

PURPOSE

To discuss Mr Dale's marathon

ATTENDANCE

Sophie Castelain-Mazingarbe

Lindsey Kelly

Sandra Langley

Carla Abbott

Mr Dale

Jenny Sykes

Mrs Burns (via Zoom)

AGENDA TOPICS

1) Apologies

Mrs Chesters, Emma Barber, Katie Buckingham, Adam Crossley, Jo Hickman, Dave Levins, Kyle McCarthy and Sarah Mellor.

2) Approval of last meeting's minutes

Approved

3) Mr Dale's marathon event

- Mr Dale has given LK a bag of marathon keepsakes for all the children
- JS shared a list of actions for the event:

Refreshments – LK happy to do the shopping – all receipts to JS

If weather is hot, LK to buy ice lollies or ice cream.

LK says that Sandy Langley and Katie Buckingham are happy to run the refreshments stall.

SL knows about SumUp machine and will get app on her 'phone.

Decorations – LK to order biodegradable confetti. Team Lewis colours.

Risk Assessment & site plan – JS shared RA. Discussed gate being left unlocked and staffed.

Group decided to lock gate once everyone on site. Visitors to sit alongside track, next to

road and also along the carpark fence and on amphitheatre. Updates to be emailed to

committee and to Phil. Mrs B to check gates being locked with Mrs C.

Music – JS to create a playlist. Speaker from school is suitable for outside use.

Bibs – CA to create template for children to decorate in school. LK to buy small safety pins

to give to all children. Numbers to be kept in school.

Certificates – CA to create blank certificates (costumes, hair, effort...)

Sponsorship forms – CA has created a sponsorship form, all approved, and will send it to the Office for printing. Forms to go home this week. Date for sponsorship money to be in – Friday 28th April.

Challenge stations – CA suggested that we have six challenges on the track, instead of four. She also suggested that each board is a London landmark. All agreed this was a good idea. Mrs B has 12 year 6 volunteers to help at the stations. Six adult volunteers are needed to oversee each station. LK has found at least six volunteers. Star jumps, burpees, beanbags, hula hoops, funny walk, hops. CA to create posters for each station.

Rugby skills – Mrs B has a small number of children who play rugby outside of school. They could help run the sessions. LK to speak to Dave Levins to find out whether he needs anything from us, and what his plan is for the 20 minute slots.

Gate – Gate to be locked once all families are on site. Keyholder to be on field. Gate to be used is the small gate on the carpark. The carpark extension is to be locked and used as access for emergency services.

First Aid – FA kits are in the office and are around school. Staff to accompany children onto the field. There will be someone on the field who is a First Aider at all times.

Communication – JS to ask Clare at OOSC if we can borrow the walkie-talkies. Volunteers to wear high-viz from the office.

Team Lewis – CA liaising with Adam. They are welcome to have a table next to refreshments. Emily to run stall?

Potential timings shared – rugby to take place in the centre of the track. Some children to do rugby while others do fun run. Mrs B to take timings to staff and check with them.

- **Preschool query** – LK has spoken to Helen and she has queries about the number of children she has on that day and also the timing. LK to go back to her with possible solutions:
 - Preschool don't do rugby and run at the end of the session (home with parents / carers shortly after)
 - Preschool do the event in their own garden
 - Preschool do the event on a different dayAll happy to go with whatever works in preschool's best interest.
- JS asked about a reserve day in case of bad weather – Mrs Burns to check diary and speak to Mrs Chesters
- Can all children come outside to watch the year 6 class run a 'Lap for Lewis'?
- Collection from school – can children go home with parents / carers, once they've got their bags?

4) AOB

CA has information from a uniform labelling company. There is an offer on at the moment – would this be ok with the school? GDPR etc. Mrs B to check.

5) Next Meeting

Thursday 18th May 4pm School hall

6) Thank you

Meeting ended at 4:55pm