| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | AW CCA - Really enjoyed watching the pupils taking DelightEx further seem to be some genuine buy in and questions around real life problems, the reference to different apartments, interior design references especially asking do you have the soft or hard pillows dilemma 🙂 .. Also a great selection of jokes and accent banter.  Parent WorkShop : I thought it was really effective - despite things beyond our control. The parents i engaged with seemed to get a lot from the session. AW & RT spoke and delivered well. | |
| **Areas of Concern** | * PC : can AW raise at PLT to sort out the inconsistent messages from EYiC and JC -  EYiC - seem to be more organized two frustrating | Can someone politely ask for PA’s from heads of campus to confer before sending messages to Specialists? |
| **Actions Review from Last Week** |  |  |
| **Student Behaviour & Safeguarding Alerts** |  |  |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) |  |  |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Inform**  **Discussion & Decide** |  |  |
| **Innovation & Projects** | HEADSET HAVE ARRIVED! | Initial SWOT - |
| **Infrastructure & Tech Ops**  **Discuss** |  |  |
| **AOB/ future agenda items** | Also - not sure about how this looks on different ipads but just had a potential DigCit incident - but pupils had used QR scanner to open delightext - they had then manged to open a google tab and I couldn't figure out how to look at search history or even if it had logged |  |

**Date: 1st October**

**Chair: Anthony**

**Mins: All**

**Present: All teachers (off campus meeting)**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | Really enjoyed our off campus meeting last week, I felt it was productive. Great reflective conversations about the team and I found really useful. Thank you PC and RT.  PC’s email typing practice!  Robyn is now supporting my CCA - I am going to ask for any EAL insight into our EY Dreams lab displays. | |
| **Areas of Concern** | Student report comments from specialist  This doc is no longer optional, its essential to fill out. Especially if children’s attitude to learning is falling under expectations prior to xmas reporting time. |  |
| **Actions Review from Last Week** | AW raised in PLT to minimise disruptions to specialist lessons for extra curricular activities with little prior notice e.g phonics assessments, PE events etc. Monitor situation  RT spoke to Chris about Ipad reviews - waiting to hear from Heads of Year if they want support- or should I push my way in? ha |  |
| **Student Behaviour & Safeguarding Alerts** | [Behaviour steps](https://docs.google.com/document/d/1Yu_Gmzp90qXk2mquMH32pLc-XxHmVLMw5MEFZwTR5HY/edit?tab=t.0)  [Serious incident](https://docs.google.com/document/d/1ea2G_GhqRZSJiO9wlkiTIBBiOUWbNv9ChI8r8jUd5jg/edit?tab=t.0)  Read, discuss and feedback in the action section |  |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | Moon festival arrangements:   * 7.30am – 8.00am: Collect F3- Y2 children from gate B (Junior Campus). Bus children from F3 – Y2 will be dropped off at gate C at JC. * 8:30am – 9:00am: Dragon Dance performance in the big field JC. * 9.00am - 10.00am : F3- Y2 children go back to EYI campus by bus. ( they will leave in order F3 - Y1 - Y2 ) * 10:15am – 10:45am: Assembly for F2 - F3. * 1:45pm – 2.15pm: Assembly for Year 1 and Year 2   8-9th October Open morning workshops- see [timetable here](https://docs.google.com/spreadsheets/d/1BPsn9FlM8fsESCK9rzSwiHlb3Np-mMmQ58QOFXBbo_0/edit?usp=drive_link) |  |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Inform**  **Discussion & Decide** | PC - Sphero, DelightEx, Maze - Has been an ongoing WIP - Aware of inconsistent Slide deck presentation, been experimenting with different tools - This will be Consistent by the start of next term - Learning Objectives & Activities will be the same.  [Add to EY&I steam slides](https://docs.google.com/presentation/d/1-xPJ_EFR5wQnkX0vF31M6I2UhXef-Zlzai4xGGO23RQ/edit?slide=id.p#slide=id.p)  [KS2 LTP 25/26](https://docs.google.com/document/d/1ksMgG5inpnzcwUiguhINoLCCvck7h1EjglsYgCCgcWE/edit?tab=t.0)  CAT 4 data should be ready to use for groupings.   * This is very useful but we can’t edit or manipulate - Raised ticket to asked for access guidance - when working across multiple classes (PC)   End of unit formative data is needed to help making report judgements easier. We need a quiz for each unit taught. |  |
| **Innovation & Projects** | Bebras 25 | Uyen/ Tue to print and slice Bebras log in cards |
| **Infrastructure & Tech Ops**  **Discuss** | Death by IT ticket  This is a massively frustrating system. However, it provide me with crucial evidence to hold people accountable for tasks not being completed. If there’s a problem, small or big please ticket it. |  |
| **AOB/ future agenda items** |  |  |

