



Wood End Park Academy

Thursday 14th September 2017
 Meetings Room
 Head Boy/Girl and Prefects Meeting Minutes

	Present	<p>Ms Johra, Miss Shelford, A 6CL, P 6FI, Am 6CL, K 6LD, H 6LD and T 6LD</p> <p>Apologies: S 6FI and I 6HM</p> <p>Minutes taken by: Miss Shelford</p>
	Agenda Item	Discussion Points and Actions
1.	Welcome and Introductions	<p>Ms Johra welcomes everyone to the meeting, checks uniform and badges. Everyone looks very smart however there were 2 badges lost. These were replaced but please do look after these badges carefully. All children introduced themselves to the rest of the group. Please make sure you look at the board which is next to Mr Barnes' office.</p>
2.	Next Meeting	<p>Please make sure that you bring a note pad and something to write with as you will need to take down messages for the classrooms and also future key dates.</p>
3.	Ideas for Prefect Roles	<ul style="list-style-type: none"> • Give certificates to children for good choices. • Tell children to pick up litter if you see them drop it. • Discourage rough play. • Check uniform for example: make sure children are wearing correct footwear and not trainers. Use the time when you are delivering your messages to check the uniform and give the class a mark out of ten. • Working with SMSAs to make sure that children are not going to lunch at the incorrect time and that when the SMSAs tick children off of the list for lunch no one is missing. You will be provided with sticky notes to write a message to class teachers to let them know of anyone who has taken their lunch time early or not eaten at all. This will be for year 5 children. • Always be good role models, dressed in correct uniform and always be seen to be working hard. • Help the younger children to label their water bottles if they are not named.

4.	Reading Targets	Miss Grice will give you your targets for reading which will prepare you for senior school. Targets are to be marked off when they are completed. You should collect in the targets for your class and check that they are being ticked off and completed.
5.	Message for the Day	<p>Messages from Ms Johra will be delivered to classrooms and during the year group's assemblies.</p> <p>S/I - Reception Am - Year 1 P - Year 2 K - Year 3 T/H - Year 4 A - Year 5</p> <p>Please deliver the messages to your own classes as well.</p> <p>Process:</p> <ul style="list-style-type: none"> • Knock on the door. • On entering say "Sorry to disturb you but I have a message from Ms Johra" • Relay the message to the class. <p>Today's Message: "It is very important that all children have a water bottle in class every day and we will be checking next week."</p>
6.	Parents Meeting Date	Parents meeting day will be on Thursday 02 nd November and the prefects are required to help Ms Johra with this event.
7.	Homework	Your homework from this meeting is to think of ideas that a prefect could do for the school. Please make sure you consider what the other pupil leader groups do and try not to make them the same as they do.
8.	Next Meeting Date/Time	Thursday 21 st September at 2:45pm in the meetings room.