

Minutes of Coffee Morning – Monday 23rd February 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

Apologies

Tash, Chloe, Kristen, Beccy

Ollie Burns opened the meeting to discuss the upcoming events.

1. Upcoming Events

A. Family Quiz Night

Friday 6th March, 5:45pm–7:30pm (this is the day after World Book Day)

- A total of 34 tickets has been sold for the Family Quiz Night (as of Monday, 23rd February).
- Send out a deadline reminder for quiz night.
- Friends of St. Peters will have volunteers stand at the gate during school pick up to collect cash for 100 squares. Each square is £5 each. The money collection will coincide with the school's book fair. The volunteer schedule is as follows:
 - Thursday, 26th February – Beccy
 - Friday, 27th February – Emma
 - Monday, 2nd March – Mindy
 - *Tuesday, 3rd March – Volunteer Needed!!*

Action Item:

- Send out a deadline reminder for quiz night
- Volunteer needed to help collect cash at school pick up on Tuesday, 3rd March.

B. St. Peter's School Easter Egg Hunt

Tuesday, March 24th, 3:15pm-5:00pm

- Lucy Wells ordered 100 sweets cones (@ £1.50 each) as prizes for the students for this event. She will be reimbursed £150 by Friends of St. Peters funds.
- For the setup, we will place tables outside the Great Hall where the children will begin and end the Easter Egg Hunt. We will place the prizes on these tables.
- We will set up the tables just inside the Great Hall if it rains on the day of the event.
- FOSP will use the same formula/set up as in years past for the Easter Egg Hunt.
- Mr. Thomas will look into materials that have been used in years past.
- FOSP will charge £4 per student participating in this event.
- Ollie/Emma will email the exact wording for the event to Lindsay in the school office so she can place it on Parentmail.
- Volunteers for this event are:
 - Emma Burns
 - Mindy Lloyd
 - Shawn
- We may need more volunteers for this event. Please get in touch with Ollie/Emma if you are available to help out.
- Ameila Heathwaite will create a poster for School Easter Egg Hunt.

Action Items:

- FOSP reimburse Lucy for the sweet cones ordered for each student
- Mr. Thomas look into materials used for this event in years past
- Ollie/Emma will email the exact wording for the event to Lindsay in the school office so she can place it on Parentmail.
- Additional volunteers interested in working this event reach out to Ollie/Emma.
- Ameila Heathwaite will create a poster for School Easter Egg Hunt.

2. Ideas for Future School Events

- Family Rounders
- St. Peter's School 80th bday party
 - Silent disco
 - Garden Party with tea and cakes
 - Bouncy castle

- Wear Your Own Clothes to School Day in the Summer term and charge £2 per student.

3. Uniform Shop Update

- Mindy Lloyd took inventory of the gently used school uniforms that are kept on the school premises and they are ready for resale.

Action Item:

- FOSP confirm dates (one day per term) for the Uniform Shop to open.

4. Gently Used Costume Update

- Mindy Lloyd to take inventory of gently used costumes that have been dropped off at front office.
- Post the inventory of gently used costumes on parentmail that will be available for sale on Monday, 2nd March during the school bookfair when Mindy is volunteering to collect cash for 100 squares/Quiz Night.

Action Items:

- Mindy Lloyd to take inventory of gently used costumes that have been dropped off at front office.
- Post the inventory of gently used costumes on Parentmail that will be available for sale on Monday, 2nd March during the school bookfair when Mindy is volunteering to collect cash for 100 squares/Quiz Night.

5. Next FOSP Meeting

Monday, April 14th 8:30am

Location: Cedar Hub

All Welcome

Overall Next Steps/Action Items:

- Send out a deadline reminder for quiz night
- Volunteer needed to help collect cash at school pick up on Tuesday, 3rd March.
- FOSP reimburse Lucy for the sweet cones ordered for each student
- Mr. Thomas look into materials used for this event in years past
- Ollie/Emma will email the exact wording for the event to Lindsay in the school office so she can place it on Parentmail.
- Additional volunteers interested in working this event reach out to Ollie/Emma.
- Ameila Heathwaite will create a poster for School Easter Egg Hunt.
- FOSP confirm dates (one day per term) for the Uniform Shop to open.
- Mindy Lloyd to take inventory of gently used costumes that have been dropped off at front office.
- Post the inventory of gently used costumes on Parentmail that will be available for sale on Monday, 2nd March during the school bookfair when Mindy is volunteering to collect cash for 100 squares/Quiz Night.