

## **Ambassador Meeting Minutes**

**Date:** Tuesday 2nd December

**Time:** 15:00

**Location:** Mrs Sampson's Office

**Present:** Emily, Sophie, Daisy, Amber, Olivia, Issy, Serena, Tom, Sahra

### **1. Christmas Cards – "Elf Christmas Crew"**

Mrs Sampson shared the Ambassadors' new "Elf Christmas Crew" timetable and gave each Ambassador an Elf name. She showed everyone where to find the Christmas Post Box and Elf hats. Daily at 2:15pm, the Elf Christmas Crew will:

1. Collect an Elf hat
2. Open the Christmas Post Box
3. Sort the Christmas cards into Teams
4. Deliver the cards with their best elf cheer

### **2. Paper Chains – "Elf Tinsel Link Squad"**

Mrs Sampson introduced the timetable for the "Elf Tinsel Link Squad." Each afternoon at 2:15pm, Ambassadors will:

1. Collect an Elf hat
2. Collect the paper chains and money from the office
3. Visit each class to ask who would like paper chains
4. Ensure each child writes their name and class on their paper chain
5. Glue the chains together
6. Pass the finished chains to Mrs Sampson to display

### **3. Parent Tours – Friday**

Mrs Sampson explained that a large number of parents have signed up for school tours on Friday. Tours will begin at 2:00pm.

- Ambassadors are to meet at the office at 1:55pm.
- After the tour, Ambassadors will return parents to the hall (instead of the library due to numbers).
- Mrs Sampson will pair Ambassadors for the tours.

### **4. Jobs Around the School**

- Mrs Sampson thanked Sophie for her excellent work creating the rota for the *End of Corridor Crew*, who help monitor children entering and exiting the building at lunchtime.
- Ambassadors suggested more helpful jobs, including:
  - Fortnightly classroom checks to ensure teachers have what they need
  - Lost property sorting and returning named items
  - Helping Early Years children walk from their classroom to the library
  - Supporting in the dinner hall

Mrs Sampson will create a timetable for helpers on Friday lunchtimes. Everyone volunteered to help.

**Meeting Ended:** 15:20

**Next Meeting:** Tuesday 9th December at 15:00