

Play Leaders' Meeting Minutes

Date: Monday 10th November 2025

Place: Headteacher's Office, East Bergholt Primary School

People Present:

Dacia, Ruben, Heidi, Dom, Seren, Bella, Oscar O, Franklin, Oscar C and Harry

1. Storage for Play leader Equipment

Trevor the carpenter visited last week to measure the play leader equipment boxes, bikes and scooters. He spoke with Heidi, Seren and Bella. Trevor is going to design a new storage unit for outside and will bring his design back to the play leaders to see if it meets their needs.

2. Bikes and Scooters

The scooter and bike tyres are flat and need to be pumped up. Harry and Oscar O will do this one afternoon this week. If any tyres are popped, they will tell Mrs Sampson, who will ask Zoe and Ted's dad to see if he can come and help fix them.

3. Play leader Certificates

The play leaders still need to design a "Play leader Certificate" on the computer. Seren, Dacia and Heidi will see Mrs Sampson on Wednesday at 1:05pm to design it.

4. Whistles and Timers

The play leader whistles and timers need names on them. Bella will bring her label maker and label them using the play leaders' initials.

5. Play leader Cupboard

The team decided to wait before tidying the play leader cupboard until Trevor has made the new storage unit, as everything will soon be moved outside.

6. Friday Dancing

The dancing activity went well on Friday. Heidi, Dacia and Seren will make a flyer for teachers to read out to each class to promote the activity.

7. Children in Need Day

The play leaders will organise some fun Children in Need-themed games for this Friday.

Actions

- Trevor – bring back the design for the new storage unit
- Harry & Oscar O – pump up the bike and scooter tyres
- Mrs. Sampson – ask Zoe and Ted's dad to help fix any popped tyres
- Seren, Dacia & Heidi – design and print the Play leader Certificate
- Bella – label whistles and timers with initials
- Heidi, Dacia & Seren – make a flyer to promote dancing
- All Play leaders – plan Children in Need games on Friday 14th November

Next Meeting:

Monday 24th November, 15:00