Play Leaders Meeting Minutes

Date: Wednesday 25th November 2026
Present: Colt, Emmeline, Felicity, Jack J, Scarlett, Toby, Charlotte and Alice

1. The New Cosy Hub

We are turning the gazebo into a cosy space where children can relax. Clear shower curtains will act as temporary windows to keep the wind out. We already have beanbags, cushions and outdoor mats to make the area comfortable. We hope to open it on Friday 27th November.

Actions:

1. Play Leaders will help Mrs Sampson set up the Cosy Hub on Thursday.
2. Take photographs for the C.I.N.I assembly and keep the area closed until it is ready to open.
3. Create a rota for looking after the Cosy Hub, like the Mud Kitchen rota. Tell Mrs Sampson if duties are taking up too much of your playtime.

2. OPAL CINI Assembly and Play Detectives

Our next assembly is on Thursday 26th November. We will celebrate brilliant play, introduce the Cosy Hub, discuss how to look after our play spaces and share ideas for future improvements. The Play Detective certificates are going well.

Actions:

1. Play Detectives to take photographs of positive play using the school iPads. Give the photographs directly to Mrs Sampson on Thursday.
2. Mrs Sampson will prepare the assembly script and give out speaking parts.
3. Practise at around 2:30 pm on Thursday, once the time has been confirmed. Remember your Play Leader badges and whistles.

3. Golden Welly and Golden Broom Awards

Children are getting better at changing their muddy boots outside, but mud is still being brought into classrooms. We discussed two awards: the Golden Welly for brilliant play and the Golden Broom for the cleanest Key Stage 2 classroom.

Actions:

1. Mrs Sampson will order brooms for Teams 3, 4, 5 and 6, and materials for the Golden Welly trophy.
2. Play Leaders will help make the trophy and explain the new awards in assembly or visit classes next week.
3. Encourage children who help stack chairs to sweep up extra mud. Write a note for the cleaning team to help choose the Golden Broom winner each week.

4. Mud Kitchen

The Play Leaders have done a great job reporting problems in the Mud Kitchen. We discussed how some children need help learning to join in and follow the rules. Taking a short break from an activity can give children time to learn how to return to it safely. Donations of pots and pans are still coming in.

Actions:

1. Continue to encourage safe, kind play and help children feel included.
2. Tell an adult if children are struggling to follow the rules. Mrs Sampson will help children practise joining in and using the Mud Kitchen safely.

5. Future Play Areas

The Parents and Friends Association (PFA) is keen to raise money for a sandpit near the Mud Cafe. Play Leaders suggested a cover to protect the sand and discussed how to stop mud mixing with it.

Actions:

1. If the sandpit goes ahead, agree rules together and think about covers, netting and keeping the sand topped up.
2. Plan the next collection of donations around small-world toys, such as dinosaurs.
3. Check the seating blocks in the gazebo with Mrs Sampson. Children have been stacking them, so we need to decide where they can be used safely.

6. Staff Ideas and Our Next Steps

Staff have been collecting suggestions in a folder in the staffroom. One idea is a stick donation bin, where children could earn a team point for bringing in sticks to use for den building.

Actions:

1. Remind Mrs Sampson to bring the staff ideas folder to our next meeting.
2. Discuss the stick donation bin and other suggestions before deciding what to introduce next.

Next meeting:

Assembly preparation on Thursday 26th November at approximately 2:30 pm (to be confirmed).

Thank you, Play Leaders, for your fantastic work!