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**DIGITAL LEADERS**

**AGENDA/ MINUTES/ACTIONS**

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

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

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