

Date: 10.3.26

# Meeting Minutes



Members Present: **RS,FR,JS,EU,JH,  
MD, VK,PC, AW, DU**

Absent Members:  
**RD, HK, RM, HN**

Matters Discussed:

What did we talk about	Next Steps	Who and how?	Report to whole school
<p>Discussed plans for the <b>Big Walk and Wheel</b> event.</p> <p>Agreed that <b>all classes</b> will take part by recording how pupils travel to school:</p> <ul style="list-style-type: none"><li>● Walking</li><li>● Scooting</li><li>● Cycling</li></ul> <p>Talked about how to encourage participation across the school.</p> <p>Decided on a reward to help motivate all classes.</p>	<p>Share a simple recording sheet for eco warriors to track daily totals.</p> <p>Remind learners about the start date and expectations.</p> <p>Make an announcement to the whole school (email sent)</p> <p>Plan how the weekly results will be shared with pupils.</p>	<ul style="list-style-type: none"><li>● <b>Eco Warriors</b>– record daily numbers of walk/scoot/cycle journeys.</li><li>● <b>Lead Staff Member (you)</b> – coordinate communication, prepare forms, and check that classes are recording properly.</li><li>● <b>Senior Leadership</b> announce results each week in celebration service.</li></ul>	<p>Weekly announcement during assembly.</p> <p>Celebrate the weekly winning class.</p> <ul style="list-style-type: none"><li>● <b>Extra playtime</b> at the end of each week for the class with the highest number of active travel journeys.</li></ul>