



FOSP meeting minutes: Wednesday 28th January 2026

Meeting date and time: 7.30pm - White Hart Boardroom

1. Those present and apologies for absence

Present:	Absent:
AAC	EH
HA	LiC
CB	
KBW	
LC	
SD	
EP	
GT	

2. Review of October minutes

Minutes were approved by the committee.

3. AAC provided an update for the committee following recent school liaison meeting:

- Building works are not going ahead yet as planning was not approved due to a lack of parking spaces. This means that we can go ahead with plans for summer inflatables day 2026. We can also hold the date for Fireworks night 2026 (On a Sunday again as this worked well) and can confirm nearer the time as per last year.
- Toilets- Miss Wilding needs to go ahead with this ASAP. Brad Bennett was going to go back and provide another quote- this is being chased. The previous quote was approximately £60,000 for 4 toilets, so £15,000 just for KS1 boys which is the first priority. The alternative would be for school to go ahead with replacing the floor for KS1 boys.
- For planned expenditure, school wants to continue with My Happy Mind. Also to fund Opal as a software programme. We are also committed to fund school trips for the rest of this academic year.
- Teachers have been very positive on the impact on mental health interventions taking place and are keen to continue with this where possible.
- "Great try" stickers for sports day were discussed- the school is not keen.
- Spare change challenge- school council will run this, with half money to FOSP and half going to a malaria charity.
- School playground equipment is okay- need to replace a xylophone beater, the school is continuing with regular safety checks of equipment in absence of a school caretaker at the moment.
- Hot weather plans- the school has enough fans and will be mindful to plan ahead and communicate to parents with more notice this year if needed. e.g. for children to come in PE kit.
- Beat the Street- they have not received the vouchers. AAC will chase on this.
- Amazon wish list is not really being used by teachers so FOSP are taking over adding items to this. AAC will make a google sheet for staff to add items.
- [Bookshop.org](https://www.bookshop.org)- you can buy vouchers for the school through them.
- KBW advised that Red Lion Books would be happy to purchase books for class reading for school if we ask them ahead of time.

4. Finance

a. Finance update

EP. Total spend of £15,700 including donations to school of £8,700. Considerable funding towards wellbeing projects. Funded Teachmate AI software, balance for Aladdin panto and deposit for the panto next year. Also £3,600 on Fireworks.

Made £2,300 on Christmas Fayre.

Personalised gifts will be coming in on 29/01/2026 with £550.

Currently have £27,000 in the bank, with about £7k of funds already committed.

Made just under £15,000 with fundraising events from Autumn term.

b. 150 club update

LiC was not present to provide an update.

Still waiting for committee members to have access to this bank account, currently only Tim Reed can do this, who is no longer on the committee. .

150 club will need to be handed over to somebody else at the end of Summer.

Action: SD to take over running of 150 club when LiC finishes this year.

Action: for communications to push 150 club for parents this term.

c. Funding requests

All funding requests are up to date.

5. Review of completed events:

a. Fireworks night

KBW provided a review of Fireworks 2025 for the committee:

The event was on a Sunday this year due to pressures of being unsure with building works. This actually worked well, and would recommend doing the same next year. It also meant that the Saturday was available to collect any last-minute resources. The Fireworks company cleaned up the field, so the rest of the event was packed away during this hour, and were all off site by 7.40pm.

EP fed back that the slightly earlier start time was better as it wasn't completely dark when people arrived so it made it safer in terms of keeping an eye on children.

The event was sold out and ended up over-selling as some people did not turn up on the day and people were queueing to wait for any cancellations, so kept within maximum numbers. Moving some soft drinks to the bar did seem to help with queues.

There were a few comments re: tuck stall that people were looking for other things- including some lower cost items for children/ slightly lower prices would help next year.

Churros did sell out quickly and was popular. There are two points to think about for next year on this: The horse box for the Churros van was really difficult to get on to the play ground/ was pretty hit and miss whether it would make it through the gap. The generator for the churros van also caused difficulty for the people on the bar, as it was so loud and made it hard for them to hear people. We could consider if it could be on KS1 playground instead, with glow items?

The soup kettles also didn't arrive until 3pm which then caused an issue with getting the mulled wine hot enough in time for the event and this did not flow as easily as other years. Had a big excess of mulled wine after this event. For next year, it would be worth considering temperature- if milder then buy more prosecco, if colder then mulled wine. EP advised that next year he will just provide ambient temperature Chocolate and Vanilla milkshakes as these sold best and will also mean that refrigeration is not needed.

There were issues with the queue for entry as there were a lot of people waiting for tickets. We need to make sure next year that somebody (e.g. Miss Wilding) is on the gate directing people outside the front gate to separate queues for entry or returns tickets.

There was no real issue with people standing in the alleyway this year. Some people watched from the park which is not a concern. We also had a few donations after the event from people who had watched from their homes.

There was a post on social media questioning why we should have the event on Remembrance Sunday.

KBW recommended that we continue with a Sunday event for next year.

KBW is happy to continue to run the event this year, but it will be the last year of her event.

Tange does the personal license for events- will need to consider this in the future and keep in house if we can. ?if Craig from the Chapel can help with this in future.

Issue with wind. The display stopped part way through as the firers were concerned that the wind had changed and showering debris on the playground. The light was put on by an apprentice firer. We need a better plan for this in the future (and maybe for Kerrie/someone else in the event to be standing by the sign so it doesn't get turned on in error again).

KBW will consider an earlybird price for next year (keep at this year's price and then bump up the price for the last 150 tickets. We need to review communications to explain that we can have returns on the door, and be careful about saying that we always sell out as it may put people off turning up on the gate on the day. Save last 50 tickets for the volunteer team.

