**Date: 2/4/25**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Planning** | New units of work are going well. I’m enjoying band lab and so are the students. I can show you how to assign a project to the students.  3D printing: We have limited filament so please encourage any Y6 to get designs to print by the end of next week. Y3 will have to batch print. |  |
| **Reports** | How are you assessing the children’s levels? Any students you wish to discuss? Any issues with Deadlines |  |
| **Workshop feedback & WC 26th Timetable** | Any feedback to improve the next workshop?  How can this be modified in the future  [WC 26th May Timetable](https://docs.google.com/spreadsheets/d/1C9x93KMIeW5ejE5-ECHJoWp9z5GN0YgMqj7H6NG_NwE/edit?gid=431842596#gid=431842596)  [WC 2nd June Timetable](https://docs.google.com/spreadsheets/d/1xpIA7FMuFbBxti35trGVnu6vkM8AEbKjRuEeZ5j0Dzg/edit?gid=431842596#gid=431842596)  Workshop Feedback:   * X of 1 sphero play & Micro:Bit tables * Alternative Pong game * Get YI team to manage a station * No timer and rotations- Move when ready * Signage at gate A * Starter Task- BEBRAS? * SLT presence needed * New Lego We DO card for the satellite project | RT- Provide cover slide deck or share classroom screens  PC- Covering RT CCA on 2nd June  AW- Modify workshop |
| [**Department SWOT**](https://padlet.com/anthonywoolley/ict-department-swot-x8n6x6xqem9aju4t) | We will use this Padlet to collate all our ideas to take forward. It’s important to focus on the items which are directly under our control. |  |
| **Post easter meeting agenda** | The meeting agenda will focus solely on the following strategy items:   * Department SWOT * Curriculum overview * Calendar events * Facility plans/ clear outs * ARES * Quality Framework * BSO Prep | Curriculum overview created but not populated |
| **Jobs for TAs** | Please jobs in the actions column | Generate a spreadsheet listing the apps we have on the JC and EYI bank of ipads. I want to start the process of offloading unused apps soon. |
| **Important dates that affect ICT** | 15/5 MFL day  **23/5 REPORT DATA DUE**  29/5- 2/6 RT out  30/5 Parent Robotics workshop  21/6 End of year party  24/6 Leavers drinks  25/6 End of school year |  |
| **AOB** |  |  |

**Date: 2/4/25**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Planning** | [**KS2 Long term planning**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)  [**KS1 Long Term Planning**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0)  **Run through the new units of work for after easter** | PC- Co-spaces planning to be completed  AW- investigate garage band alternative unit for spoken word poetry unit |
| **Y6 Planning end of year project** | [Add project ideas here](https://docs.google.com/presentation/d/13vSGaTAFa6nfUvw0g-J2DePpXEPohFhhxTtEyclMtr8/edit#slide=id.g338b9537655_0_0)  What else do we need to prepare for this unit. | RT- Seesaw workbook template  AW- Visual for self regulation  PC- One stop shop of resources |
| [**Yearbook**](https://drive.google.com/drive/folders/1lDx-kDy6d_RfXp-QGMmueVZ_hgynwD9Z?usp=drive_link) | Keep gathering evidence  [Read the blurb and/ edit anything you want.](https://docs.google.com/document/d/1QJtD5otJW2ecYhKAu_ij2S0TC7MKSDzXvDmdUehKL48/edit?usp=drive_link) |  |
| [**GTT Student surveys**](https://drive.google.com/drive/folders/1S7yts35QZE4j9jVqUEn9UVLz9udTZ1mE?usp=drive_link) | Thank you for giving up lesson time to complete this. The data is for you to look at.  Some areas of strengths but a lot of areas to develop in the next academic year.  How we act upon this data will be the baiss of our department action plan for 2026 and evidence for BSO for quality assurance. | Feedback from team:   * Questioning and explaining strategies * Review the curriculum overview * Focus on metacognition * Use AI and peer observation analyse teaching performance * Differentiation control test * Push for group work |
| **Post easter meeting agenda** | The meeting agenda will focus solely on the following strategy items:   * Curriculum overview * Calendar events * Facility plans/ clear outs * ARES * Quality Frame work * BSO Prep |  |
| **Jobs for TAs** | Please jobs in the actions column | Generate a spreadsheet listing the apps we have on the JC and EYI bank of ipads. I want to start the process of offloading unused apps soon. |
| **Important dates that affect ICT** | w/c 7/4 Dr Leslie Williams visiting  [Dr Leslie Williams Schedule 9 - 11 April 2025](https://docs.google.com/document/d/1f2vlZsHunSPz7pFN03koKr2onz_JLIFTIFjePrU3HfI/edit?usp=sharing)  Assemblies on Friday 11th April  10/4 Dr Williams Staff Meeting (no CCAs)  8/4 Year 3 Art gallery  18/4 Term end  9/5 Parent robotics workshop  9/5 Year book deadline  15/5 MFL day  **23/5 REPORT DATA DUE**  29/5- 2/6 RT out  30/5 Parent Robotics workshop |  |
| **AOB** | Laptops |  |

