

**Prefects’ Minutes1**

**Date: 05.11.2018**

**Present**

Mrs. Osman (Maryam), Nina (Tokyo), Alexi (Cape Town), Nathan (Cape Town), Elena (Reykjavík) Muslim (Reykjavík), Neely (Reykjavík), Tuba (Tokyo), Dylan (Tokyo), Stefan (Tokyo),

Meerab (Cape Town) Omar (Cape Town) and Maximillian (Cape Town)

**Absent**

None

**Agenda**

1. Congratulations
2. Expectations/Responsibilities
3. Assigning roles/jobs
4. Signing contracts
5. AOB

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| **MINUTES**  | **ACTION** |
| **Congratulations*** Well done to all that were nominated (21) and voted (13) by the adults in the school.
 | MO to ask AA- Measurement for blazers to be taken and prefect badges to be given before the next meeting. |
| **Expectations/Responsibilities*** Prefects were reminded how crucial their role is at school and the wider community.
* If prefects were unsure of something not to hesitate to ask class teachers/ speak to Mrs. Osman.
* Children were asked to be punctual in meetings and to assigned jobs
 | None |
| **Assigning Roles/Jobs*** Prefects chose their area they wanted to start off and it was explained that this would change every half term. (Assembly, Meet and Greet, Charities, School Events, Lunch Time etc.)
 | MO to email the list to the class teachers and office for record. |
| **Signing Contracts*** Contracts were given- prefects were given time to read through and ask questions for clarifications.
* Prefects were asked to sign the contracts
 | MO to give contracts to DC to sign too. |
| **AOB**Meeting adjourned | Next meeting scheduled for **13th** **November**. Then fortnightly (**Tuesdays**)  |