**Date: 24th Sep**

**Chair: Anthony**

**Mins: All**

**Present: All teachers (off campus meeting)**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | Vcast sender for iPad on the screen is stable and responsive (shame about the LG TVs)  Block and beebots working well.  Sphero lessons  Tech Free day | |
| **Areas of Concern** | PC - Two lessons have been affected by secondary PE Y2/Y3 - From conversations with class teachers they were instructed in team meetings by HOD’s that Secondary… ‘ Email from Matt to help with Year 10's sport qualification’ | * Short term less reduces lessons * Long term - disrespect of our curriculum time - what would happen if this was us taking students from GCSE PE lessons? * This needs to be relayed to PE department - in non hostile way - communicated on bulletin * If a class is going to miss part of a lesson they’re in or they’re out   AW- to raise with the line manager about last moment events that have an impact on specialist lessons. Find out how long this PE event will go on! Reach out to the other specialists. |
| **Actions Review from Last Week** | Feedback from F3 and tech integration. There is no clear plan or policy of how iPads are introduced. No indication of frequency or use but there is no unsupervised usage. | [Patrick Cantillon](mailto:patrick.cantillon@bisvietnam.com)to install Giggle Academy on EYI ipads and trial with Foundation stage children. |
| **Student Behaviour & Safeguarding Alerts** | Dig Cit iPad checks are now taking place with class teachers and issues are being found.  RT to offer drop in support for class teachers to conduct iPad checks, focus on new staff initially. Is this something you would be interested in? | RT- making arrangements with Chris for bookable times with teachers. Inform Maria as a courtesy. |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | Moon festival arrangements:   * 7.30am – 8.00am: Collect F3- Y2 children from gate B (Junior Campus). Bus children from F3 – Y2 will be dropped off at gate C at JC. * 8:30am – 9:00am: Dragon Dance performance in the big field JC. * 9.00am - 10.00am : F3- Y2 children go back to EYI campus by bus. ( they will leave in order F3 - Y1 - Y2 ) * 10:15am – 10:45am: Assembly for F2 - F3. * 1:45pm – 2.15pm: Assembly for Year 1 and Year 2   8-9th October Open morning workshops - progress updates (3 weeks on the horizon) |  |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Inform**  **Discussion & Decide** | PC - Eys - Can any practice’s, good examples, slides been used on your days of teaching at EYfs campus  be dropped in the [Planning Folder](https://drive.google.com/drive/folders/1C01Bhk3k0lXAev31nakq6E72p4osN5Vh) .  AW- EYI to have a more structured approach to planning and delivery. Units that are being taught for one of the strands of the curriculum need to be linked on the overview.  We need to be keeping a running record of observations from the units taught on the overview. It makes curriculum design easier at the end of the year.  Planning walk through to make a come back?  CAT 4 data should be ready to use for groupings.  End of unit formative data is needed to help making report judgements easier. We need a quiz for each unit taught. | [Add to EY&I steam slides](https://docs.google.com/presentation/d/1-xPJ_EFR5wQnkX0vF31M6I2UhXef-Zlzai4xGGO23RQ/edit?slide=id.p#slide=id.p)  Next week ahead of swap  If plan the unit, develop a quiz to collect data |
| **Innovation & Projects** | Bebras 25  How  When  Who | How-start using it in warms ups for lessons  When :  ICT lesson 10th - practice  ICT lesson w/b 17th November - challenge  Who- All children from Y3-6 |
| **Infrastructure & Tech Ops**  **Discuss** | [IT- Learning Technology Policy](https://docs.google.com/document/d/1ykL3fiBMtQ4EAb-vW3BQF2477e30O0noidnQ-dPeGds/edit?tab=t.0#heading=h.uzeb1mpi0eac)  *‘Morgan*  *In preparation for BSO we are reviewing policies. This document is what Matt and Neil prepared a few years ago. Ideally we do not update the policy philosophy, objectives, scope and guidance, those should larger priciples, where we can really put updated specifics and documents are in the appendix (this year's specifications for BYOD, AI Usage, ect.)*  *If we can comment on this document this week, update the appendix items and meet to ensure this reflects the intended policy next week (even online afterschool, I'll propose some options)’* | Device generations table needs to be update + Neil’s contact details in Primary BYO |
| **AOB/ future agenda items** | [Student report comments from specialist](https://statics.teams.cdn.office.net/evergreen-assets/safelinks/2/atp-safelinks.html)  ICT praised and dug out in equal measures for completing this sheet for student reports. Get is started early. |  |

