologies:</p> <p>LoC EG AT HN FJ LuO'C</p> <p>Non-committee members present: Lindsay Briggs</p>
<p>2. Review of September minutes</p> <p>Approved.</p>
<p>3. Nomination of Lisa Calvert to the Committee</p> <p>Approved.</p>
<p>4. Finance</p> <p>a. Finance update - financial year requests, spend and profits</p> <p>HS provided printed details of current spend and profits this year. Confirmed that the plan is to fund school trips again this year Action: HS will approach school to encourage funding applications. AAC raised the poor condition of current toilet facilities that will not be covered by planned school extension and the lack of funding available for school. Approved in principle for FOSP to fund upgrade of toilets pending quotes. Action: AAC to update Miss Wilding of approved funding in principle.</p> <p>b. 150 club update</p> <p>All prizes are now up to date and drawn from the last 4 months and ready to be distributed. LC will be running 150 club moving forward.</p>



5. Fundraising calendar:

Review of completed Autumn term events:

Fireworks event.

KBW provided a summary of the event, reporting very positive feedback from the quality of the show from Dynamic Fireworks, All stalls sold well including glow sticks, bar and tuck. Set up and tidying up was also much smoother this year. If fireworks are carried out through Dynamic Fireworks again next year we will take a hit on profit but can review ticket prices and can consider other ways to make this back (e.g pocket money stalls at the back of the playground). The lead firer from previous years has quit and there is very limited interest in other people being trained to be firers. Ongoing issue with recruiting enough volunteers/ staff for the day. We lost 4 marshals to man the public footpath and they received a lot of negative comments from members of the public regarding path access.

There are some tweaks to be made to the organisation of the event to help people flow more smoothly, e.g. separating out hot drinks and tuck without having to queue twice. Thank you to AT who arranged/ set up the bar even though he was not there on the night. Waiting on the invoice from Shaken Udder before being able to announce a final total for this event. KBW is in touch with the individual for match funding.

Approved for FOSP to use Dynamic Fireworks again next year if possible.

Action: KBW to approach Dynamic Fireworks ASAP to negotiate a good price for next year.

Action: KBW to speak to Dynamic Fireworks regarding the issue with the footpath and whether advisory notices on the fences would be sufficient in future.

Action: Consider selling tickets online only from next year.

Action: KBW/HA to arrange a meeting in January to start to discuss a plan for next year.

Action: KBW to send round thank yous once the final total is announced.

Autumn term disco

This was a very successful event. Glow items sold well, will continue to sell these at discos.

Upcoming Autumn term events:

a. Personalised christmas cards

Christmas cards/ other gifts will be circulated to classes this week. There was a variable quality of images made between classes.

Action: LoC will report back on this event next meeting.

b. Father Christmas Letters

Post box 2nd-9th December, letters to be distributed 17th December.

c. Wreath making- 4th December

Have merged the two dates together due to limited take-up. 10 people have signed up so far. AAC is setting up earlier in the day with food/drinks.

We could consider another similar craft event at a time when less busy, e.g. Easter/ Spring,

d. Christmas Fayre- 5th December

Mobile bar paid £75 and covered the licence fee. They arrive at 2pm to set up, AAC will be supervising them. Limited stalls at this event, selling leftover tuck, popcorn and raffle tickets only. AAC is updating the event map. No grotto this year- divert any enquiries to the Santa experience at Coggeshall Christmas.

AAC raised a query from Miss Wilding about whether it would be helpful for some regular FOSP volunteers to have DBS checks.

e. Non uniform day- 6th December and chocolate collection.

GT-W will collect chocolate gifts from junior playground gates, AAC to help with infant playground gates. Will need to check the expiry dates when sorting them.

AAC is buying some smaller items from Tesco (around £100) and a couple of bigger items. Any leftover chocolate items from the Christmas Fayre will be included too.

Action: AAC will go to the Co-Op to request the green crates this week.



6. Any other business

a. Swimming pool funding

EP reports Coggeshall pool's funding is now in place for their current works but they are drawing up a list of future works needed.

Agreed that FOSP are unable to provide direct financial support, but may be able to help by subsidising any future increase in the price of school swimming sessions.

b. Concert

AAC discussed the possibility of a children's concert held at the church. Children and local groups/clubs can be invited to participate, e.g. new school choir (up to 20 slots) . Sell tickets to family and sell refreshments in the interval. It would not be a talent show.

Cubs/ Beavers/ Brownies could use it towards their musician badge.

Action: AAC to speak to the church to confirm if they would be willing to host this event.

c. Incentives for attendance.

KBW fed back to the committee regarding a scheme at another school with a prize display to incentivise improved attendance/growth in resilience or other targets in the child's control. Students gather points that can be swapped in for one of the treats- pocket money gifts, colouring books etc. Could be within a single cabinet. The scheme is run between the school and the children, teacher discretion is important. This could have a significant impact for limited funds.

Miss Wilding is happy with the idea in principle, KBW will help to arrange for her to speak with somebody at a different school where this has been working well. Attendance will be the next parent forum topic and will be discussed there.

Approved in principle for FOSP to fund the signage/stock and cupboard.

7. Items for the next agenda

Scarecrow trail

Summer festival bottle tombola

8. Date and time of next meeting

To be confirmed.