**Date: 19/3/25**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **SAFEGUARDING** | [**Check the students of concern spreadsheet**](https://docs.google.com/spreadsheets/d/10rRpUtdC-O9F3OCQDOpsTbJkVc0ylyAkvi68HgOcqCo/edit?gid=553655737#gid=553655737) **Weekly to ensure key need to know data about children of concern are known to you.**  **CPOMS**  **Rule of ‘Can’t unknow’** | **Spot checks on iPads 3-4 random children in Y6 classes** |
| **Planning** | [**KS2 Long term planning**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)  [**KS1 Long Term Planning**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0)  Where are each individual classes up to? What do we need to extend/ move on to? Please add you classes update to actions column (emphasis on KS2) | **AW-**  Monday- 6M&6C need two weeks to complete App lab on laptops  Wednesday- 3H Ready to move onto Sphero, 4I ready to move onto cutebot/ Microbit, 4S need to evaluate Mazes  Thursday- All Y5 classes need to move onto Marvel app design, 6S need one week to finish App lab  Friday- All Y4 classes need to evaluate TinkerCad mazes  **PC-**  **Tuesday**  Y6I - Finished Podacast - Can start App Lab  Y3 - Continue Code.org/Ready to Start Sphero  Wednesday  Y3 - Continue Code.org/Ready to Start Sphero  Y4B - Cutebot  Y4V - Evaluate Maze/Code.org  **Friday**  **Y4C-** - Evaluate Maze/Code.org  **Y4M -** - Evaluate Maze/Code.org  **RT-**  Monday - 6H &6N need half a lesson on podcasts then ready to move onto App lab …. But could do something else?  5H- could finish marvel or just move on?  Tuesday 6V - could do with 1 more lesson on App lab?  Y3 - ready for Sphero  Thursday- Y5 1 more Marvel to add to Seesaw  6B - half a lesson more needed on Podcasts please |
| **Y6 Planning end of year project** | We need an actionable plan by the end of the meeting. We have 5-6 weeks window  Pre Meeting ideas here:   * Google site- time capsule ‘The class of 25’ showcase their learning and experiences using ICT skills. * Design a ‘welcome box’ for nes students to the school. Each face of the cube is QR code to a different digital asset- School app prototype, commercial, podcast audio. Inside can be a lasercut or 3D printed token gift | AW- 3D/ Laser cutting design ideas/ STEAM  RT- Multimedia  PC- Coding project  [Add project ideas here](https://docs.google.com/presentation/d/13vSGaTAFa6nfUvw0g-J2DePpXEPohFhhxTtEyclMtr8/edit#slide=id.g338b9537655_0_0) |
| [**Yearbook**](https://drive.google.com/drive/folders/1lDx-kDy6d_RfXp-QGMmueVZ_hgynwD9Z?usp=drive_link) | We have a lack of KS2 evidence, please gather  [Read the blurb and/ edit anything you want.](https://docs.google.com/document/d/1QJtD5otJW2ecYhKAu_ij2S0TC7MKSDzXvDmdUehKL48/edit?usp=drive_link) |  |
| **GTT Student surveys** | Thank you for sharing your opinions – we can’t wait to hear what you think! 😊  Year 3  https://toolkit.greatteaching.com/survey?formId=dsu6DCcA&teacherId=1e9d4465-01cb-4de7-84e3-8f7559f1e040&toc=5bfecf30-3607-41e1-852d-73c35ce95b1f&lastName=Woolley&className=Year%203  Year 4  https://toolkit.greatteaching.com/survey?formId=dsu6DCcA&teacherId=1e9d4465-01cb-4de7-84e3-8f7559f1e040&toc=8995d21e-6aa3-4e2b-ab16-1953a7fc5e7b&lastName=Woolley&className=Year%204  Year 5  https://toolkit.greatteaching.com/survey?formId=dsu6DCcA&teacherId=1e9d4465-01cb-4de7-84e3-8f7559f1e040&toc=3ca79e08-76c6-4782-99ce-418f201aa774&lastName=Woolley&className=Year%205  Year 6  https://toolkit.greatteaching.com/survey?formId=dsu6DCcA&teacherId=1e9d4465-01cb-4de7-84e3-8f7559f1e040&toc=34b1c6e6-04ab-425f-8ab3-fc44d67f04a2&lastName=Woolley&className=Year%206 | Deadline for all classes to have this completed is 29th March |
| **Online subscriptions** | We currently have 30 Co-Spaces licences (used once)  30 3D slash licences (never used)  I have to write an impact review of the money spent at year end to justify further spending. Is this good use of company money? | Go all in on Co-Spaces |
| [**Robotics Workshop**](https://drive.google.com/drive/folders/1Wpib776FHoSGZtbkSnQvZqLpu3GAdaGN?usp=drive_link) | This is now confirmed in outlook for 9th and 30th May  I will be calling on your support for logistics, planning and prep. |  |
| [**AI working party**](https://drive.google.com/drive/folders/11HaMQAHsNvF8sqhkNXJ1tOrjM5EhXkGr?usp=drive_link) | Dump resources such as good PD or research you have done in regards to AI for education. I will explain more in the meeting |  |
| **Jobs for TAs** | Please jobs in the actions column | Charge double and triple A batteries ready for cutebot and microbit. Test the battery packs and cables  Collate all old headphones in tech cave for Write off  Find storage boxes for new headphones and mice |
| **Important dates that affect ICT** | 20/3 Secondary Spring Concert 6.30pm  [22/3 PTG Spring Fair](https://docs.google.com/spreadsheets/d/1ZPlnJdkwsoLRJNInSUcfIkjJgXExiOPQwwQDV0rC4FY/edit?usp=sharing)  w/c 31/3 Book Week  w/c 7/4 Dr Leslie Williams visiting  [Dr Leslie Williams Schedule 9 - 11 April 2025](https://docs.google.com/document/d/1f2vlZsHunSPz7pFN03koKr2onz_JLIFTIFjePrU3HfI/edit?usp=sharing)  Assemblies on Friday 11th April  10/4 Dr Williams Staff Meeting (no CCAs)  8/4 Year 3 Art gallery  18/4 Term ends  **Assessment and reporting**  w/b 14/4 Year 1, 3 & 5 internal writing window  16/4 Final set update for reports  9/5 Parent robotics workshop  9/5 Year book deadline  29/5- 2/6 RT out  30/5 Parent Robotics workshop |  |
| **AOB** | No more code.org please |  |

