**Minutes for FOSP meeting held on Thursday 23 January 2020, 9 a.m. in the staff room**

Attendees: Mrs Cole, Mrs Sullivan, Liz Keig, Melanie Rawlinson, Mandy Curtis, Maria Summers, Joanne Brown, Abi Stinton, Katy Denny

Apologies: Lynda Barrow, Andy Tanfield, Emma Gabara, Donna Breese, Alex Dey, Mel Fairbairn, Lorraine Hutchinson, Adam Walsh, Michelle Farrell

**Financial Summary**

Liz Keig updated the meeting (see last page of these minutes for full details). Fireworks was the single biggest profit-making event of 2019, and FOSP has funded a total of £3394 for the school since August 2019 with a further £2k still to reimburse. FOSP has 3 bank accounts, and balances currently total just under £28.5k.

Last year FOSP funded the outgoing Y6 autograph books (£150) and the filming of the end of year production (£250). FOSP made £445 from sales of the download and refreshment sales at the end of year production.

Question about match funding from Mark Randall – after the meeting Lynda confirmed that this came in to FOSP rather than school.

**Updates from Alison Cole**

**Playground resurfacing:** the council have said they almost certainly will go ahead but school need to contribute £11k. Technically this must come from the school capital budget, but as this will leave nothing for other necessities at school we can fundraise ‘for the playground’ as FOSP funds will enable the capital budget to be freed up for this purpose.

There was a discussion about general playground equipment, how expensive fixed climbing frame type equipment would be (very) and a suggestion to perhaps resurface the area around the tyres so that the children can play on them in all weathers and through the winter (currently it’s a mudbath around them). More kickboards would be great – ACTION Lynda to liaise with Adam Stockwell (who made the one in the junior playground).

**Emotional well-being:** Honywood now have two members of staff trained by EWMHS (the NHS Emotional Well-being and Mental Health Service). They are reaching out to primary schools to the Y5/6 children and offering to come in for a series of 6 sessions and would also be able to train a member of St Peter’s staff at the same time – Mrs Rudkins would be the natural choice. This would cost approx. £500 and all at the meeting agreed to go ahead with FOSP funding.

**Upgrade / update structured scheme reading books:** this is necessary to ensure the school is complying with OFSTED’s targets and ensuring books are current and in a good state of repair. Cost is likely to be in the region of £1,000. Agreed to review once the specific cost is known.

**Santa books for KS1:** the delivery for the end of 2019 didn’t arrive in time so these books will be used for 2020.

**Ongoing costs:** meeting agreed to review subscriptions on an annual basis but allocate spend to class pots.

**Panto funded by 5p challenge:** this was a big success, agreed to do it again this year.

**Hall windows:** because they are so high up, even getting a quote to fix them has so far been prohibitively expensive. However, Maria Summers volunteered her husband who is an electrician, and will liaise with Alex and Kerry Dey who have a scaffold platform.

**Leavers’ Gifts**

As seen from the financial summary, the outlay from FOSP was almost entirely recouped in sales of refreshments and downloads of the leavers’ play.

All agreed that FOSP would fund the autograph books.

There was strong feeling that the film of the play should be made available as a physical DVD as well as a download, and a suggestion that perhaps the download version could be free (with the option to make a donation), and a physical version charged for. It was acknowledged that Y6 parents are usually faced with a lot of expense (and that’s before buying secondary school uniform and equipment).

After the meeting Mel R spoke to Sarah Cooper about the logistics and potential pricing around this, and Sarah has offered to make DVDs of the film for those who want a physical copy. These will be charged at cost.

The clash of opinions aired on WhatsApp over FOSP’s involvement in funding the filming of the play was discussed, with agreement that we are all volunteers, and everyone deserves to be treated with respect.

**Fundraising Planning**

**Discos:** Mandy and Jo confirmed they were happy to organise with help from previous organisers.

**Mother’s / Father’s Day stalls:** Mel R is happy to continue organising these. Mother’s day is 22 March and Father’s Day is 21 June.