Long queues for toilets- think one of them was out of order?!. We need to make sure to check all are working before the event for the future.

Also may need to look into Martin's Law (linked to Manchester attacks) for larger events and whether Marshalls would need better training and bag checks on the way in.

Action: AAC will raise this question with ParentKind.

Action: KBW/AAC to look into any further training e.g. through Vital Workplace.

Action: to look into

b. Autumn Term disco

Went really well with Phoebe running the disco.

Flow of parents was improved with more direction on where people need to go.

Action: GT to organise attendee lists by surname for next disco.

Action: disco committee to speak with After School Club to make sure attendees are aware.

c. Autumn term non-uniform day

People on all gates- this went well.

d. Christmas personalised gifts

LoC will register us now for next year. We missed the higher commission window this year so will try to get it completed earlier this year if possible.

There is an option if your child has been missed for children to complete their picture at home and give to us. LoC has some concern that if the products are the same each year that interest will be likely to fall.

e. Christmas Fayre

Heavy rainfall did affect footfall but the event generally did well. A lot of tuck did not sell. Hot dogs and churros did sell well. Next year we may need food to start being cooked earlier to help reduce queues. The bill for food this year was high as we had to pay for staff- we really need to push for volunteers on these stalls or reallocate volunteers from other areas if needed. Can we reach out to volunteers for this year to help next year?

f. Coggeshall Christmas

This year we had lots of items left at the end that had not been claimed so numbers were being reassigned- it was over 50 items this year. Not sure how this happened. We will need to think about this for next year.

There was also nobody signed up to help on the last slot- really didn't work as was just fortunate that some people were able to stay longer- but needed at least 4 people to put down the marquee next year.

g. Christmas gift stalls

Was the first year that nobody turned up with cash.

h. Christmas raffles- main raffle and christmas light switch on

The Christmas light switch on raffle had no interest so this will not be repeated- will stick with the main raffle only this year. Next year we will just sell for the last two weeks, including at the nativities and Christmas Fayre. We will need to do more next year to advertise the raffle prizes we have- included printed sign for raffle collections.

Action: LoC to keep a list of who we had gifts from this year so we know who to contact next time.

Action: HA to send out a parent christmas letter in bags- including logos of companies and slip for people to get raffle tickets.

6. Fundraising calendar:

Upcoming events:

- a. Next non-uniform day will be cash or card payments (£2) on Thursday 12th February.

b. Spring Term disco (06/02/2026)

AAC advised that Miss Wilding has reported they are not happy for discos to continue in the same format (Friday, after school), with the current lack of a caretaker and lack of staff volunteers. Miss Wilding does not want to put a staff sign-up sheet in the staff room as they are getting pressure from staff unions requesting anything extra for school. Their suggestion is for discos to be on a Thursday, with KS1 at 2pm and KS2 at 3.30pm.

The committee queried whether it would be possible or ethical to run this as a fundraiser if it does run during school hours. We also would not be able to have Phoebe running the disco as she would be at school herself at this time. It would also greatly reduce the number of parent volunteers able to help at the event.

KBW advised this would likely relate to directive time requirements for staff.

The committee agreed we are keen to explore how we can continue to run school discos at the school before considering whether we run at the village hall as a last resort.

Action: AAC to speak to Miss Wilding to understand more about the context around this decision and the impact this may have on staff volunteers for all FOSP events.

Action: GT, LO'C and Anna Jackson to speak to Miss Wilding to agree a plan for discos.

c. Pancake race (17/02/2026)

EH has decided to have a year out from the scarecrow event this year and had suggested the pancake race. It would need road closure which would cost too much money. It is now too late to organise for this year, but could consider this for next year, possibly on the recreation ground.

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

CB confirmed that all gifts are bought and dates have been confirmed with the school.

e. Coggeshall Spice takeaway (20/03/2026 TBC)

When they re-open following their refurbishment, AAC will ask if they would do a takeaway night with a percentage funded towards FOSP. We could help with delivery if needed.

Action: AAC to confirm date for event.

- f. Spring wreath workshop

Action: CB to approach EH to ask if she would lead this in lieu of scarecrow/pancakes this year.

- g. Spring term non uniform day (27/03/2026)

- h. Easter raffle

Friday 20th March to draw tickets- sell tickets before for this.

AAC suggested selling tickets outside CO-OP one weekend. Will need to make sure to get enough volunteers to sell tickets. Also to send out a letter to parents with an option to buy tickets by email/ messaging rather than just in person.

Action: KBW to run Easter raffle this year.

- i. Inflatables day (17/05/2026)

LoC to shadow AT for this event with a plan to take over after this.

SG Brewers ran the bar last year- need to consider if we want to go ahead with this again this year. AT usually also arranges the TEN(temporary event) licence with Braintree Council. Pizzas sold out last year, so if doing these again may need more next time.

Think about if there is anything else we can add to the event to add any extra value?

Action: LoC to check with AT whether the date has been confirmed with Giggie City.

- j. Fireworks night 2026

Action: KBW will get in touch with Dynamic Fireworks to confirm Sunday 8th November.

6. Any other business

GT raised the issue with differences in how school are requesting money/transport from parents for different extra curricular trips e.g. Cross Country Coach fee/ tag rugby fees. Young Voices coach etc.

The committee discussed that if children are being selected to represent the school then there needs to be a policy, vs when children are volunteering to be involved in something.

Action: AAC to ask whether there is a school policy for this.

7. Items for the next agenda

8. Date and time of next meetings:

- Monday 2nd March, 7.30pm.
- Tuesday 21st April, 7.30pm.
- Monday 8th June, 7.30pm.