**Date: 22/1/25**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| [**KS2 Long term planning**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)  [**KS1 Long Term Planning**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0) | Planning to be allocated for Term 3 as long term tasks to be working on. | Y1 Coding/ Robotics- (awo)  Y2 Multimedia / data handling (RT)  Y3- Sphero/ code.org (Patrick) Sphero play app. Lesson sequence: orientation, drive modes, explore block coding, maze challenge  Y3- Debugging challenges (RT)  Y4- Sprite lab code.org (PC)  Y4- Garage band computer game music (AWO done )  Y5- EV3 Robotics (AWO done)  BandLab music production (awo)  Y6- End of year project (all staff) |
| **STEAM Wall** | New Challenge: Cracking Gandalf’s Code | PC to make display work for this challenge  RT to research new STEAM challenge |
| [**Tech Talk**](https://docs.google.com/presentation/d/16hd6Rnfy7yzFdAcJq3ScLXpgjfUEb-GGP7qaWsRmTlQ/edit) | Y6 at 3:45, any suggestions of good tech or AI tool to mention. |  |
| **Spamalot production** | Lots pof children will be out for the production rehearsal on Monday 24th please be aware |  |
| **TA deployment in class** | As the teachers we need to direct how we want the TA to assist teaching and learning in the class, this applies for both ICT TA and class TAs.  What strategies can we deploy to make sure the expectations are clear? They know what they should be doing. | * Name TA to visuals that outline the lesson expectation * Speak with Y3 HOY about the use of TA in specialist lessons |
| **AOB** | ICT TAs to give class TA training. Is there capacity of this to happen? |  |

**Date: 22/1/25**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Trip Weeks** | Triple check the timetables and flag issues.  T[rip week 1](https://docs.google.com/spreadsheets/d/14i6hZMkA0E8dd47GSo5sPBWEeve0s8sLFANXu3hV5L8/edit?usp=drive_link)  [Trip week 2](https://docs.google.com/spreadsheets/d/1Xym2l_5swgVU91gYXMwmHAe7Efx39G9N_Fx3wXVlI8I/edit?usp=drive_link) |  |
| **Units of study** |  | RT- App design  PC- Cute bot, Podcasting  AW- TinkerCAD, Machine Learning, App Lab |
| [**KS2 Long term planning**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)  [**KS1 Long Term Planning**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0) | BRIEF round up of the up coming planning  Most units have been planned up until the end of the year. A few units of planning need assigning. | Y1 Coding/ Robotics-  Y2 Multimedia / data handling  Y3- Sphero/ code.org |
| **INSET & Tech talk** | Patrick Y5 Classroom screen & extra great  ICT with Mr P Inset | PC- coms with Jude and arrange a time during Feb INSET days  AWO & PC are in to assist in a supportive role only. No presentation input needed |
| **STEAM Wall** | New Challenge |  |
| **Quality assurance** | GTT student survey to be used after approx two weeks of teaching time to assess the effectiveness of our practice.  [Example survey here](https://toolkit.greatteaching.com/survey?formId=X0NsSTpQ&teacherId=1e9d4465-01cb-4de7-84e3-8f7559f1e040&toc=30f9c33b-e9c7-4d0a-9e32-8e0707fcc96e&lastName=Woolley&className=Year%206) |  |
|  |  |  |
| **AOB** |  |  |

