**Digital leaders minutes**

**Date:** 02.10.2017

**Present:** Miss Rahman, Nina, Victoria, Julia, Matilde, Samir, Rohaan, Jawad and Tosin

**Absent:** 0

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| **MINUTES**  | **ACTION** |
| **Congratulations*** Well done – lots of applications (32) and 8 selected
 | None |
| **Expectations*** Attendance and punctuality – very important. If there are 3 absences without a valid reason then there will be consequences
* Please be punctual – no lates
 | None |
| **Badges*** Badges will need to be purchased – check colour
 | MR to speak to DC |
| **Roles and responsibilities** * Laptops – Digital leaders to ensure laptops have been plugged in correctly after Computing lessons
* Photos – Digital leaders have a red camera to take photos of work that their classes have done for the newsletter and website articles
 | Matilde to do an October article |
| **AOB*** Matilde – digital leaders helping reception children with their laptops and ipads
 | MR to speak to MR and DC about this |