Play Leaders Meeting Minutes

Date: Monday 11th November 2026
Present: Colt, Emmeline, Felicity, Jack J, Scarlett, Toby, Charlotte and Alice

1. New Mud Kitchen

Our new mud kitchen is nearly ready to open. We need to finish getting everything organised before children can use it.

Actions:

1. Seep up the sawdust and put it in the bushes to compost
2. Finish unpacking the kitchen equipment and put everything in the correct places.
3. Check that everything looks tidy and ready.
4. Put the goals around the area to stop children using it today.
5. Check with an adult about any glass lids before putting equipment out.

Important: The new equipment is NOT open today. We are hoping to open it tomorrow.

2. OPAL CINI Assembly

We are preparing a special assembly to help everyone have a say about playtime.
We will talk about four things:

- **Celebrate:** Share photographs of brilliant play and kindness.
- **Inform:** Tell everyone about the new mud kitchen.
- **Negotiate:** Ask children how we can use the kitchen safely and agree on rules together.
- **Innovate:** Share exciting ideas for future play areas and find out what children would like next.

Actions:

1. Mrs Sampson will finish the assembly script and give everyone their speaking parts by playtime.
2. Play Leaders will read and practise their parts.
3. Meet Mrs Sampson at 2:30 pm today to practise the assembly.
4. Mrs Collins will help record children's ideas on the flipchart during the assembly

3. Telling the Classes

We need to make sure everyone knows that the new equipment is not ready to use yet.

Actions:

1. Alice and Henry will visit each class and ask the teachers to remind everyone.
2. The message is: "The new playground equipment is not open yet. Please do not use it today."
3. Play Leaders will help remind children at playtime.

4. Our Next Steps

We are looking forward to opening the new play area and helping children enjoy it safely.

Our priorities today:

1. Get the new equipment tidy and ready.
2. Keep the area closed until it is officially opened.
3. Practise our assembly at 2:30 pm.

Next meeting: Assembly practice today at 2:30 pm.

Thank you, Play Leaders, for all your hard work! You're helping to make our playground even better!