



Wood End Park Academy

Thursday 21st September 2017
Meetings Room
Head Boy/Girl and Prefects Meeting Minutes

	Present	Ms Johra, Miss Shelford, A 6CL, P 6FI, A 6CL, S 6FI Apologies: I 6HM, K 6LD, H 6LD and T 6LD Minutes taken by: Miss Shelford
	Agenda Item	Discussion Points and Actions
1.	Attendance	Please do make sure that you are in school every day as you are the example to the rest of the school as Prefects and Head Boy/Girl.
2.	Next Meeting	Future Meetings: Thursday 05th October 2017 at 2:40pm (please inform the absentees of this date). Wednesday 18th October 2017 at 2:40pm - this meeting will be used to discuss Parent's Meeting Day (Thursday 02 nd November 2017). Letters will be available to take home to your parents/carers to request your help on the day either before or after school or both.
3.	Ideas for Prefect Roles	<ul style="list-style-type: none"> Assisting SMSAs at lunchtime. Making sure that years 5 and 6 are lining up and walking nicely when their year group is called for lunch.
4.	Star of the Week	Please remind children that there will be star of the week certificates and they should be working hard to be awarded one of these. Children should be focused in class as year 6 is a very important year as there will be SATs next year.
5.	"Good Play" Certificates	Miss Shelford will provide you with certificates which should be handed to 1 pupil from the year group you look after showing "good play" behaviour either on a Monday or Friday. Ms Johra will inform Miss Belle that there will be some Prefects and Head Boy/Girl in the KS1 playground getting to know the children in their year groups allocated to them. It is important to introduce yourself to the pupils and get to know their names.
6.	Reading Targets	Miss Grice will be providing you with reading targets very soon. It is very important that you encourage your classmates to tick these targets off when they have been completed. For the

		meeting after the parent's meeting day you will need to bring examples of completed targets with evidence to the meeting from your classes to show Ms Johra.
7.	Message for the Week	<p>Messages from Ms Johra will be delivered to classrooms and during the year group's assemblies.</p> <p>S/I - Reception A - 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: "We must not run across the KS1 playground at lunch time as young children are getting hurt. We must always use the path."</p>
8.	Next Meeting Date/Time	Thursday 05 th October 2017 2:40pm in the meetings room.