**January 7th ICT department INSET**

| **Time** | **Activities** | **Person** | **Note** |
| --- | --- | --- | --- |
| **8am - 8:30am** | Campus Specific - Welcome back - Head of Campuses | **HoC**  **Teachers only** | **Large Hall EYI & Hall JC** |
| **8:30 -9:30pm** | Departmental Admin:   * International week prep * Tech talk sessions * Planning walkthrough * Feb INSET * TA input on Term 1 curriculum overview | **Whole team** | **Y5 Tech Talk- Classroom Screen Patrick**    **PC- International Week Sphero resources**  **Uyen- BIStagram Frame**  **Tue- Recharge bats for tough cams** |
| **9:30-10** | Brim Coffee Break | **Whole team** | **JC Lab** |
| **10-12** | TA CPD [Bandlad tutorials](https://docs.google.com/document/d/1dXlkOTjvgOWMQ9rD30nf4RHhyB-RN2U2M9b-0JxjsWI/edit?tab=t.0) | **TAs** | **JC Lab** |
| **10-12** | ICT strategy meeting:   * [ARE review](https://drive.google.com/file/d/1FZ79HC2t7zGwhfJsnQqUeQPIhIwcuoI6/view?usp=drive_link) * Curriculum LTP review [KS2](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)/ [KS1](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0) | **Teachers** | **JC Lab** |
| **12:00pm - 1:00pm** | **Own Lunch - Canteen not open** | Own | All TAs and Teachers |
| **1:00pm - 2:00pm** | CT strategy meeting:   * [ARE review](https://drive.google.com/file/d/1FZ79HC2t7zGwhfJsnQqUeQPIhIwcuoI6/view?usp=drive_link) * Curriculum LTP review [KS2](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0)/ [KS1](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit?tab=t.0) | **Teachers** | **JC Lab** |
| **2:00pm-**  **4:00pm** | Personal Pre time:   * Planning * Bandlab CPD time * Feb Inset planning | **Teachers** | **JC Lab** |
| **1:00pm - 4:00pm** | CPD and classroom preparation | **TA** | **Campus Specific** |
| **3:00pm - 4:00pm** | PLTj and PLTi | **Anthony** | **Campus Specific** |

**Date: 4/12/24 & 11/12/24**

**Present: AW, PC, RT, UL, TH**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| [**Overseas order**](https://docs.google.com/spreadsheets/d/1vwaYIubjXrIh8-YDVwPOwzNELQ-ZJipVBYdAQXI9gkw/edit?usp=drive_link) | Needs to be completed by 9th December | Finalised and completed EYI focus this year |
| [**International week**](https://docs.google.com/presentation/d/1tbwz0izKq3VaN6OsuQyqAzKzgiC5Qu07JouazPqqp_c/edit#slide=id.g29d296bcdc5_0_347) | Anything need adding | Staff satisfied with activities and awaiting further details from SLT regarding structure of the week |
| [**KS2 Long term planning**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit?tab=t.0) | Allocate units of planning for terms 2 & 3  Planning to be completed by Wed 22nd Jan | AWO Year 3 Videography editing skills- no long term project view. Small  Year 4- Maze/Marble runs STEAM project  PC- Y6 Podcasting (interview with a historian/ tech review include AI generative scripts)  RT- Y5 prototype app design Marvel website. Open ended project or individual approach |
| **Tech Talks (new Breakfast bites format)** |  | AWO collate all meeting times for HOYS  RT- in with Y2 Wednesday 11th Completed |
| **Digital Citizenship Planning Tet term** | Planning to be completed by Tues 17th | AWO-Y4 Impact of image & video manipulation & generative AI tools for education (Completed)  PC-Y3 Private vs personal information & generative AI tools in education  RT-Y5 Copyright laws, credit, creative commons & generative AI tools for education |
| [**STEAM wall**](https://classroom.google.com/u/0/c/NzE2MTQ4NzExMTYy) | Love this simple yet effective idea | RT-   * Print of physical displays and get them on the wall * Add the classroom joining info to walls * Seesaw poster * Contact house points and see how to integrate them (Completed) |
| **BEBRAS** | Assembly 13th December | AWO- email staff and hand out certs during assembly. Print certs off.  PC- G-Room post and assembly slides Completed |
| **AOB** |  |  |

