

Minutes of Coffee Morning – Monday 13<sup>th</sup> April 2026  
8.30–9.30am, Cedar Hub

**In Attendance**

Mark Thomas (Headteacher), Maria Capps (Bursar), Ollie Burns, Emma Burns, Lucy Wells, Mindy Lloyd, Amelia Heathwaite, Beccy, Magdalena

**Apologies**

Chloe, Kristen, Sandy

**1. Most Recent FOSP Events** - Ollie Burns opened the meeting to review the most recent events and give details on funds raised so far. The total amount raised for the Family Quiz Night and Easter Egg Hunt is £630.06.

**A. Family Quiz Night – General Admission & Individual Squares**

- FOSP are short on payment for a few of the squares that were allocated to families.
- Ollie & Emma will create specific messaging that will be sent over to Mr. Thomas which will be included in school wide email reminding parents to finalize any outstanding Squares payment (paid via ParentMail) by Friday, 17<sup>th</sup> April at 9am.
- The Squares grand prize from Family Quiz Night will be drawn on Friday, 17<sup>th</sup> April at 2:30pm in the lower school assembly and announced in the weekly Head Teacher email on Friday evening.
- Lessons learned moving forward – only use ParentMail to collect payment for Squares.

**B. Friends of St Peters Egg Hunt**

- Overall, this was a positive and easy event.
- In the future, Magdalena will negotiate a better rate on sweets purchased through The Sweet Shop.

**Action Items:**

- Ollie & Emma to create specific messaging sent over to Mr. Thomas which will be included in school wide email reminding parents to finalize any outstanding Squares payment (paid via ParentMail) by Friday, 17<sup>th</sup> April at 9am.

- The Squares grand prize from Family Quiz Night will be drawn on Friday, 17<sup>th</sup> April at 2:30pm in the lower school assembly and announced in the weekly Head Teacher email on Friday evening.
- Magdalena to negotiate lower rate with The Sweet Shop in Kettering on behalf of FOSP.

## **2. Outstanding Business**

### A. Liability Insurance

- FOSP is in need of public liability insurance.
- Magdalena and Ollie will discuss insurance options/quotes.
- One option that was mentioned is Parent Kind. Ollie/Magdalena will look into this.

#### Action Items:

- Ollie and Magdalena research public liability insurance options/quotes including Parent Kind and will report back at next FOSP Meeting.

## **3. Gently Used School Uniforms**

A. Mindy Lloyd has a detailed spreadsheet of all gently used St. Peter's school uniform in stock.

B. Mindy will be at the school gates on Monday, 20<sup>th</sup> April during morning drop off and afternoon pick up selling gently used school uniform.

#### Action Item:

- Mindy to email the spreadsheet to Mr. Thomas that he will include in a school wide email announcing the pop up used school uniform shop taking place on Monday, 20<sup>th</sup> April, 8:20am – 8:45am & 3:15pm – 4:30pm at the school gates. The email should specify payments should be made via bank transfer or cash only.

## **4. Upcoming Events**

A. Wear Your Own Clothes to School Day – Tuesday, 19<sup>th</sup> May (Date tentative)

- Each child to pay £2 via ParentMail by tbd deadline

#### Action Item:

- Mr. Thomas will investigate dates for Wear Your Own Clothes Day and come back to FOSP with a confirmed date.

B. Children's Bingo – Tuesday, 19<sup>th</sup> May (date TBD)

- Each child to pay £3 via ParentMail by tbd deadline

C. Family Rounders Day – Date TBD, 4:15pm – 5:00pm

- Each child to pay £2 for a play via ParentMail by TBD deadline

Action Item:

- Mr. Thomas will investigate date options for this event to take place in June

D. Family "Carnival" Day – Sunday, 5<sup>th</sup> July (Date TBD)

- This is a day the FOSP would like to host an event using the hired marquis on the school grounds that will already be in place from Founder's Day.
- FOSP will have a planning meeting on Friday, 24<sup>th</sup> April in the Cedar Hub at 8:30am to discuss ideas for this potential event. All school parents/carers will be invited via their respective WhatsApp year groups to attend this planning meeting and bring their ideas.

Action Items:

- Lucy will reach out to the Barrett family that runs events and ask them to join the planning meeting.
- The FOSP point of contact for each year group will send out the invitation to the planning meeting.
- FOSP will have a planning meeting on Friday, 24<sup>th</sup> April in the Cedar Hub at 8:30am to discuss ideas for this potential event. All school parents/carers will be invited.

Overall Next Steps/Action Items:

- Ollie & Emma to create specific messaging sent over to Mr. Thomas which will be included in school wide email reminding parents to finalize any outstanding Squares payment (paid via ParentMail) by Friday, 17<sup>th</sup> April at 9am.
- The Squares grand prize from Family Quiz Night will be drawn on Friday, 17<sup>th</sup> April at 2:30pm in the lower school assembly and announced in the weekly Head Teacher email on Friday evening.

- Magdalena to negotiate lower rate with The Sweet Shop in Kettering on behalf of FOSP.
- Ollie and Magdalena research public liability insurance options/quotes including Parent Kind and will report back at next FOSP Meeting.
- Mindy to email the spreadsheet to Mr. Thomas that he will include in a school wide email announcing the pop up used school uniform shop taking place on Monday, 20<sup>th</sup> April, 8:20am – 8:45am & 3:15pm – 4:30pm at the school gates. The email should specify payments should be made via bank transfer or cash only.
- Mr. Thomas will look into dates for Wear Your Own Clothes Day and come back to FOSP with a confirmed date.
- Mr. Thomas will investigate date options for this event to take place in June
- Lucy will specifically reach out to the Barrett family that runs events and ask them to join the planning meeting.
- The FOSP point of contact for each year group will send out the invitation to the planning meeting.
- FOSP will have a planning meeting on Friday, 24<sup>th</sup> April in the Cedar Hub at 8:30am to discuss ideas for this potential event. All school parents/carers will be invited.