



Outdoor Development Working Party Minutes

Why ?		The objective of this group is to steer improvements to the school grounds (including the field). This is our 2 nd meeting	
Who ?		y6 Corbin, Emily Rowe, Mia y5 Scarlett, Ruby, Hester y4 Dylan Governors: Mr Alan Rowe, Mr Ben Gower Staff: Mrs Lou Tuffery, Mrs Helen Williams	
When ? Friday 11 November 2016,13:15 – 14:00		Where? Staff Room	
Item	Time	What do we have to do in our meeting?	
1	5 mins	Apologies: who is unable to be here? Mrs Helen Williams Dylan (Y4) Briefer: ask someone to let absentees know what has been decided. Appoint Chairperson (Mr Rowe) and minute-takers (Mia and Emily)	
2		<ul style="list-style-type: none">Read minutes of last meeting: review these and discuss what has happened as a result of these (matters arising)Grounds - Urgent item: Fallen tree removal in petrified forest – news and progress?	
3		<ul style="list-style-type: none">Grounds & field - Prioritise what needs doing – it might be something needs researching (Maybe write each on a slip of paper and put them in order?)	
4		Establish who is going to do what and by when (initial and date items)	
5		AOB	
6		Set dates and time for next two meetings	
7		When we meet again what do we have to do? Close Meeting	

