Play Leaders Meeting Minutes

Date: Wednesday 21st October 2026
Present: Colt, Emmeline, Felicity, Jack J, Scarlett and Toby

1. Welcome to Play Leaders

We talked about our important new role. We will help children enjoy playtimes, show safe and kind play and celebrate children who are playing well. We will meet every three weeks.

2. Our Exciting OPAL Plans

OPAL means Outdoor Play and Learning. Over the year, our playgrounds will change to include exciting areas such as dens, construction, water play, a stage and a Mud Café. We will introduce one new area at a time.

3. Our First Project – The Mud Café

The Mud Café will be our first new play area. We will help set it up, show children how to use it safely and introduce it in a special assembly on Wednesday 11th November. We will help agree sensible rules with the children.

Action: After half-term, help sort donated pots, pans and other items, checking with an adult what is safe to use.

4. Play Detectives

We will use iPads to take photographs of children playing kindly, safely and respectfully. We will celebrate children using equipment imaginatively. We will share some good examples in our assembly.

Action: Felicity, Scarlett and Emmeline - make a timetable for Play Detectives on Monday 2nd, Tuesday 3rd and Wednesday 4th November, with two or three leaders taking photographs each day.

5. Celebrating Brilliant Play

We liked the ideas of certificates, stickers and a Golden Welly Award for a class showing excellent play. The winning class could keep the award for a week.

Action: Colt - bring your certificate design to show at our next meeting. Others are also welcome to design certificates.

6. Getting Ready for Our Assembly

We will plan what to say about the Mud Café and how to celebrate good play. We also talked about wearing high-visibility jackets so children know who can help them. Play Leaders should be ready for outdoor play in wet weather.

Action: Come to our assembly planning meeting on 5th November at 3pm. Be ready to practise before the launch assembly on 11th November at 2.30pm.

7. Our Next Meeting

Thursday 5th November 2026 at 3pm, during Thursday assembly. We will plan our Mud Café launch assembly at this time.

Mud Café launch assembly: Wednesday 11th November 2026 at 3pm. We hope to practise at about 2.30pm.

Thank you for a brilliant first meeting, Play Leaders!