**Date: 13/11/24**

**Present: AW, PC, RT, UL, TH**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| [**AWO PAT Leave**](https://docs.google.com/presentation/d/1f0CQZoQTrBCdAQgWQvaKD80ZabqffWm0x5gAfWhZ2O8/edit?usp=drive_link) | Does everyone know the plan?  Any questions or matter arising? | Everyone knows what to do and the emergency plans |
| **Reports** | Specialist comment reports issues |  |
| [**EYI sports day**](https://docs.google.com/spreadsheets/d/19YsUQmwv4QpwAEVyaV_4RSvGeyIpfNmEJPpkuCccdPY/edit?gid=0#gid=0)  [**JC sports day**](https://docs.google.com/spreadsheets/d/1HTS21fBejsJEOXY8I6p9IKr_frAW18v8Ku7_zBBe80E/edit?usp=drive_link) | Check the timetable for clashes | AW to follow up 1V sports day clash |
| [**Overseas order**](https://docs.google.com/spreadsheets/d/1vwaYIubjXrIh8-YDVwPOwzNELQ-ZJipVBYdAQXI9gkw/edit?usp=drive_link) | Whats our priority?  What will have the most impact on student’s learning?  Any essential we have overlooked? | All staff to |
| **Edutech Feedback** | lots of Design Thinking activities  Connects with SEACSTA  Metacognition  <https://teachablemachine.withgoogle.com/> (not explored yet but a few people mentioned it)  Gemini AI academy  Linking year groups, give tasks a purpose- y6 make game for y2? | Not much ICT provision in EYI in different schools in the region |
| **AOB** | 15/11 Bebras catch up slot 1pm  w/c 18/11 Sports Days Starting with Y3  18/11/ ICT with Mr P FOBISIA training  5/12: PTG Disco  10/12 JingleFest |  |

**Date: 23/10/24**

**Present: AW, PC, RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Planning responsibilities** | Let's get planned up until Christmas break at the very least by the end of next week.  [KS2 Plan](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit) | RT-   * Y2- Scratch Coding * Y3 Stop Motion   AW-   * Y4 Videography   PC-   * Y2 Clips (Dig Cit themed) |
| **Reports** | Report Briefing Staff Meeting  No More Marking[Main reporting timelines 2024 - 2025](https://docs.google.com/document/d/1IDz_JYLx5bUvjjgjvuCwNqnAVJ8AqDan0fuh7VoRoRQ/edit?usp=sharing) [Primary Interim Reports Staff Meeting - October 2024](https://docs.google.com/presentation/d/13UMlYuZmUyAgMMfMI_U4Rg35yMw5vq_iKDljhXHkd5U/edit?usp=sharing) - only new staff. Online with Mimi and Neil. | Start gathering data via quiziz, body of work and note taking.  **15th November Grade book data to be completed**  **29th November Grade books locked (no changes)** |
| **Bebras** | POA for assessment window  We only have the **8/11 AM and PM** slot to pull children for the assessment due to other school commitments | AW/ PC (To be completed Friday)  Information about which children are to be placed into the different time slots must go out by next Friday. |
| **Edu tech** | Purpose of the visit:   * Find out latest trends and how this could impact the curriculum * Network with suppliers within Vietnam- what kit can we get hold of cheaply thats produced in Vietnam * Inspiration for new learning spaces (Prei rooms)   [Timetable of cover here](https://drive.google.com/drive/u/0/folders/1Gcw9dwtTddmCTP8Ay29fs0ghGsuglFbP) | (RT)to complete [cover slides](https://docs.google.com/presentation/d/1d46pLpPhQisZumOkH4vsk5OjQ_cP0Xi58SDradGbW6w/edit?usp=sharing) for all her lessons and send via email by Wednesday 30th November. CC John Handscombe |
| **AW Paternity Leave & ICT with Mr P** | * [Please study the timetable carefully](https://docs.google.com/spreadsheets/d/1l_rjRFqMBmHwER35ThS3Qh5Zf-kYhsl7EqHy_9ILJBE/edit?gid=1805278548#gid=1805278548) * **Paternity leave 18/11-2/12** * **Patrick** to be main point of contact for day-to-day department organisation. * Contactable via email. | RT, PC and Chris are to facilitate the ICT with Mr P training in the Dreams lab.  Department is to offer learning space support only. All rider requests will be dealt with via Chris/ FOBISIA |
| **Upcoming events (whole school)** | 28-31/10 Year 3 Marou Trips  8/11 BEBRAS challenge (AM & PM slots)  12/11 Buddy Report Checking  12/11 Gradebook data complete  w/c 18/11 Sports Days Starting with Y3  18/11/ ICT with Mr P FOBISIA training (venue TBC)  5/12 (?): PTG Disco  10/12 JingleFest | 29th 3V absent |
| **AOB** | Dig Cit newsletter to be postponed. Too much information is currently being pumped via multiple channels. Until this is streamlined it will be shelved. |  |

**Date: 9/10/24**

**Present: AW, PC, RT**

**Minutes:**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Moving on to new units** |  | Monday RT- Y6 Scratch AW-Sphero  Tuesday-RT Y6 Scratch  Wednesday- All same units  Thursday- RT sphero, AW Scratch  Friday- all same units |

