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| Date of Meeting  | Key points discussed  | Actions  |
| 15.1.20Niamh and Melissa – Media.Chairperson, Vice and secretary will begin from next meeting. | * Green Flag Achieved
* Next Steps on letter
* What is under umbrella of Eco-Committee and JRSO
* How are our classes eco-friendly
* What Kirkhill school already does to be Eco-friendly
* What we want to see improved in the future
 | * See Action Plan for Eco-Committee term actions **🗸**

For next time:* KH – Add pupils’ action point to p6a blog so pupils can access until Eco-Blog set up
* Pupils – research UN Sustainable Development goals and select three goals for Kirkhill (one linked to litter, one to UN and one other) to discuss at next meeting. **🗸**
* KH – Complete Action Plan **🗸**
* KH – Update DJ before next meeting **🗸**
* KH and DJ – Speak to RH about previous eco work and log in to register for Environmental Review (next step in green flag process) **🗸**
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| 5.2.20Chairperson (lead meeting with CT) – NiamhVice Chairperson (supports CP) – ReeceSecretary (take minutes, action points and add to blog) – TalhaMedia (take photos to add to blog) – Miss Barrett | * Action Points from last meeting.**🗸**
* Mrs McKinlay – recycle expert, community links
* Pupils shared research UN Sustainable Development goals and suggested three goals for Kirkhill (one linked to litter, one to UN and one other)
* Environmental review implemented in small groups
* One of our main goals is litter
* Not yet decided on the other two main goals
* Niamh sent email to 'collections@bbanner.co.uk' about recycling ink cartridges
 | * See Action Plan for Eco-Committee plan

For next time:* Pupils to select two goals to focus on**🗸**
* Update Eco Blog with minutes 5.2.20**🗸**
* Update Eco Blog with photos from meeting 5.2.20**🗸**
* Update DJ – Complete Action Plan **🗸**
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| 4.3.2020Chairperson (lead meeting with CT) – MelissaVice Chairperson (supports CP) – NiamhSecretary (take minutes, action points and add to blog) – ReeceMedia (take photos to add to blog) – Talha | * Action Points from last meeting.
* Group 1 - Mrs McK attended and worked with M and 8 others. Discussed how to make eco-bricks to make an eco-bench. Started making posters to share as homework challenge.
* Group 2 – - Niamh shared feedback from 'collections@bbanner.co.uk'. Recycle ink cartridges – posters made to raise awareness/steps to safely recycle.
* One goals selected – 1) playground litter – reduce and recycle – raise funds or recycling bins.
 | * Create posters and share with classes as homework challenge.   (Group 1)
* Mrs McK make eco-bench with pupils after Easter break.
* Pupils to finish posters and put up around school. Go around classes explaining how to recycle ink cartridges both from school and home. (Group 2 – at next meeting)
* Complete posters, decide fund raising activity to raise funds for recycling bins (group 3 – next meeting)
* Litter audit during next meeting (group 3)
* NEED UN related goal and one other for action plan
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| Chairperson (lead meeting with CT) – MishaVice Chairperson (supports CP) – MelissaSecretary (take minutes, action points and add to blog) – NiamhMedia (take photos to add to blog) – Reece | * Action Points from last meeting.
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| Chairperson (lead meeting with CT) – TalhaVice Chairperson (supports CP) – MishaSecretary (take minutes, action points and add to blog) – MelissaMedia (take photos to add to blog) – Niamh | * Action Points from last meeting.
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| Chairperson (lead meeting with CT) – ReeceVice Chairperson (supports CP) – TalhaSecretary (take minutes, action points and add to blog) – MishaMedia (take photos to add to blog) – Melissa | * Action Points from last meeting.
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