**Inflatables Day:** Sunday 17 May. Katy D happy to take on organiser role for this with help from Lynda.

**Fireworks:** organiser needed, and date needs to be set. All agreed that the format is straightforward and the many volunteers who make it happen know their roles well, so organising should be a case of following the plan.

**Ice Lollies:** Abi S volunteered to organise the ice lolly sales.

**Coggeshall Community Festival:** 13 June. Liz will speak to Kayte Cooling-Smith about a face-painting stall and how this would work.

**AOB**

We now have signed FOSP committee member forms for:

Lynda Barrow (chair), Donna Breese (treasurer), Liz Keig (co-treasurer), Katy Denny (secretary), Alison Cole, Melanie Rawlinson, Lorraine Hutchinson, Mandy Curtis, Adam Walsh, Alexandra Dey, Maria Summers.

Film ‘night’ idea raised and date pencilled in as Friday 20th November, in hall after school. ACTION – Katy to ascertain what we need in terms of licence, and find volunteers to organise and run the event.

Meeting dates: agreed that we would aim to have one meeting per term in school after drop-off with Mrs Cole / Mrs Sullivan in attendance, and one meeting per term on a weekday evening in a local pub, with meetings as evenly spaced as possible.

**Next meeting: Thursday March 12th, 7:45p.m., The White Hart (tbc)**

**Next meeting in school: Friday May 1st, 9a.m. staff room.**

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| **Notes for FOSP meeting 23rd January** | |  |  |  |  |  |  |
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| **Profits so far since Aug 2019 (approx)** | |  | | | | | |
|  | | | | | | | |
| Fireworks |  | 5600 |  | | | | |
| Tea Towels |  | 770 |  | | | | |
| Coggeshall xmas |  | 570 |  | | | | |
| School Xmas Fayre |  | 1630 |  | | | | |
| Xmas gift stall |  | 420 |  | | | | |
| Disco |  | 650 |  | | | | |
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|  | | **9640** |  | | | | |
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| **Reimburse to St Peters since Aug 2019** | |  | | | | | |
|  | | | | | | | |
| Notice boards |  | 1082.95 |  | | | | |
| EYFS water treehouse |  | 322.99 |  | | | | |
| Planetarium |  | 650 |  | | | | |
| Basket and Footballs |  | 54.46 |  | | | | |
| EYFS reading tree books |  | 146.7 |  | | | | |
| Book covers |  | 34.53 |  | | | | |
| Art Project |  | 26.95 |  | | | | |
| CGP ooks shortfall |  | 89.6 |  | | | | |
| father xmas books EYFS/KS1 |  | 120 |  | | | | |
| Forest school equipment |  | 445.81 |  | | | | |
| Phonics Tracker |  | 190 |  | | | | |
| games for physical play/storage boxes | | 229.74 |  | | | | |
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|  | | **3393.73** |  | | | | |
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| **Still to reimburse once invoices received** | |  | | | | | |
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| Ukulele lessons |  | 600.00 |  | | | | |
| additional 8 server licenses |  | 79.92 |  | | | | |
| Lunchtime play equipment |  | ?? | on going - paid for football and basketballs | | | | |
| Magical Maths week |  | 575.00 |  | | | | |
| Ancient Egypt Topic - visit |  | 100.00 |  | | | | |
| 27 Note Glockkenspiels |  | 379.80 |  | | | | |
| Computing Codeapillar |  | 149.94 |  | | | | |
| Science books |  | 150.00 |  | | | | |
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|  | | **2034.66** |  | | | | |
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| **Bank balances** |  | | | | | | |
|  | | | | | | | |
| Current |  | 21375.8 |  | | | | |
| Prem |  | 2028.8 |  | | | | |
| 100 Club |  | 5073.5 |  | | | | |
|  | | | | | | | |
|  | | 28478.1 |  | | | | |
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| Last year’s leavers |  | | | | | | |
| paid for |  | | | | | | |
| videohouse |  | 250 |  | | | | |
| leavers books |  | 150 |  | | | | |
|  | | | | | | | |
| Received |  | | | | | | |
| Refreshments |  | 200 |  | | | | |
| Sales download |  | 245 |  | | | | |