**Date: 25/9/25**

**Present: AW, PC, RT**

**Minutes: AW**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Outstanding items from last week** | BEBRAS Challenge video  Edu Tech Cover | PC to complete  AW to arrange with TAs (Jonh H Covering Wed) |
| [**KS1 Planning for new units**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit) | Planning adaptations for KS1 classes. |  |
| **Moving units on** | Y3- Tuesday need one further lesson on current unit, Wed classes ready to move on  Y4- Friday classes will finish this week & Wed classes need one further week  Y5- Monday classes will finish next week, Thursday will finish this week  Y6- Co spaces until the end of the half term. |  |
| **Bebras** | Prepare for assessment window  Y5 &6 Friday am  Y4 Friday Pm during assembly time | AW- compose message for seesaw  PC- Staff briefing mention |
| **Performance management targets** | [Empower framework](https://docs.google.com/presentation/d/1mro0bwHlaDsXB419YzTLGY3r_lEhsEl9jFvOHsM9Gt8/edit?usp=drive_link)  [Empower us self assessment grid](https://docs.google.com/spreadsheets/d/1RIuOuQ_lRJvi5ZmHQh3Z9x7U7_6V2lTS/edit?gid=908540676#gid=908540676)  [Great Teacher Toolkit](https://docs.google.com/presentation/d/12e2zvQN9WTrSt_18lZAKAQRce9tZC-ED/edit?usp=drive_link&ouid=102618170799502337920&rtpof=true&sd=true)  [Draft ICT improvement plan](https://docs.google.com/document/d/1lRsRRtwaK_s0B3F4_vBkQUCi0siaLt9PxlQjgkgyl6w/edit?usp=drive_link) | Deadline is 11th October |
| **Breakfast bites** | To run after October Break  All dept to think of a session to provide to get ball rolling  AW-Monday  PC- Wednesday  RT- Monday | RT create flyer  AW to organise logistics  Sessions:  AW- Generative AI in the classroom  RT- Mind Mapping tools for all subjects  PC- Classroom screen to manage your class |
| **Dig Cit News letter** | Primary Tech Talk issue one to go live for October break.  In Focus is AI in education:  What do parents need to know about AI in education?  What are the dangers and how can they keep them safe?  What safe AI tools can we flag to parents?  Video of what children think of AI in schools Good vs Bad? | One staff member will take charge of the whole issue and rotate |
| **Open mornings** | What will be happening in your lessons?  8/10/24 JC  9/10/24 EYI | Feedback from  PC- Co-spaces, Y3Dig Cit  RT-Co Spaces, Y3 Dig Cit, Y1 Awbie and seesaw |
| **ICT with Mr P** | TAs to make a list of the free apps on this list and raise a ticket to install them on the iPads. | |
| **Upcoming events** | * ~~Wednesday 11th September Parent Dig Cit Workshop JC Gym~~ * ~~Monday 16th September Y3 DigCit assembly 1:45-2:25 JC Gym~~ * ~~Monday 23rd CCA begins~~ * ~~Tuesday 17/09/24 Moon Festival (Aoi Dai)~~ * ~~Wednesday 18th September Open Lab for Bebras~~ * ~~Wednesday 18th September AWO out for NPQLT~~ * 8th 9th October Specialist open mornings 8-11am * Thursday 10th Enterprise week * Monday 4th- 19th November BEBRAS challenge * Tuesday 5th-7th November RT out at EduTech * Monday 18th November ICT Mr P * Monday 18th November- Sports days begin F3 AM * Monday 18th November AWO on Paternity (2wks) | ICT Mr P- DREAMS Lab hosting and all team members will be off timetable  Enterprise day Jc 8am-11:15 Y5 & 6 lessons will be affected. |
| **AOB** |  |  |

**Date: 11/09/24**

**Present: AW, PC, RT**

**Minutes: RT**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Outstanding items from last week** |  | Flat IT to check Lab 1 regarding connectivity issues.  Remind kids to not touch the device when lock screen on  Send kids from lessons 2-3 mins early so not late for the next lesson.  Over 5 mins late, make a note. Allowed to keep them behind for a few mins if before a break. Speak to Class Teacher. |
| **KS2** [**Planning for new units**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit) | Digital citizenship before half term  Robotics for after half term | AW- Y5 DigCIt, Y6 App Lab (changes to scratch) and Sphero  PC- Y4 Digit Cit, Y3&4 Scratch  RT- Y3 - follow on from Assembly  Y6 - dangers of spreading fake news - verify first  Y5- Make code |
| [**KS1 Planning for new units**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit) | Please link the planning to the LTP and any seesaw activity that accompanies it | AW-Y2 Dash  PC- Y1 Bee Bot  RT- F3 |
| [**BEBRAS**](https://www.bebras.uk/) | Challenge window 4th-15th November  Advertise within ICT classes   * Allocate practise time for Y4-6 (Friday/ Wednesday 12:15-13:00) * Staggered challenge windows for mileposts * Celebration assembly   PC- Google Classroom with info pack  AW- Advertisement and timetable  RT- Sell sell! | Progress update on the following  Info being sent out to staff.  GC made by PC  Wednesday lunches Y4-6 |
| **RT at Edutech** | [What and when needs covering?](https://docs.google.com/spreadsheets/d/1MtFpGsdehDxIUUzwFpVSlhyaCW3xkTT-CLiTHvLfTI0/edit?usp=drive_link) | 9am Tues - End of Thurs |
| **Digital citizenship news letter** | PTG and SLT have suggested a digital citizenship newsletter. We need to lead on this, so how can we make this happen? | Social media post monthly about DigCit updates per half term. First issue to go out: Friday before half term. 11th October (date change due to NPQ assessment) |
| **F2** | Issues from been flagged by Juliet regarding the method of delivery and the use of iPads within the ELC.  We need to curate activities which can be transferred from online format to offline. Can we explore barefoot computing more?  [F2 provision 23/24](https://docs.google.com/presentation/d/1_1yj_8DV52wGpNiqCJKLnEVUxl4CR0ku3XMTwm6gKPo/edit?usp=drive_link) |  |
| **ICT with Mr P** | Please can we spend 15 mins researching these apps. Are they useful for our curriculum, do we already have something similar in place? Let's not make ourselves look ill informed during the training. | |
| **Upcoming events** | * ~~Wednesday 11th September Parent Dig Cit Workshop JC Gym~~ * Monday 16th September Y3 DigCit assembly 1:45-2:25 JC Gym * Monday 23rd CCA begins * Tuesday 17/09/24 Moon Festival (Aoi Dai) * Wednesday 18th September Open Lab for Bebras * Wednesday 18th September AWO out for NPQLT * Monday 4th- 19th November BEBRAS challenge * Tuesday 5th-7th November RT out at EduTech * Monday 18th November ICT Mr P * Monday 18th November- Sports days begin F3 | ICT Mr P- DREAMS Lab hosting and all team members will be off timetable |
| **AOB** |  |  |

