**Kirkcolm & Portpatrick Primary Schools**

**House Captains Minutes – 4th October 2023**

**Present**: Atticus, Lewis, Danny, Jack, Sally, Lydia & Mrs McHarg

1. Welcome
* Mrs McHarg welcomed everyone to their first meeting of the new school year. This meeting was supposed to be a trio meeting held yesterday with House Captains/Vice Captains from Leswalt, but unfortunately the technology failed us! Instead Mrs McHarg held at Leswalt meeting yesterday, and we did a joint Kirkcolm/Portaptrick meeting today since Portpatrick are sited down at Kirkcolm.
* We discussed what the roles and responsibilities are of House Captains and Vice Captains – Lewis suggested it is to act responsibly at all times and be helpful; Jack said to help organise events; Atticus stated it is to speak in front of the whole school confidently; Sally suggested it’s to work as a team; and Lydia said it’s to get their Team to get as many merits as possible. Mrs McHarg added that they also have to maintain the House Captain display at each school – we discussed where this is at Kirkcolm and Portpatrick and the types of things pupils may wish to add to displays.
* House Captains have been provided with a folder which is kept in their classroom. We discussed how this could be used – to make notes of ideas for the following meeting, to write a to-do list, or to keep resources together.
1. Rewards for Houses
* Mrs McHarg explained that previous House Captains have decided on a reward for the winning house each term (December, March and June). The number of merits minus the number of demerits each term is calculated and the winning house announced. Danny suggested the House Captains decide on a list of rewards; Lewis suggested they could then survey the whole school on what their favourite reward is out of the options given and the 3 with the most votes will be used. We discuss possible reward options that don’t cost a lot of money, e.g. non-uniform day, 15-mins extra break, move afternoon, etc. The Captains & Vice Captains will survey their own school at assembly this week.
* Atticus had an idea for helping to motivate the pupils to get as many merits as possible – create a list/table of things pupils get merits and demerits for, to raise awareness and act as a reminder. This could be stuck up on classroom doors/in classrooms and on the House Captain display.
* Mrs McHarg provided Kirkcolm and Portpatrick with an updated house point total since August. House Captains will give an updated House Points total at their assembly this week.
* We discussed how the list of names on the House Captain displays need updated, with last year’s P7s removed and new P1/any other new pupils added on.
1. Halloween Party
* The whole school Halloween party will be held on the afternoon of Tuesday 31st October. We came up with various options of games that could be played at the party and decided on 7 including -
* The Captains/Vice Captains came up with various suggestions of games that could be played at the party as a starter, including: Pass the Pumpkin, Creepy Corners, Costume parade/best dressed, haunted chairs, really scary relay, spooky statues, dookin’ for apples and best dancer (if time). We considered for each of these games what resources and prizes are needed.
* We spoke about being clear on who is explaining which game and who is playing the games, in advance of the party.
1. RRS – Gold Award
* Mrs McHarg explained that we are working towards our Gold Rights Respecting School award this session. Our assessment is pencilled in for May 2024 when the assessor will visit the school in person and will want to speak to groups of pupils (including Pupil Council and House Captains), staff and parents. We went over our action plan and some of the things highlighted in green are the responsibility of the House Captains.
* The first thing that we decided to do is to create a Sway presentation to be shared with all, explaining who our Duty Bearers are in school. We discussed what this term meant and things that will need included in the Sway presentation. All agreed that they’d like to help in creating this.
1. AOCB/Other Ideas
* Mrs McHarg explained that as part of their role as House Captains & Vice Captains, they would be responsible for running a break/lunch time club for approx. 4 weeks a term. Lewis said he’d like to do a games/sports club, Jack suggested doing a chess or board games club. Atticus said he’d like to consult Portpatrick pupils on what lunchtime club they’d like to see being offered. Mrs McHarg said they could work together to run clubs. We spoke about how to advertise any clubs – making a sign-up sheet, considering where/date/time of the club, limiting number of pupils attending, and considering whether it was targeted to a specific age group or the whole school.
* Our next meeting will be on Tuesday 5th December at 1.30pm via Team (fingers crossed it works this time!!).

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| **Actions** | **Who by?** | **When by?**  |
| Come up with list of 5 options for House rewards – survey pupils and select 3 most popular. Type up for House Captain display. | All  | Friday lunch time |
| Update names on House Captain display | Jack & DannyLewis & Atticus | October holidays |
| Table/list of things we get merits/demerits for in school.  | Sally & LydiaLewis & Atticus | Before next meeting |
| Share house points at assembly | All | Friday |
| Type Halloween Party running order.  | Lydia & SallyLewis & Atticus | Fri 13th Oct |
| Split whole school into groups for party team gamesK = 5 groups of 6 and 1 group of 7P = 3 groups of 5 and 1 group of 6 | Jack & DannyLewis & Atticus | Fri 13th Oct |
| Print 4 Halloween themed pictures (x2 sets) | Sally & LydiaLewis & Atticus | Fri 13th Oct |
| To buy further resources, apples, prizes for Halloween party | Mrs McHarg | Tues 31st Oct |
| Find 6 brooms/brushes for relay game – request in newsletter if not enough in school?  | All | Mon 30th Oct |
| Create Sway of duty bearers at school.  | All | Before next meeting.  |
| Create sign-up sheet for any lunch time club, share at assembly.  | All | Fri 3rd Nov (1st week back) |