**Date:17th Sep**

**Chair: Anthony**

**Mins: All**

**Present: All teachers**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | Students building with wooden blocks - listening to their conversations of what they were building and using Gemini to render what they were thinking    Very productive and engaging conversations with you both about the department, careers and life last week. | |
| **Areas of Concern** | PC - F3 - Introduced iPads for the first time 16.09.24 . It was quite shocking to see the addictive nature. Has there been much positive use or experience of ipad use at home or at school. Focus —>  Seesaw posts left unapproved. These need clearing and bodies of work created. The platform will be looked at during BSO. | Teaching point for planning (balance use of device already part of CS)  How are iPads being used or is there a strategy of how to implement it into the classroom as LEARNING TOOLS rather than to play games.  Or Pupils simply too you to be using iPads  AWO- contact tech co-ords and HOYS at EYI about how are they introducing iPads to the class. Busy learning, structured or free play? |
| **Actions Review from Last Week** | Unplugged breakout activities. We need more of them to support tech free day.  Tech free day on the JC, what activities do you need PC and RT? | [Add resources for TAs to print in this folder](https://drive.google.com/drive/folders/1Qo2ke0tUqwkUOlYM75Cjt_Ps4Ah_dZe4?usp=drive_link)  AW- Wooden block and K’nexx   * PC - Tech Free day Easy wins from Eyfs (if not being used)   Tray of Puzzles  Bloxel Boards  Tangrams box  Hassle but useful:  Beebots + Hoops = Dreams Lab 1 Robotics table  PC-  RT- |
| **Student Behaviour & Safeguarding Alerts** |  |  |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | * 24th September Tech Free day. No tech including registers, screens and devices for the entire day across two campuses * 8th October EYI open morning * 9th October JC open morning * Dig Cit assemblies:   + Year 5 is a Monday so the 20*th* October   + Year 3 + 4 Tuesday 28*th*   + Year 6 Wednesday 29*th* * November 3rd BSO * November 10th BEBRAS | * RT to talk with parents at EYI campus open morning AW to teach. Organise TA cover. * JC open morning- see below |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Discussion & Decide** | EYI units of study for BSO inspection  BSO prep meeting-  What are our highlights?  What do we not want them to see?  What is something that has improved since the last inspection? | Year 1: Stations of the 3 strands   * STEAM: Duplo/ Lego river activity * Multimedia: Stop motion   Year 2: Dash Robot 50/50  Delightex for Y5 or 6 - can showcase in an individual lesson  Podcasting, too much Sphero, We:do Y3  Trying to use projects to solve real life problems (app Design, Sphero)  Extended units to give them time to develop and show mastery (Y5 Mission to Mars and Passion Projects) |
| **Innovation & Projects** | Workshop resources need creating and logistics organising. | Activities:   * Co-Spaces- Local editor Zoo activity * Code object to move, animate, speak * Add in own objects   Resources:   * Control posters -RT * Video on loop (activity)- PC * Activity booklet (Dual Language) - AW   Cover:   * 8th October RT JC 8-10am * 9th October RT EYI 8-10am   Logistics:   * Y5 BNI &C lessons to rescheduled * Book mice out with IT |
| **Infrastructure & Tech Ops** |  |  |
| **AOB/ future agenda items** | [AI Quests: Bringing AI literacy to the classroom](https://blog.google/outreach-initiatives/education/ai-quests/)  [The latest Google AI literacy resources all in one place](https://blog.google/outreach-initiatives/education/google-ai-literacy-tools-2025/)  [TA Pre-Lesson Testing & Dev Plan](https://docs.google.com/document/d/1qVbYCoetamETI02csMdRU-9o3p9pIykHkZNoRHU9CRY/edit?usp=sharing)  AWO birthday- I’m going to Primal for Muy Thai and then high tide for a beer after. All are welcome to part or all of it.  PC- Target setting conversation 22nd September  RT- Target setting conversation 23rd September | Not looked at any depth but could be some material to use for any assembly/open morning etc |

