

## Minutes of Prefect Meeting – Friday 9<sup>th</sup> September 2016

Name of Prefects

Head Boy	Sayon	6MM
Head Girl	Kayleigh	6MM
Prefects	Suwethaa	6HM
	Dheekshitha	6MM
	Marwan	6HM
	Shani	6KW
	Khunthavai	6RS
	Lewis	6RS
	Madusan	6MM
	Zain	6KW

- The role of all prefects is to help with the smooth running of the school, show good examples of behaviour and deliver messages to the principal.
- Prefects will be able to give certificates to children that show good behaviour during break times.

The following prefects will be representing the following year groups;

- Reception – Shani
- Year1 – Dheekshitha
- Year 2 – Kayleigh and Marwan
- Year 3 – Lewis and Madusan
- Year 4 – Zain
- Year 5 – Kunthavai and Sayon
- Year 6 – Suwethaa

**How to give Messages** – The prefects will be giving out messages to their year groups on a regular basis. When giving messages they must ensure they are clear and confident, use lots of eye contact with a loud and clear voice.

**Main role of the Head boy and girl** – The head boy and head girl must try and attend all meetings and share your ideas with the principal and the prefects on how you will help the school. Prefects must think carefully about their ideas and be realistic so you are able to fulfil them.

**Prefect's ideas to focus on this term;**

- Quiet Area Supervision
- Help form lines at lunchtimes in year 5 and 6 by helping the SMSA's
- Trim Trail – assisting the children are playing carefully in the KS1 playground.
- Praise children that show positive behaviour.

## **Dates of next Meeting**

- All prefects must report to the Principal's office before the meeting.
- Tuesday 13<sup>th</sup> September at 2.00pm
- Wednesday 21<sup>st</sup> September at 2.30pm
- Friday 7<sup>th</sup> October at 2.30pm
- Tuesday 18<sup>th</sup> October at 2.30pm

Agenda for next meeting – Prefects to talk about the ideas they have to help around the school.  
Think about how the prefects will help the school in the following ways;

- What projects would you like to lead?
- How will you be the best role models for the school?
- Ensuring all prefects is in everyday and show good examples of attendance.
- Ensuring all prefects wear the correct uniforms.
- Represent the WEPA
- Support children around the school and give out good advice.
- Prefects must always wear their badge.
- Prefects are also to help out on Parent meeting days, the first parent meeting will be held on Thursday 17<sup>th</sup> November 2016

Prefects are also to continue last year's job on ensuring the pack lunch trolleys are kept today, this is to commence on Monday 12<sup>th</sup> September. The assigned prefects are to double check that children are not bringing their lunches in a plastic bag; all lunches must be bought in a sealed box. All lunch boxes must be marked with children's name written clearly.

Following teams allocated to the following packed lunch trolleys for years 5 and 6;

- Zain
- Marwan
- Suwethaa
- Dheekshitha

## **Messages to give round the school this week;**

All prefects will be going round sometime this week to give the following message to their assigned year group; all prefects must introduce themselves to their New Year group and remind each class that "all children should have a water bottle in school. All water bottles must be labelled with their names" prefects will also need to say that "they will be checking each water bottle and counting which class has the most".

Kulvinder to take photos of each prefect and ask the head boy and head girl to write up a statement.

Surjeet.

