

Ambassador Meeting Minutes

Date: 18th May 2026

Location: Mrs Sampson's Office

Present

Sophie, Olivia, Sahra, Evie, Amber, Issie, Serena, Emily, Mrs Sampson

What We Discussed

KS2 Corridor Painting – Tuesday Job

Mrs Sampson explained that the KS2 corridor will be painted tomorrow. Because of this:

- No bags, coats or lunchboxes can be left in the corridor
- KS2 children will need to use the KS1 toilets for the day

The ambassadors were asked to:

- Remind teachers and pupils to keep bags and coats inside classrooms tomorrow morning
- Encourage children to use the KS1 toilets safely and respectfully
- Encourage everyone to:
 - walk sensibly,
 - wait calmly,
 - keep toilets tidy,
 - use kind language,
 - wash hands properly.

Ambassadors were told:

- They do not need to go inside the toilets unless an adult asks them to
- Mrs Plummer and Mrs Collins will be nearby if help is needed
- They can also ask Mrs Sampson for support

A monitoring timetable was handed out. Ambassadors were reminded they can:

- swap pairs if needed,
- take missed playtime or lunchtime later,
- bring quiet activities with them.

Extra Help Needed

Mrs Sampson asked if ambassadors could help move some chairs before the end of the school day today as staffroom is also being painted. Everyone agreed to help.

Questions and Ideas

Children Using the Wrong Corridor

If KS2 children walk through the painted corridor instead of outside, ambassadors should politely remind them to use the outside route next time.

Ambassador Interviews for Next Year

Mrs Sampson said she would like ambassadors to help interview next year's ambassador applicants.

Ideas included:

- ambassadors helping ask questions,
- thinking of interview questions before the next meeting.

Lunchtime Ideas

The ambassadors suggested helping younger children at lunchtime.

Ideas included:

- helping serve food,
- helping at the salad bar,
- improving the ketchup area by using sauce bottles instead of bowls.

Mrs Sampson said these were good ideas and would be looked into further.

Future Meetings

The group agreed to:

- meet more regularly again now SATs are finished,
- meet during Monday assembly time where possible.

The next meeting will discuss:

- how the toilet jobs went,
- interview ideas,
- future ambassador jobs.

Assembly Behaviour Ideas

The ambassadors noticed some pupils chatting during assemblies.

Ideas discussed:

- ambassadors helping monitor assemblies,
- giving stickers to pupils who listen well,
- having "assembly monitors" on a rota.

Mrs Sampson said they could explore this idea further next Monday.

Prayers and Doors

The ambassadors discussed:

- ambassadors doing prayers during Faith Council assemblies,
- ambassadors helping with doors and computer jobs because they are role models.

Mrs Sampson said she would speak to Mrs Felgate about this.

End of Meeting

Mrs Sampson thanked everyone for their ideas and help.

Next Meeting: Monday at 3:00pm.