



FOSP meeting agenda: Tuesday 21st April 2026

Meeting date and time: 7.30pm - White Hart Boardroom

Minutes		
1. Those present and apologies for absence		
Present:	Absent:	
HA	KBW	AW
CB	LoC	GW
AAC	LiC	
SD	EH	
SK	LO'C	
	EP	
One non-committee member was present.		
2. Review of March minutes		
Minutes were approved.		
3. Finance		
a. Finance update		
EP provided a finance summary report ahead of the meeting.		
There are overall available funds of 10,009.74 (although £7k of this is helping out fund).		
There are committed funds for several requests including the drone workshop, panto for 2026, puddle suits for preschool and the school toilets upgrade.		
There are some further funds spent on music therapy. School are still reviewing current wellbeing projects for what is most impactful.		
Total fundraising so far this year is £18,288 (not including 150 club).		
AAC advised that someone linked to the rotary club left a legacy of £350-500 for musical projects- the school is looking at options for how this will be spent.		
b. Annual accounts		
AAC has spoken with EP about this, as paperwork is due to be submitted in May.		
Charity commission information also needs renewing, just waiting on signups from three committee members (EH, KBW and AW).		
c. 150 club update		
FOSP are quite behind on prize payments from the last set of draws (December-February draws) and still due to draw for March and April.		
A media tile and poster for 150 club is being created- to be put up on the school gates.		
SK suggested a promotion for new signups in September, e.g a separate draw for new signups to encourage new people to join.		
Will focus on arranging payments by bank transfer rather than cheque going forwards.		
Action: SD and AAC are to arrange a date to meet up with LiC to complete the handover of running 150 club.		
Action: SD to then put out communications introducing herself as running the 150 club and how it works.		
d. Funding requests		
Approved funding for the year 6 leavers party. AAC has also set up the Amazon wishlist for the school- we will promote this with parents for the summer term.		

4. Review of completed events:

a. Bag2School

£250 raised from this event last term. Bud has agreed to run this event from next year. SK asked whether the finish time for this could be slightly later in future to allow people to drop off bags after the school run (09:30/10am).

b. Mother's day gift stall

£552 was raised from this event. CB has bought stock ready for next year so hoping that profits should be improved for next year.

c. Spring craft bags

SK reported this was not very successful, take-up was not great and made a loss. We will offer these again next year from existing stock. SK discussed with Abbie Stinton and she would potentially support running a craft event with us next year, although she would want to be able to make a profit from this too. .

SD suggested an easter egg hunt at the school next year- will add it to ideas for next year.

d. Spring term non uniform day

Collections went well this year, no issues.

e. Easter raffle

This event made £825 this year, which was a few hundred pounds down on last year but considering tickets were only sold for a week and there was no selling outside the Co-Op, this was a great response. Putting letters out to parents with reply slips worked well.

Action: next year to put out posters at the school gates with three weeks notice.

Action: HA to sent out a WhatsApp summary for the upcoming term of FOSP events.

Action: AAC to try to plan ahead dates for the year ahead with school.

f. Summer term school disco

There were a lot of teachers present at this event; apparently the plan is for half of them to attend this meeting and half next time, although most were not completing specific tasks..

The timing crossover was difficult as infant children needed to get their bags from their classes before going home. This process will need to be reviewed with school for next time.

Anna had given lists for all of the classes and the teachers had already ticked them all off before the infants disco, so the start of the disco was very straightforward

Craft room was quieter this time. £50 voucher for the DJ. Attendance numbers were about the same as before. Waiting on fundraising total

Action: future volunteer signups to include a brief description of volunteer tasks (for new parents) and when they need to arrive.

Action: send out disco volunteer signup to teachers in the future to allocate them specific jobs/ any others to be allocated specific tasks on the day.

5. Fundraising calendar:

Upcoming events:

a. Inflatables day (17/05/2026)

CB provided a summary from LoC. She has been getting an update from Andrew Tanfield.

Ruperts is running the bar again, AW will be doing the food, LoC will speak to Preschool about the cuddly toy stall (we still have bags of toys from this event over christmas too). LoC is working through the Trello list.

Ticket link and volunteer signup links have been sent out to parents.

Action: LoC to raise any further queries regarding this event with the committee via WhatsApp group.

b. Scarecrow trail

EH reported this is having a rest year. The Coggeshall Christmas committee are thinking about running this instead this year, to run in the summer holidays. CB is happy to help them with this, with trail maps from Mr Hanna's cafe.

Action: AAC to ask Mark to create a generic poster for this event that can be reused each year.

c. Quiz for a Whizz

Planning for this is provisionally for late September due to the World Cup.

d. Spare change challenge

Action: AAC will ask Miss Wilding whether the school is going to be using this event to raise money for a malaria charity, or for a refuge charity.

e. Sponsored football match

GW and EH have looked into this event and agreed that it is now too short notice to go ahead for this term, but will plan it ahead for next year.

f. Car wash

SK has spoken with the fire station who have confirmed they are keen but no date has been arranged yet. Would aim for a 50:50 split of money raised for the event.

Action: SK to confirm event date.

g. Father's day gift stall

CB advised dates are confirmed for 18th/19th June. Half of the presents are wrapped.

h. Year six leavers

All sorted/approved.

i. 2026/7 new starters

Action: AAC and SK will take on the organisation of this meet and greet.

Looking at a Sunday afternoon in June/July. Planning to just have a play session. SD is happy to help with set up.

Action: AAC and SK will help with talk and information pack for new parents.

Action: CB to put together the first day of term packets for new parents for September.

j. Fireworks night 2026

Action: HA to ask KBW for an update on this.

6. Any other business

a) School liaison update

No update meeting currently.

Action: AAC to arrange a meeting in June to discuss plans for next year.

b) School toilets

No update on the toilets at the moment. Waiting on budget approval from the governors before work can be booked in, but likely to go ahead over the summer holidays depending on the contractor's availability.

c) School council cake sale

Mrs Sullivan has asked if FOSP wants to be involved. Agreed that FOSP are happy to help advertise the event but that the school council will need to organise and run it..

d) Grants/ funding pots

Action: SK will follow up on this.

AAC advised that the new reform councillor has given £900 to the Coggeshall festival from the last financial year. Could consider asking for funding for a new yurt or another project.

e) Sports day- 21st May

No planned events for this.

f) Coggeshall Spice takeaway

AAC has contacted them to ask about arranging an event with 20% profits going to them, but not heard back yet. Would consider contacting Maria's instead.

g) Usborne books

SK is in touch with her about attending a playgroup session. Will discuss in June if there is anything else that she could join us for. Could ask if she wanted to come to inflatables day?

7. Items for the next agenda

- End of year teacher treat
- Hot weather plan
- Christmas events 2026
- Fairy door trail
- DIY day for school for Autumn term
- Usborne books

8. Date and time of next meetings:

- Monday 8th June, 7.30pm.