

FOSP meeting minutes: Monday 2nd March 2026

Action: LiC, EP, SD and AAC will arrange to meet separately to handover 150 club.

c. Funding requests

i. KS1 girls toilets- any final points

AAC updated the committee regarding ongoing discussions with the school in relation to toilet works. Funding of £11,500 for the girls KS1 toilets has been approved by FOSP, the school are hoping to fund works to KS1 boys at the same time, but this depends on budget approval first by the governors. Miss Wilding will do her best to answer any questions, but any decisions will need to be run via Lena and the governors.

The committee agree that it is important that parents are aware of the large cost we are covering for this works. Once the budget has been approved by the governors, we will be able to communicate about this to parents to help with our future fundraising.

Laura Turpin advised that if parents knew where the money was going they would be more likely to support us, particularly for the toilets as there is a hygiene need that impacts our children.

Action: AAC to confirm with Miss Wilding how this project will be communicated with parents. Information regarding funding will need to be provided clearly.

ii. UKS2 Drone coding workshop

Committee presents submitted a vote for this application via WhatsApp chat.

Action: The committee approve this request but will inform the school no more funding requests until we are able to clarify any further spends needed for the rest of the year.

4. Review of completed events:

a. February non-uniform day

This event raised £420.

Bud raised issues with the committee regarding her recent comment on WhatsApp in response to the recent non-uniform day, that the increase to £2 felt like a lot to ask when families have more than one child and that parents don't really understand where the money is going, so that the requests from FOSP can feel relentless at times.

AAC discussed that previously we had "break the rules" days that were more complicated and ended up costing more money. Our summer non-uniform day had been £1 last year as a trial, but before then it was always £2 or for break the rules days was 50p per item.

SK requested to ensure that days chosen were rotated so they don't always clash with PE days for some children.

The committee agreed that more communication with parents about where FOSP money is being spent would be beneficial to encourage support of our fundraising more, e.g. cost of school trips covered by FOSP with the option for parents to contribute if they want to.

Bud suggested that having themed non-uniform days, e.g. pyjama day or themes linked to the curriculum of children.

5. Fundraising calendar: Upcoming events:

a. School disco

LO'C reported agreed date of Thursday 16th April (the week after Easter) with the school. A few changes have been made as requested by the school in order for this event to go ahead. The Infants disco will run from 3.30- 4.20pm, with Juniors disco from 4.30-5.20pm. This will mean there will be enough teachers to cover each disco.

DJ Phoebe has been booked. We will have access to the hall from 3pm to set up. FOSP will help with clearing up afterwards, although a school site manager may be in place by then.

We will communicate to parents the reasons for these changes are "at the school's request", that it is a trial and we will welcome feedback.

Action: LO'C to confirm that teachers will be helping KS1 children to get dressed and that school are aware that children will be bringing in money to school that day.

Action: LO'C to request for school to check with parents whether they want their children attending after school club to attend the disco.

b. Bag2School (10/03/2026)

Bag2School donation bags will go out to year 1 and 2 children, but any bag can be used. LiC speaks to Bag2School, then to Woolpack pub, they send bags, these are distributed to classes. On the day she is there from 7.30am-9am. They come, weigh it and take the bags away. She also checks the charity shop are aware of the date.

Action: LiC to put out messages around Coggeshall the week before the date.

Action: Laura Turpin to take over Bag2School after this school year.

c. Mother's day gift stall (12/03 and 13/03)

CB has bought and wrapped all presents and all volunteers signed up ready. HA will prepare the gift lists as usual. Mrs Sullivan will give out vouchers for gifts from helping out fund.

d. Coggeshall Spice takeaway

AAC has not spoken to the restaurant yet as they have not reopened following renovations. The aim is to ask them to host a takeaway night with 10% of proceeds going to FOSP.

e. Spring wreath/ Easter activity

SK reported an alternative plan for adult/child Easter activity packs rather than a Spring wreath workshop, as it is difficult to make this affordable/source a good venue.

The activity packs could include a competition with the winner getting a prize.

SK will look at costs, aiming £6/7 each, kids packs for £2.

Action: SK to send out a plan for discussion via WhatsApp committee chat.

Action: SK to speak with SD about sourcing items for the crafts.

f. Spring term non uniform day (?20/03/2026) and Easter raffle

KBW has sent round the draft letters for the Easter raffle/non-uniform day.

AAC has the crates ready to collect raffle donations for the non-uniform day.

AAC has some cardboard hampers in her loft- will check that these are fine.

The committee agreed to sell raffle tickets just on the last week of term, plus Easter performances and a slip on the raffle letter to parents to fill in and post.

Easter performances are 25th and 26th March (SK, EH and LO'C and CB to sell tickets).

May also be good to sell raffle tickets outside the Co-Op on the weekend before the end of term. SK advised that raffle tickets at Christmas sold best at front gate in the mornings.

Action: AAC to check that school are happy for non-uniform day to be 20/03/2026.

Action: HA to put a call out to parents for donations of hamper baskets.

Action: HA to check the trello board and set up raffle dates for volunteers (LO'C

Thurs/Fri, GW on Fri, HA on Weds). Include Easter performances

Action: EP to sort out a float for the easter raffle.

g. Quiz for a Whizz

Caroline Bartleet has offered to host a quiz to fundraise for the school toilets, this has been approved by Miss Wilding to go ahead. She has put a date in the diary with the Chapel, date TBC but planning for mid/late April. Her husband (Paul) will be hosting the quiz.

They may need some extra support-

Action: EH to assist Caroline in organising quiz event.

Action: EH to ask Mark to make a poster for this event.

h. Inflatables day (17/05/2026)

LoC not present to be able to update.

i. Sponsored football match

Miss Wilding supports this to be held on school grounds. All the football coaches are first aid trained so external first aid support would not be needed.

Action: GW to speak to Brad about organising this event and report back at next meeting..

j. Car wash

Action: SK to ask fire station if they would be happy for the car wash to go ahead, to split the proceeds 50:50. FOSP would run cakes/drinks for the event.

k. Father's day gift stall

Date not booked with the school yet, but will be a Thursday and Friday around this time.

6. Any other business

a) School liaison update

School will not renew the music therapy sessions after this term, and will keep going with the counselling sessions as they have found it has more impact per person.

b) Grants/ funding pots

Jazz apple foundation includes grants to schools.

Action: SK to look into this and Tesco application and submit application.

7. Items for the next agenda

- Year 6 leavers event and leavers year book.
- Fireworks night 2026
- Adam is happy to run the end of year teachers treat.

8. Date and time of next meetings:

- Tuesday 21st April, 7.30pm.
- Monday 8th June, 7.30pm.