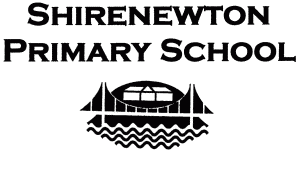
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**DIGITAL LEADERS**

**AGENDA/ MINUTES/ACTIONS**

| **Date:** 22.09.22  **Meeting Place:** Year 3  **Time:** 2.45-3.15 |
| --- |

**Present:** Charlotte, Max L, Tilly, Callum**,** Evie D, Evie C, James, Lewis, Nye, Seren, Mrs Perry

**Apologies:** Amelie, Henry,

**AGENDA:**

* **Decide on Roles** - **Chairperson**: Evie D **Secretary**: Evie C **Treasury**: Lewis/James
* **Take a group photo -** Done
* **What is the role of the digital leader?**
  + Help staff/classmates/parents/governors/eldery/people in the community with their ICT needs
  + Create help guides
  + Promote Internet Safety
  + Teach coding to all classes
* **Decide on school actions for the year ahead and complete action plan**
  + Teach reception how to use a Ipad
  + Teach Y1 how to use SeeSaw
  + Teach Y2 how to use Google Classroom
  + Teach younger years how to use other devices
  + Assemblies for team Coed Coch & Helyg
  + Typing skills - develop something for all classes and look in to typing games
  + Make a video about internet safety - one for younger and older children
  + Battery collecting competition
  + Decide which coding equipment is suitable for each group and teach them (and staff) how to use it
  + Coding competition on scratch
  + Run a code club at lunchtime
* **Next meeting**
  + Make sure suggestion box in each classroom/make suggestion boxes.
  + Check what coding equipment we have in school and decide which is best for each year groups.
* **Suggestion boxes**

*\*\*\**

*Minutes typed by Mrs Perry and then handed to Evie C*

*Meeting chaired by Mrs Perry and then handed to Evid D*