**Date:17th Sep**

**Chair: Anthony**

**Mins: All**

**Present: All teachers**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | Students building with wooden blocks - listening to their conversations of what they were building and using Gemini to render what they were thinking    Very productive and engaging conversations with you both about the department, careers and life last week. | |
| **Areas of Concern** | PC - F3 - Introduced iPads for the first time 16.09.24 . It was quite shocking to see the addictive nature. Has there been much positive use or experience of ipad use at home or at school. Focus —>  Seesaw posts left unapproved. These need clearing and bodies of work created. The platform will be looked at during BSO. | Teaching point for planning (balance use of device already part of CS)  How are iPads being used or is there a strategy of how to implement it into the classroom as LEARNING TOOLS rather than to play games.  Or Pupils simply too you to be using iPads  AWO- contact tech co-ords and HOYS at EYI about how are they introducing iPads to the class. Busy learning, structured or free play? |
| **Actions Review from Last Week** | Unplugged breakout activities. We need more of them to support tech free day.  Tech free day on the JC, what activities do you need PC and RT? | [Add resources for TAs to print in this folder](https://drive.google.com/drive/folders/1Qo2ke0tUqwkUOlYM75Cjt_Ps4Ah_dZe4?usp=drive_link)  AW- Wooden block and K’nexx   * PC - Tech Free day Easy wins from Eyfs (if not being used)   Tray of Puzzles  Bloxel Boards  Tangrams box  Hassle but useful:  Beebots + Hoops = Dreams Lab 1 Robotics table  PC-  RT- |
| **Student Behaviour & Safeguarding Alerts** |  |  |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | * 24th September Tech Free day. No tech including registers, screens and devices for the entire day across two campuses * 8th October EYI open morning * 9th October JC open morning * Dig Cit assemblies:   + Year 5 is a Monday so the 20*th* October   + Year 3 + 4 Tuesday 28*th*   + Year 6 Wednesday 29*th* * November 3rd BSO * November 10th BEBRAS | * RT to talk with parents at EYI campus open morning AW to teach. Organise TA cover. * JC open morning- see below |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Discussion & Decide** | EYI units of study for BSO inspection  BSO prep meeting-  What are our highlights?  What do we not want them to see?  What is something that has improved since the last inspection? | Year 1: Stations of the 3 strands   * STEAM: Duplo/ Lego river activity * Multimedia: Stop motion   Year 2: We:do Whole class  Delightex for Y5 or 6 - can showcase in an individual lesson  Podcasting, too much Sphero, We:do Y3  Trying to use projects to solve real life problems (app Design, Sphero)  Extended units to give them time to develop and show mastery (Y5 Mission to Mars and Passion Projects) |
| **Innovation & Projects** | Workshop resources need creating and logistics organising. | Activities:   * Co-Spaces- Local editor Zoo activity * Code object to move, animate, speak * Add in own objects   Resources:   * Control posters -RT * Video on loop (activity)- PC * Activity booklet (Dual Language) - AW   Cover:   * 8th October RT JC 8-10am * 9th October RT EYI 8-10am   Logistics:   * Y5 BNI &C lessons to rescheduled * Book mice out with IT |
| **Infrastructure & Tech Ops** |  |  |
| **AOB/ future agenda items** | [AI Quests: Bringing AI literacy to the classroom](https://blog.google/outreach-initiatives/education/ai-quests/)  [The latest Google AI literacy resources all in one place](https://blog.google/outreach-initiatives/education/google-ai-literacy-tools-2025/)  [TA Pre-Lesson Testing & Dev Plan](https://docs.google.com/document/d/1qVbYCoetamETI02csMdRU-9o3p9pIykHkZNoRHU9CRY/edit?usp=sharing)  AWO birthday- I’m going to Primal for Muy Thai and then high tide for a beer after. All are welcome to part or all of it.  PC- Target setting conversation 22nd September  RT- Target setting conversation 23rd September | Not looked at any depth but could be some material to use for any assembly/open morning etc |

