**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. |