**Digital leaders minutes**

**Date:** 31.10.2017

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

**Absent:** 0

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| **MINUTES**  | **ACTION** |
| **AOB from last meeting*** Matilde – digital leaders helping reception children with their laptops and ipads
 | This has been addressed and digital leaders have a timetable when they’ll be going into Nursery and Reception to support. Please remind your digital leaders. |
| **Assembly focus next Wednesday - Cyberbullying*** Scripts given to readers
* Julia – will do photos during both KS1 and KS2 assembly
* Matilde and Tosin – will ensure laptop and screen is ready
* Samir –will be in charge of microphone and check that it’s working
 | MR to meet with digital leaders next week before Wednesday to rehearse. |
| **Celebration assembly*** Some digital leaders have been given roles
* Microphones - Samir – in charge of getting microphones from the office and passing it to the end teachers
* Laptop - Jawad – in charge of making sure laptop is turned on and if laptop isn’t there then to ask office
* CD – Matilde and Julia to make sure CD is set up and ready for the music
 | Please can you send your digital leaders to the hall around 2.20PM please to ensure everything is ready. |
| **Pumpkin parade*** Matilde volunteered to take photos and cue the music
 | N/A |
| **Next month’s web edition*** Julia – will be uploading photos for cyberbullying
 | MR to meet Julia  |
| **AOB*** Julia – can we do a video about cyberbullying?
 | MR has asked digital leaders to create posters on Word/Publisher and bring these to the next meeting so video clips can be recorded. |