**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 |