**Date: 28th August**

**Present: AW, PC, RT**

**Minutes: AW**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Outstanding items from last week** | Laptops and net support | Ticket to IT today to get the net support working efficiently.  Flag IT to look at making two groups on. - use serial number to group 1-15 and 16-30 |
| **KS2** [**Planning for new units**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit) | AW- TinkerCAD 90% complete  RT- Y1 - just needs Book creator example on slides  Y3 - Just needs tweaking and Sites added  PC- Keynote almost complete,  AW & PC- Co spaces is outstanding (Friday) | AW- Y5 (RT&AW) TInkerCAD  PC- Y4 Keynote Co spaces  RT- Y3  Y6 (PC &AW) GAFE TInkerCAD |
| [**KS1 Planning for new units**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit) | AW- Y2 complete  RT- Switch to carousel of two parallel units | AW- Y2 - Keynote pop art  PC- F3  RT- Y1 -book creator |
| **Year group Digit Cit assemblies** | Year group Dig Cit assemblies will resume this year due to the absence of the Johnathon Taylor visit. Year groups will reach out for dates in their roster |  |
| **AW absence** | Wednesday 4th September (Digicit workshop)  Wednesday 18th September (NPQLT assessment) | Uyen to cover both sessions and supported by Patrick |
| [**BEBRAS**](https://www.bebras.uk/) | Challenge window 4th-15th  What do we need to set up to be ready? | * Advertise within ICT classes * Allocate practise time for Y4-6 (Friday/ Wednesday 12:15-13:00) * Staggered challenge windows for mileposts * Celebration assembly   PC- Google Classroom with info pack  AW- Advertisement and timetable  RT- Sell sell! |
| **Upcoming events** | * Wednesday 11th September Parent Dig Cit Workshop JC Gym * Monday 16th September Y3 Dig cit assembly 1:45-2:25 JC Gym * Tuesday 17/09/24 Moon Festival (aoi Dai) * Wednesday 18th September AWO out for NPQLT * Monday 4th- 19th November BEBRAS challenge * Tuesday 5th-7th November RT out at EduTech * Monday 18th November ICT Mr P * Monday 18th November- Sports days begin F3 | AW and RT to plan and deliver Y3 Dig Cit assembly  Parent Dig CIt- AWO involved only  ICT Mr P- DREAMS Lab hosting and all team members will be off timetable  RT- take the lead with Y3 Dig Cit assembly |
| **New Toy set up** | 3D printer  Spheros |  |
| **AOB** | Seesaw | App crashing, flag to IT |

