



FOSP meeting minutes: Monday 20th October 2025

Meeting date and time: 7.30pm - White Hart Boardroom

Agenda item	
1. Those present and apologies for absence Present: HA AAC CB LiC LoC SD EH SK LuO'C EP AW	Absent: KBW
2. Review of June 2025 minutes The committee agreed to approve the minutes.	
3. Finance a. Finance update EP provided a financial update for the committee. £378 received from Halstead travel raffle. £610 spent on Helping Out Fund. £225 miscellaneous expenses. Total donations made to the school of £10,235 so far this term, including Yoto cards and players, coach to Wyvernwood, funding of several different therapies and £2,300 upgrade to the sensory room. Action: AAC to review funded therapies with Miss Wilding/ Mrs Sullivan and whether any further requests are needed to cover ongoing interventions. We are awaiting invoices on several expenses from last term including Teachmate AI and the year 6 coach trip to Braxted Park. Total committed funds of £7400. Our bank balance is around £24,300, leaving £16,000 outstanding funds to be allocated. Action: EP to speak to Hayley re: cash pots administration for the school. AAC advised there has been some helping out funds allocated this term but it would be good if this resource could be used more by parents/the school. Action: AAC/HA to promote the helping out fund to parents. Action: AAC to raise helping out fund to Miss Wilding. b. 150 club update There are still outstanding numbers from the original 100 before allocating into the additional 50 numbers. The committee agreed to advertise 150 club more widely after the Fireworks event. Action: EH to request for Mark to make a poster and social media tile for 150 club. LiC will liaise with EH to agree what information is needed- to be circulated termly. Action: AAC to chase Tim to provide the account statement to LiC.	

c. Funding requests

AAC circulated funding requests for £4000 for laptops £30 for preschool booked and £1500 for mosaic- all approved via WhatsApp.

The committee discussed that it would be useful to create an event targeted more specifically for preschool parents, as they will be needing new resources for the new school extension.

Action: to discuss at the next meeting.

The committee discussed other fundraising options such as supermarket token schemes. HA reported she had looked at the Tesco scheme but was not currently accepting applications.

Action: SK to set up Tesco funding application when next available.

4. Review of completed events:

a. Lego afternoon

The event went well, selling 53 tickets and the refreshments were a success. There were a lot of cake donations. Refreshments were sold in return for donations. It would be good to consider pricing at least for drinks/snacks in future. More publicity on local Facebook groups would also be helpful, e.g. to Absolute Angels.

b. Postcard art auction

We successfully sold 53 postcards and raised just under £700, waiting on the last few postcards to be collected before the final total is known minus fees/expenses.

HA advised she would consider running a similar event on eBay again another year, but could consider a different theme, such as an auction of things.

Action: AAC/HA to communicate via update/ newsletter to promote that FOSP can now be selected as a charity on eBay for anyone selling.

5. Fundraising calendar:

Upcoming events:

a. Fireworks night

No update had been provided prior to the meeting.

Action: LiC suggested emailing people who bought tickets to the event via ticketsource last year to do a mail out- LiC is happy to do this if given the information to circulate.

Horsebox to sell churros- to be on the playground.

EP can provide milkshakes and chocolate for hot chocolate too. They can be provided as ambient temperature product to avoid issue of refrigeration. AW and LiC can provide hot chocolate/soup warmers for hot drinks, and if hot drinks are next to the churros horse box they can use their generator to provide power.

HA is clarifying the price of popcorn with a contact.

Glow items to be bought by HA this week too.

Action: KBW to check if the resident letter has been sent out.

Action: KBW to check if the fire service and police have been informed.

Discussed issue with closure of the footpath adjacent to the school field as requested by Dynamics Fireworks. CB and EH have two people who may be able to stand on the path, however felt uncomfortable to ask people to volunteer to put themselves into potential conflict. Are two people needed on the path to advise people not to walk down the path, or would two laminated signs with a traffic cone at either end of the path be sufficient to advise people not to use the path for the duration of the display?

Action: KBW to speak to Dynamics Fireworks to clarify position for this. LiC suggested that she could speak to the council to ask about path closure in principle if this would be helpful.

Vital First Aid are due to complete the risk assessment- it looks unlikely now that any building works will have started prior to Fireworks night.

Action: The event will need to be advertised on social media (?KBW).