**Date: 10th Sep**

**Chair: Anthony**

**Mins: All**

**Present: All teachers**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week** | Pop Art - Y2 children really enjoyed process of Selfie -> Filter - Markup - children starting to show creativity and approaching same problem/task in different ways  More time on task less time on admin. Grouped by house rather than group selector.  Book creator templates provided by the app have been a great success when working with the different multimedia tools. Technical vocabulary is now becoming more familiar with KS1.  Coaching Course- | |
| **Areas of Concern** | PC - Y1 and Y2 Classes in AM are arriving 5mins before my lessons - What seems to have been a start of year consideration is turning into an expectation. Unpopular opinion : It’s not acceptable for ‘We can just wait outside for the lesson to start’  Move multimedia to T2- EY so they can write their names | * Gentle reminder to Heads of Year - can we ask them to establish some consistency - Understand complexities of timetable but can;t have kids sit on the floor before lessons - at least until after the inspection! AWO to contact HOYS in relation to this. |
| **Actions Review from Last Week** | Unplugged breakout activities. We need more of them to support tech free day. | [Add resources for TAs to print in this folder](https://drive.google.com/drive/folders/1Qo2ke0tUqwkUOlYM75Cjt_Ps4Ah_dZe4?usp=drive_link) |
| **Student Behaviour & Safeguarding Alerts** | First CPOMS regarding student to machine relationship! Our predictions are happening, please be vigilant. |  |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | * BSO meeting today * 16th September   + Parent Digital Citizenship Coffee morning 8:10-10am   + AWO and John Taylor conducting school Dig Cit audit 10am-12   + Leading online with JT 1-1:40 RT to attend * 16th-17th September Ollie Tumner Music man in school some lessons affected see timetables. [EYI](https://docs.google.com/document/d/1q0LDuiyZuuhTTovtELhd8t20NHpx2-NvGmB-fojtw0A/edit?tab=t.0) [JC](https://docs.google.com/document/d/1hUxBrcZG40WlEdY0BFkshlitjwMLzqyIfKf7WD0axx4/edit?tab=t.0) * 24th September Tech Free day. No tech including registers, screens and devices for the entire day across two campuses * 8th October EYI open morning * 9th October JC open morning * Dig Cit assemblies:   + Year 5 is a Monday so the 20*th* October   + Year 3 + 4 Tuesday 28*th*   + Year 6 Wednesday 29*th* * November 3rd BSO * November 10th BEBRAS | * AWO need more cover for 16th September * RT to talk with parents at EYI campus open morning AW to teach. Organise TA cover. * JC open morning- see below |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Discussion & Decide** | Sphero Progression- Work back from the Y6 lessons to provide quality coverage of skills and knowledge back to Y3. Be bold, I would like Y3 coding and not just RC of the sphero.  Term 1.2 Y5 EV3 will be swapped out for Sphero  Please check planning to ensure resources are accurate and updated if changes are made. Ensure you | PC to write up a progression plan based on the discussion.  <https://docs.google.com/document/d/1TARiYgpREruremD-YvFDwvaJzCB2HOaJhnZBT9aQt4s/edit?usp=sharing> |
| **Innovation & Projects** | JC - Workshop new format  Short intro 20 minutes by AWO (hall)  20min sessions x 3 rotations  Back in hall for QnA  8:15am until 10am | Activities:   * Co-Spaces- Local editor Zoo activity * Code object to move, animate, speak * Add in own objects   Resources:   * Control posters * Video on loop (activity) * Activity booklet (Dual Language)   Cover:   * 8th RT JC 8-10am * 9th RT EYI 8-10am   Logistics:   * Y5 BNI &C lessons to rescheduled * Book mice out with IT |
| **Infrastructure & Tech Ops** | Monitor the laptops  Screen resolution  Add G-Classroom to portal |  |
| **AOB/ future agenda items** | [AI Quests: Bringing AI literacy to the classroom](https://blog.google/outreach-initiatives/education/ai-quests/)  [The latest Google AI literacy resources all in one place](https://blog.google/outreach-initiatives/education/google-ai-literacy-tools-2025/)  [TA Pre-Lesson Testing & Dev Plan](https://docs.google.com/document/d/1qVbYCoetamETI02csMdRU-9o3p9pIykHkZNoRHU9CRY/edit?usp=sharing)  HIGH Tide birthday pint for AW Friday 19th September | Not looked at any depth but could be some material to use for any assembly/open morning etc |

