

Agenda item	
1. Those present and apologies for absence	
Present:	Apologies:
HA	KBW
AAC	LiC
CB	AW
LoC	
SD	
EH	
SK	
LO'C	
EP	
GW	
Non-committee members- Caroline Bartleet, Lucy Gorman, Michelle Labuschagne	
2. Review of April minutes	
Minutes were confirmed by the committee.	
3. Finance	
a. Finance update	
EP fed back to the committee regarding spends/income circulated separately.	
We had no donations to the school since the last report, but have some invoices waiting to be paid. We are also waiting on a donation from Coggeshall Spice.	
EP also spoke with the school office- there is currently £117 from cash pots outstanding from previous terms. EP proposes that any remaining balance from cash pots will be returned if not spent by the end of the term.	
EP confirmed that at the end of this term, all spends for the wellbeing projects will be totalled up and 50% will be moved across from the 150 club account.	
b. 150 club update	
SD has now taken over running 150 club. The next draw is on Friday, and she is also chasing people who were still paying £2 before.	
AAC has chased Mark on the 150 club poster and social media tile so that we can start pushing for new members, also out to Coggeshall FB page Instagram page. Will do a big push for sign ups with the new reception class/ for September.	
Action: EH to chase Mark re: poster/social media tile.	
c. Funding requests	
i. Preschool leavers gifts- approved.	
ii. New library books.	
Action: SK to speak with Mrs Sullivan re: Usborne Books if they would like to invite them in to school for an event soon to help fund these books.	
iii. Teachmate AI subscription. This costs £645 per year, and has saved over 500 hours of teacher time from the previous year. Approved.	
Action: AAC to inform the school we are unable to accept further funding requests until next term.	

4. Review of completed events:

a. Debrief from cancelled inflatables day/ ?reschedule

LoC reported the plan is for the rescheduled event to run on Sunday 20th September.

LoC advised we will need to agree on a protocol for cancelling events in the future and the criteria for cancellation. This would need to include storm warning (not just raining), and to check what is the latest that Adam would need to buy food for the event. Bee line were pushing for a decision to be made within the school day but FOSP are confident we could get the message out past this, as long as a message was sent out to parents in the school day warning if we may need to cancel. LoC advised that the event could have gone ahead if we had waited until 10am on Saturday, however there were still very limited volunteer numbers. Further criteria for an event to go ahead is if 75% of volunteer slots are filled up to 72 hours beforehand. We will need to push much more for volunteers to help at the event and be more vocal with our year groups.

Action: LoC to ask whether Michael Bennett could help with event licence.

Action: LoC to contact Vital workplace for First Aid support.

Action: LoC to send round an email via the school to communicate re: new date of the event and how to use tickets from previous event.

5. Fundraising calendar:

Upcoming events:

a. Spare change challenge (08/06- 19/06)

This event started today, running for the next two weeks.

Action: EH to ask Mark to print out posters for school classroom doors/ on the gates.

Action: AAC to ask school to send round an email next week.

b. School council cake sale (12/06)

This will take place on Friday this week. Drop off cake donations at the school office in the morning. School Council are running this. EH can help to take card payments for this event.

c. Father's day gift stall (18-19/06)

Over 100 tickets sold so far for this, all gifts are ready to sell. All volunteer slots are filled, including two dads this time. CB will be making the lists this year.

d. End of year teacher treat

AW is cooking pizzas for teachers again, this event has been booked for 26/06. Allergy list has been forwarded to AW.

Action: HA to include information on this event for WhatsApp update to parents.

e. Firestation car wash (date TBC)

SK has been speaking with the fire station about a date for this. Not sure this will be able to go ahead this term.

Action: SK to confirm with the committee if a date is able to be confirmed.

f. Scarecrow trail

EH updated the committee on this event. It will be running for the first two weeks in the summer holidays (from 20th July- 3rd August), with no specific theme this year.

EH will ask Mr Hanna's regarding sponsorship for this event - will offer £50 sponsorship for 8 slots or £400 for exclusive sponsorship. There will be no charge to enter a scarecrow this year. EH could invite local influencers to cover the event to help increase footfall.

g. Quiz for a Whizz (26/09/2026)

Caroline Bartleet reported this event has been booked for Saturday 26th September at the Chapel. She will check with Craig at the Chapel re: table sizes to decide on best options for team sizes, but thinks 60-80 people will fit in. They will also run a raffle/auction on the night. We will need to sell tickets for this before the end of term.

