

Our overall aims for this Topic are: To bring together representatives from each year group to form a task group to facilitate the Green Flag Award application process with the whole school.

Action	W who's in charge?	When will it be done by? (If ongoing, when did it start?)	How can we monitor it?	How will we know when we're successful?	How much will it cost?	Did it work? Any ideas for the future?
Explain the process to the School forum and invite people to join task group.	Helen Gillanders Head Teacher	By end of September 2012 and ongoing each year	Representatives (pupils and teachers) from each year put themselves forward to get involved in forming the Green Flag task group.	School forum is aware of the process we need to carry out together and Green Flag task group is formed	Some money will be needed for photo copies	Yes - after the Green Flag Award were presented in assemblies, in class and with the Parent Council representatives joined task group.
Meet with the Green Flag task group identify and clarify Green Flag process and outcomes together. Introduction to What is the Green Flag Award? Co2 emissions and the reasons why we need to reduce it. What is Climate Change? How Reducing CO2 emissions can be achieved through the Green Flag Award Process	Junior Climate Challenge Steering Group and Green Flag Facilitator (Susan Guy).	First meeting beginning October 2012 -	Clear, realistic and agreed objectives and action plan developed with the committee and school forum.	We will know it is successful when the wider school forum is aware of what the role of the committee is and how the school will be fully involved in the application process. Together we complete the Green Flag Application process (steps 1 to 9)	Nothing	Yes - representatives from each year met with the facilitator once a week for 7 months. Some representatives shared their job on the committee with others in their year. The pupil representatives facilitated the school audit and action planning process.
Start Environment Audit: task Group facilitate whole school to Audit and identify ways to improve the school together.	Junior Climate Challenge Steering Group and Green Flag Facilitator (Susan Guy); Eco Group and Garden Group coordinator (Corinna Edwards).	From November 2012 to be completed by end of January 2013.	Task group meet once a week at lunch to assess how well we are achieving our objectives and action plan.	We have fully involved the school forum in carrying out the Audit.	Some photocopies of the pictorial audit forms.	Yes - once the task group were clear on how to facilitate the environmental audits with their peers - the audits was completed on time and to a very high standard (see audit form in binder). Actions were started for improving the school.
Draft Action Plans through consultation with school forum.	Junior Climate Challenge Steering Group and Green Flag Facilitator (Susan Guy); Eco Group and Garden Group coordinator (Corinna Edwards).	January 2013 and ongoing each year	Action plans completed	Action plans completed and up on display for all to comment on in case anything was missed or misrepresented. Monitoring of how well plans are being achieved each year starting Sept 2013	Time - identification of resources need to achieve actions as per each action topic plan.	Yes - Action plans drafted and actions started. Regarding all topics (see action plans).
Meet with School Heads and complete the application. Arrange inspection.....	Task group representatives	May 2013	Application is signed and posted	Green Flag people get application and come to asses us.	Time	Yes - Green Flag people have received the application and we are waiting for a date for their visit.