**Date: 27th Aug**

**Chair: Anthony**

**Mins: All**

**Present: All**

**DISCUSS INFORM DECIDE**

| **Agenda Items** | **Discussion** | **Action/ notes** |
| --- | --- | --- |
| **Quick Wins from last week**  **EYI focus** | Foundation classes going well, Y1-2 have gone backwards for me (AW). Also seeing PC teaching a coding concept in one platform and transfer to the robot was great practice. |  |
| **Actions Review from Last Week** | Mini budget submitted included 30 x mice and headsets- no more booking out  Punctuality issue have been flagged at SLT and HOYs are delivering the message in Year group meetings | TA- Complete reflection activity book (unplugged Bebras) |
| **Student Behaviour & Safeguarding Alerts** | Timing out of students as per behaviour protocols. | Student MUST be given the opportunity to reengage with the activity if behaviour has improved  Communication with class teacher about the episode is essential |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | **Wed 27 Aug (JC)** — **Parents’ Information Evening**  September 17th Dig Cit Coffee Morning  October 8th & 9th Specialist open morning  November 3rd BSO  November 10th BEBRAS | All teaching staff need to be present and in full formal dress  Thank you to Rhian for taking the lead role in delivering Dig Cit assemblies which are now locked in with year groups. RT- Book out some prep time from classes with AW to help with workload  Only AW presence required at the Parent Coffee Morning for Dig Cit due to the high volume of different speakers. |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Discussion** | Planning for the first few weeks back:  [KS1 ;Overview](https://docs.google.com/document/d/16pT_kFwj_pytPcqVToSCOfE_Js3Mg9H43d9Sf_dqJTQ/edit?tab=t.0)  [KS2 Overview](https://docs.google.com/document/d/1ksMgG5inpnzcwUiguhINoLCCvck7h1EjglsYgCCgcWE/edit?tab=t.0)  Planning exemplar for 25/26 along with questioning examples to be created by AW.  CAL to be assigned to specialist department to look at our curriculums  What does a parent want to know about Digital Citizenship from our department's perspective? Coverage? Rationale etc? In your opinion what is it? | Please give a round up of where you are at with unit planning.  AW- VR Podcasting 95% done, EV3 not started  RT-e-book Y3 - done, Y4 app 60%, Y4 Sphero- nothing  PC-  AW to conduct planning checks to ensure consistency and fluency across the board.  Light touch planning is ok but there are minimum requirements:   * Simple slide decks (we continue to use google) * Reduced Cognitive overload (especially language) * Visually accessible (EAL) * Less is more approach * Explicit use of questioning and a range of strategies * Knowledge retrieval (plenary etc.) * Concept/ skill driven * Appropriate scaffolding which reduces with competency * Where possible build some real life context to the learning (Cultural Capital)   ARES, assemblies, Supporting with iPad checks, using tech as an enhancer, protocols, preventative not just reactive, partnership with parents.  Why teach AI:   * Deepfaking * Bais * Scams * AI Slop (algorithmic generated related content) * Controlling and managing their data and online reputation |
| **Innovation & Projects** | Coach-like CPL  Staff training for device checks and flagging Dig Cit concerns due to take place.  Project Guardian- The AI app to help staff diagnose Digital Citizenship breaches and how to deal with them has been green lit by Chris- so a presentable prototype needs developing.  Trial of Magic School Chat bot agents to assist with students coding. Please provide feedback to the students usage. | Friday 5th September CPL session: cover is required in the afternoon for AWO and RT  AW to confirm a date with HOYS for this workshop.(still not date chase up)  PC-Book time off timetable to create a presentable prototype for the Monday 8th September. |
| **Infrastructure & Tech Ops** | Sphero charging issues | Any robots that have been unused for a while must be charged for an extended period of time |
| **AOB/ future agenda items** |  |  |