**Date: 21st August**

**Present: AW, PC, RT,**

**Minutes: AW**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Outstanding items from last week** | 1. Laptop Readiness (students)    1. Roaming profiles set up    2. Storage trolly    3. Deployment and collection methods (PC) |  |
| [**Planning proforma**](https://docs.google.com/presentation/d/1D50viOw5m8Rerp5kUfDLABJfnDniwQgmBJYNYEh-5eA/edit?usp=drive_link) | The planning template’s aim is to simplify and streamline our operations. |  |
| **KS2** [**Planning for new units**](https://docs.google.com/document/d/1_iLd0MLs4d47C4imdCGnsxeme7WL1_3XY1zmI7A953Y/edit) | Y3- 1 hour mini lesson on essential skills within GAFE (doc, slide, site) About me, editing a given doc, fake myspace) | AW- Y5 (RT&AW) TInkerCAD  PC- Y4 Keynote Co spaces  RT- Y3  Y6 (PC &AW) GAFE TInkerCAD |
| [**KS1 Planning for new units**](https://docs.google.com/document/d/1ko7IPx3_lfQZ48IX7tLGMWDOyHRLzSCHfXsWL7-Y9rM/edit) |  | AW- Y2 - Keynote popart  PC- F3  RT- Y1 -book creator |
| **AW absence** | Wednesday 4th September (Digicit workshop)  Wednesday 18th September (NPQLT assessment) | Uyen to cover both sessions and supported by Patrick |
| [**CPL for the year**](https://docs.google.com/presentation/d/1UJx-gLlzivt-IKNlA-GHNUUQmQ5UtDku5Hw4J4hZzPk/edit?usp=sharing) |  |  |
| **Parent information evening** | EYI Wednesday 21st at 4:50pm in the gym  JC Thursday 22nd at 4:50pm in the gym |  |
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**Date: Thursday 8th August**

**Present: AW, PC, RT, TH,UL**

**Minutes:**

**Screen Connection - Education Net**

**F2 - Timetable clarification Monday & Friday 8:45am start**

**F2 - Focus on students as per class on1) timetable -**

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| **Welcome back intros** | [Discuss timetable for INSET](https://drive.google.com/file/d/1XkejaZR2ROP2MRppmz8su4o__ZPzrprh/view?usp=sharing)  [Timetable for lessons](https://docs.google.com/spreadsheets/d/1MtFpGsdehDxIUUzwFpVSlhyaCW3xkTT-CLiTHvLfTI0/edit?usp=drive_link)  Campus staffing  [EYI Duties](https://docs.google.com/spreadsheets/d/123yNLBffnTTXWF8oFW98R3f6rWAPElXA/edit?gid=1822382005#gid=1822382005) | Look at timetable for EYI duties  RT= 1hr @ EYI (non further required)  PC= 30mins @ EYI ( 30mins required at JC)  AW= 1hr required between both campuses |
| **Operational readiness** | What needs completing to be operational by the children’s return.  What would be best fit in a worst case scenario? | Google Form Student Tech Agreement before deploying Laptop (RT to add to slide decks)  Start the term with iPad Readiness for all year groups    Slideshow for getting to know the Ipad Y3&4 (AW) Complete  Slide show for getting to know the iPad Y5 &6 (AW) Complete   1. Laptop Readiness (students)    1. Roaming profiles set up    2. Storage trolly    3. Deployment and collection methods (PC) 2. Staff laptop connecting to screens (PC) 3. Check school bank of ipads (Tue and Uyen)   Class lists with faces printed for all staff ( Uyen & Tue)  Google Classroom - Deployment of resources  Assignment - Unmarked  Material - Students can’t make copies  SeeSaw - Evidence & portfolio of student work  Google Classroom & SeeSaw - Add TA’s & Teachers to classrooms |
| [**Operational expectations and standards**](https://docs.google.com/document/d/1_Um47uWTrZkpHxHLe53eh1Rp3bmlPhCu0jUgpXw_9f4/edit) | Look at the doc, is there anything we wholeheartedly disagree with? | AW to produce new Lesson Pro Forma for all teachers and student to follow |
| **Planning proforma** | The planning template’s aim is to simplify and streamline our operations. | AW to complete this and feedback next week |
| **Admin** | SeeSaw classes  Google Classrooms  Code.org  Scratch | Individual's responsibility to set these up but they must be in place for when the children commence using them.  TAS must be added to all these classes |
| **AOB** |  | Snapology using laptops: AW to contact Chris  [AW created a basic mission statement for visitors](https://docs.google.com/document/d/1yzvOPTUM7E7aY7S0XMSCE6dpr5Pc70-k_VozPrlWQ6s/edit) Completed |
| **Feedback from PLT** | First day/ week procedures  CPD opportunities for TAs | * Step Lab has now gone but the direct coaching model will continue. * F2- No specialist on Thursday. Friday no lessons but required to go to classrooms and introduce yourself. Monday, class teachers will contact you to see if the class is read for specialist lessons or not. * F3- Thursday 15th August- F3 SPLATs taking place- No Specialist Lessons Friday 16th August- F3 in AM only. We are aiming to begin our Scheduled specialist lessons- depending on how settled the children are, teachers may accompany as well as TAs to your session. Monday 19th August- F3 in all day- ALL Specialist Lessons are a go! * All other specialist lessons from Y1-Y6 will take place on Thursday after 1st break. * Overseas order will NOT be available until 1st September * Staff must check duty expectations from the primary rota doc * All specialists must attend the CPOMS training * Orientation day is formal dress code * [Digital Cit LTP](https://docs.google.com/document/d/1bl7j3BO9C5v5X58WlNEH9Z01EebPgjN8CZPqAhw3XjQ/edit) |
| **Co Spaces** | Log in details are as follows:  [purchase@bisvietnam.com](mailto:purchase@bisvietnam.com)  pass: Thaodien246! |  |
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