Action: AW to provide risk assessments for hot food/ churros.

b. Autumn Term disco

Have a DJ booked and this will be free of charge (a previous pupil).

AAC will provide the previous tuck list to LuO'C and GW for them to decide what to buy.

They will buy pick and mix items and pass on to AW to be bagged up into pick n mix bags.

Will aim to sell tickets online only this year.

Craft room will go ahead- AAC has the materials ready for this.

Action: Add ticketsource tickets and volunteer signup sheet ready to start advertising for this week.

EH is happy to stand as a marshall to signpost people into two different queues for pickup/ drop off.

Action: AAC to give GW and LuO'C access to volunteer signup and ticketsource. They will check numbers of volunteers to make sure people are all being used.

c. Christmas events

i. Personalised Christmas items.

Deadline of 27th October at midday to place orders for christmas cards etc. We can extend this deadline if needed. LoC will monitor this and reminders can be sent round.

ii. Coggeshall Christmas

Stall booked, Will only need volunteers really until 4pm as usually runs out by this time.

Hopefully it will be outside again this year, as it was more difficult to run indoors in a smaller space, and some tickets were stolen last year- volunteers will need to be mindful of people taking advantage. Friday 5th December is a non-uniform day to collect chocolate donations, they will be stored at the usual house on Stoneham Street prior to Coggeshall Christmas event. AW is happy to loan 4 tables and covers for this event.

iii. Christmas Fayre

SK leading on this event this year. AW will be covering food (hot dogs and burgers) and hot drinks (and maybe churros). We can get a gazebo out there too, but will need to make sure that any set up does not disrupt drop-off for reception class.

Action: AW to get DBS check completed with school.

Action: LiC will get a drinks licence for this event.

Still waiting on confirmation of whether building work will be happening prior to this event as would impact plans for food etc.

iv. Christmas gift stall

CB has booked the ICT suite for 4th, 5th, and 11th December for gift stalls this year.

Presents are nearly all ready to go, just perishable gifts still to wrap.

v. Christmas raffles- for hamper and for christmas light switch on

Christmas light switch on raffle will need to be advertised after half term. Half of the proceeds to go towards Coggeshall Christmas and half to FOSP.

Action: Mark to create a poster and social media tile for the Christmas lights raffle.

Christmas hamper raffle- CB is happy to put this together from Waitrose.

Other raffle voucher suggestions discussed included the White Hart, Oliver's nursery, new tapas bar, and Marks Hall to ask for a ticket to their illumination event.

Action: GW, LiC and SK to help with selling raffle tickets in the playground.

LoC to ask Ruperts for a raffle prize.

SD to provide a voucher for the cheap shop.

EH to ask Ranfields for a meal out for 2 voucher.

AW to ask the Chapel for a raffle voucher.

vi. Wreath making workshop

Agreed to shelve this event as there is already a lot planned, and other similar events are being run locally. Will consider running this as a Spring/Easter wreath event instead.

6. Any other business
a. School liaison

AAC had meeting with Miss Wilding planned for today but it was cancelled.
AAC will raise with the school whether the school council could be responsible for a fundraiser event again this year. Will check with the school if
What big funds will they need to pay for next year.

Discussed ongoing issues regarding school toilets. Miss Wilding reports this is not a priority for the school other than needing to replace the floor in one of the toilets, but it is the parents that are wanting this to be done. EP voiced concerns about whether FOSP should be having to fund necessary upgrades to school facilities rather than by the council/ school.

Action: EH will speak with Miss Wilding about writing a letter to the council.

b. Teepee

The teepee needs to be taken down and cleaned, this was done by Lyndsay Briggs last year but they have now moved away, so will need somebody else to help with this. Will also need to be taken down and transported to be cleaned.

AW would be able to store it once cleaned and his store could be used to clean it there if needed, and will seek advice on the best way to do this via the camping shop.

Action: LuO'C will ask if contact at the dry cleaners can help.

Action: LiC and AW to co-ordinate taking the teepee down prior to Fireworks event.

Action: AW to source cleaning/waterproofing materials from camping shop.

7. Items for the next agenda

Review of Fireworks night, autumn term disco and Christmas events.

Fundraiser idea for preschool parents

Spring/Easter wreath workshop

8. Date and time of next meeting

AAC and HA propose the following dates for committee meetings for the rest of the school year:

- Tuesday 13 January
- Monday 2nd March
- Tuesday 21st April
- Monday 8th June