**Date: 20th Aug**

**Chair: Anthony**

**Mins: All**

**Present: All**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **5 Quick Wins from last week** | Y5/6 Lessons were pretty solid. Behaviour and routines seem to be well embedded. | Monitor class lateness and after this week's grace period please email teachers if classes are turning up 10mins late- especially morning lessons e.g Y6 etc. |
| **Actions Review from Last Week** | Is completed planning linked  All start of year tasks prepped? | AWO- Y3 GAFE completed and linked  TA- Complete reflection activity book (unplugged Bebras)  Notebook LM isn’t working as I wished so we will not be using this as a department tool. Feel free to use it you wish. Watch this space! |
| **Student Behaviour & Safeguarding Alerts** | [Students of concern tab for 25/26 is up and running](https://docs.google.com/spreadsheets/d/10rRpUtdC-O9F3OCQDOpsTbJkVc0ylyAkvi68HgOcqCo/edit?gid=1546677863#gid=1546677863) | All staff to check this regularly |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | **Tue 26 Aug (EY&I)** — **Parents’ Information Evening** (EY&I). A **CCA fair at 4:30** precedes the info evening (**5pm start**).  **Wed 27 Aug (JC)** — **Parents’ Information Evening**  September 17th Dig Cit Coffee Morning  October 8th & 9th Specialist open morning  November 3rd BSO  November 10th BEBRAS | All stitching staff need to be present and in full formal dress |
| **Academic Focus**  **Planning, assessment, pedagogy**  **Discussion and decide** | Planning for the first few weeks back:  [KS1 ;Overview](https://docs.google.com/document/d/16pT_kFwj_pytPcqVToSCOfE_Js3Mg9H43d9Sf_dqJTQ/edit?tab=t.0)  [KS2 Overview](https://docs.google.com/document/d/1ksMgG5inpnzcwUiguhINoLCCvck7h1EjglsYgCCgcWE/edit?tab=t.0)  Working on an A&B model  [Orientation Lessons template](https://docs.google.com/presentation/d/1ZD5IklMAGGe6gEOTPQgZgmeY8kAvYo5PS48XAL1nsZE/edit?slide=id.g375e082e527_0_10#slide=id.g375e082e527_0_10)  Any objections to recycling and refreshing KS1 planning this term? | All must link the completed planning on the overview  EYI Planning allocation:  AW  RT  PC |
| **Innovation & Projects** | Coach-like CPL  Staff training for device checks and flagging Dig Cit concerns due to take place. | Friday 5th September CPL session: cover is required in the afternoon for AWO and RT  AW to confirm a date with HOYS for this workshop. |
| **Infrastructure & Tech Ops** | Due to flagged concerns about set up we are now avoiding using their own devices. Web browser is ok e.g [code.org](http://code.org) | On the overview indicate if the children are using BYOD or school iPads. |
| **AOB + Actions Summary** | Uyen absent for either part or all morning of 26th August  Mouse order? PC to update on this.  Common sense media for educator is blocked in VN | Teacher to plan accordingly for any absentees |