Action: Mark to create a poster for the event.

Action: AAC to set up sale of quiz tables via FOSP website once team sizes are known.

h. 2027 new starters event/ start of autumn term plans

Drinks booked at Ruperts on 19th June. Stay and play event booked for 12th July, 2-4pm. Village hall is booked just for free play and snacks.

Action: Caroline and Lucy will do face paints/ tattoos.

Action: AAC to sell some tuck/drinks from inflatables day.

i. Fairy door trail

AAC explained this was originally discussed as an alternative to the scarecrow trail, but it could be run as an extra event. EH suggested you could also do a countdown to Christmas/ advent window event. Agreed to discuss this further in September.

Action: AAC to ask SK if she would want to take this on as an event.

j. DIY day for school for Autumn term

AAC suggested school could make a list of tasks that they need to be completed and parents could sign up to to complete them at a DIY day, e.g. garden tidying, simple tasks. CB is happy to contact the school about this, LO'C is happy to support with this event.

Action: CB to ask Miss Wilding if she would support this and then speak with caretaker (Mr Tubbs).

k. Fireworks night (09/11/2026)

HA provided an update to the committee from KBW. Event is booked for Sunday 8th November, with the same timings and same ticket price as last year.

KBW will speak with Andy Tanfield re: licence this year. Mulled wine amounts to be decided

6. Any other business

a) School liaison update

Still waiting for planning permission to be approved any day now.

Action: AAC to arrange a meeting with school before the end of school term.

b) School toilets

Work for this is still to be confirmed- school are still looking into what needs to be done.

Action: AAC to speak to Miss Wilding re: confirming quote with the supplier.

c) Grants/ funding pots

SK has looked into this. Jazz apple foundation take submissions monthly up to £500, requests need to be quite specific. Discussed whether "a year of gardening at St Peters" covering projects for all year groups would be suitable.

Tesco take submissions every 4 months up to £1500- for wellbeing projects. Could use this towards the gardening club. It may need a project consent form signed by head teacher/ land owner. Could consider GO global, or cooking program for Reception/KS1 foods.

Action: SK to speak with Mrs Osborne regarding garden club and Miss Bolton re: GO Global club, and with Mrs Angel/Miss Smith re: cooking program for reception/KS1.

d) Usborne books

Fran (lives in Coggeshall), she runs an event called ready steady sponsored read. If the children raise up to £600, the school get £930 worth of books. We just need to decide a date (over a couple of weeks), sponsor a child per minute spent reading, or an amount per book. They can provide letters, sponsorship forms etc.

Action: SK to speak with Mrs Sullivan (English lead) regarding this event, considering Spring term.

e) Local PR

Braintree District Council are keen to provide media coverage to promote local businesses working alongside us. Agreed that this would be useful for us- possibly for Fireworks night (Heritage Estates and Vital Workplace), and also for the scarecrow trail.

f) Coggeshall Spice donation

They have agreed to make a donation to us rather than running a takeaway night. We will promote this on Facebook, Instagram, plus WhatsApp message to parents. We can then research out to other local businesses if they want similar sponsorship..

g) Other fundraising ideas.

Everyone will need a named lead for each event rather than AAC having to take responsibility for each of them. Future events were discussed including a pancake race, and an alternative takeaway night.

Action: AAC to arrange a pub night in the summer to discuss some new fundraising ideas.

h) Craig at Chapel- extreme dive

LoC explained that Craig is confident that he is safe to do this and wants to raise funds for FOSP. He wants to raise money for the school- we need to go back to him

Action: LoC to confirm with Craig we are happy for him to fundraise for him.

Any other business:

- FOSP will do a push for Easy Fundraising, particularly with new parents joining in September.
- SD suggested a blackboard style sign on the school gates that we could write upcoming dates/events on would be helpful.

Action: SD to contact Sign language to ask if they would fund a blackboard.

7. Items for the next agenda

- Miniature door trail
- Christmas events 2026

8. Date and time of next meetings:

- Sub committee for fireworks in July.
- September 2026 (?Monday 14th September)
- AGM October 2026 (date TBC).