**Date: 7th Aug**

**Chair: Anthony**

**Mins: All**

**Present: All**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **5 Quick Wins from last week** |  |  |
| **Actions Review from Last Week** | [Choose your gym here](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSfPL6T0FKVSKyYlRBAflk9OM-WFDK-0TSAI0WYXA2IpYWfwog%2Fviewform&data=05%7C02%7Canthony.woolley%40bisvietnam.com%7Cd9a980d7f62c4e7fbd0e08ddd3fac93f%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638899797024041607%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=DBdNdAmbhWUZQ1M%2FHGvGo84X69UjqLZ2T7PShJVxBGQ%3D&reserved=0) |  |
| **Student Behaviour & Safeguarding Alerts** | [Internal behaviour policy draft](https://docs.google.com/document/d/17nQSYxBnV4fh0LZiHQsWOG1FzqVK2KvUEniHYV0V3uY/edit?tab=t.0) | TAs to print off Bebras and other unplugged computational thinking tasks children can complete on paper as ‘reflection tasks’ |
| [**Upcoming Events**](https://docs.google.com/document/d/1GM8jn-UkHj4jF8aXCK8ZvA7V4ETf-U8h/edit) | September 17th Dig Cit Coffee Morning  October 8th & 9th Specialist open morning  November 3rd BSO  November 10th BEBRAS |  |
| **Academic Focus**  **Planning, assessment, pedagogy** | Planning for the first few weeks back:  [KS1 ;Overview](https://docs.google.com/document/d/16pT_kFwj_pytPcqVToSCOfE_Js3Mg9H43d9Sf_dqJTQ/edit?tab=t.0)  [KS2 Overview](https://docs.google.com/document/d/1ksMgG5inpnzcwUiguhINoLCCvck7h1EjglsYgCCgcWE/edit?tab=t.0)  Working on an A&B model  [Orientation Lessons template](https://docs.google.com/presentation/d/1ZD5IklMAGGe6gEOTPQgZgmeY8kAvYo5PS48XAL1nsZE/edit?slide=id.g375e082e527_0_10#slide=id.g375e082e527_0_10) | Teaching requirements:  AW- Y6 Co- Spaces, Y5- Ev3 & Podcasting, Y3- GAFE  RT- Y6 App Lab(Swift playground) & Sphero Robotics,  Y4- Canva & Sphero,  Y3- Tuesday Keynote  Wednesday GAFE |
| **Innovation & Projects** | [Operational expectations 25/26](https://docs.google.com/document/d/1t_1H2W0pX-AmJ7auYXubqSo552V1PpJqRQjsW6qp3Ng/edit?tab=t.0)  [Choose your CPL routes by Monday 11th](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.gle%2FhsNems6MLSDqTiJA6&data=05%7C02%7Canthony.woolley%40bisvietnam.com%7C42b4487e2ecd44d1483508ddd58bd75d%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638901518833602950%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=BLblR65JCWe2oewdmyRkQsHZFt131W86CMC5W1EvGj0%3D&reserved=0) |  |
| **Infrastructure & Tech Ops** | Dream pod furniture and tech needed? | * Default browser? UnderReview * Set of profiles * What bookmarks etc * Driving learning through seesaw or google drive * Apple AI, where do we stand as a school? * Apple Classroom? * Laptop Wifi ? |
| **AOB + Actions Summary** | First week ready tasks | * RT create template for notes app re: password and laptop assignment * PC- F3 Activities * TA Laptop/ ipad/ cospaces assignment * RT add links to planning we have already on KS2 * RT 3+4 orientation planning * RT and AW- F2 activities * PC & AW Y5/6 Orientation planning * Create a display for TAG feedback method * Assigned planning |