**Meeting Date: 10/8/22**

**Present: AW, MB,VW, T,U**

**Focus: Welcome back and intros**

| **Agenda Item** | **Comments** |
| --- | --- |
| Welcome back | [Go through induction requirements](https://docs.google.com/document/d/1gXFWs5F-GjIlpq0AFJXv3RjQAsgHDavhn7ro7sJYZwU/edit?usp=sharing) |
| Run through of new rooms and reporting issues | What jobs can be done in the interim before children are back? |
| [Timetables](https://docs.google.com/spreadsheets/d/1wDkFC55wZR6LEqfSqEH8EP-OJK5UTMbuMtjRF8kVcho/edit?usp=sharing) | Go through any foreseeable issues and explain ring-fenced time  Mr Tue F3 Support on Wednesday needs to be adjusted.  Staff bike parking at EYI |
| [CCA](https://docs.google.com/spreadsheets/d/1AFu4oJorPKfoJ791OJOdXUA4Q9_bbMcn6Stogq8yOSU/edit?usp=sharing) | Requirements from EYI and JC TBC |
| Duties | Rota now complete (2 x 15mins on JC and 1 x30mins EYI) |
| Planning | Run through [Digital Citizenship LTP](https://docs.google.com/document/u/0/d/1bl7j3BO9C5v5X58WlNEH9Z01EebPgjN8CZPqAhw3XjQ/edit) and how to use it.  Planning allocation:  AW- Y3-Y6  VW & MB- F3, Y1 & Y2 |
| Tech integration update ( Passwords, protocols, software etc) | Passwords will be changed every 90 days    Y3 &4 ICT team take lead role in supporting with password changes  Log-in cards to printed for Y3 and include scratch section |
| Staff communication | Unless urgent no emails or messages regarding work post 6pm  Teams not applicable, using Google chat group for quick coms and document drops |
| AOB | BSO folder |
| PLT Feedback | Specialists can park their bike outside the front of both campuses if travelling between in the same day. All bikes must be parked inside if you are on one campus all day.  Specialist lessons will start after break on Wednesday 17th (EY- 10:30 JC 10:00) |

**Meeting Date: 15/08/22**

**Present: AW, MB,VW, T,U**

**Focus: Planning priorities**

| **Agenda Item** | **Comments** |
| --- | --- |
| Planning update:   * Planning formats for KS1&2 * Planning walk through for 1st two weeks   Evidence of students work | Planning to be shared with TAs in advance in order to prepare any equipment  Final planning run through Tuesday 16th PM  Frequency of parent feedback:  Year 1&2- once per half term or more  Year 3-6- End of unit evidence |
| Timetable update   * Duties * F3 support * CCAs commence (19th Sep) * Delayed start on Wednesday |  |
| Hardware and room set-up | Are we ready and operational for Wednesday?  MB to chase up Apple TV |
| Displays | PLT and BSO requirements *'Environments have to be stimulating for learning’*  Graphics team to create Digital citizenship board for both rooms. (AWO)  Order display boards for students work (AWO) |
| Health and Safety | Morning procedures:  What are the morning routines for the start of the year and then for normal service?  Find out from HOY for all groups. (See below)  **End of day procedures:**  Securing the room  Checking equipment back into storage  **FIre and lockdown:**  110 &112 go inot the gym and line up at the nearest wall out of eye-sight.  Staff without a class are ok to stay in the office with the door locked and lights off.    Sick and absence procedure |
| Extra jobs to do | Thank you for completing the outstanding jobs |
| AOB | QR codes for all classes for TA to access classes when covering  Wires under desks need making safe by IT add to health and safety document.  Order USB sources for Dash and Dot in EY&I( the old ones are broken) |

**Meeting Date: 16/08/22**

**Present: AW, MB,VW, T,U**

**Focus: Set up and procedures**

| **Agenda** | **Comments** |
| --- | --- |
| Assemblies | Do we want to have any assembly slots for competitions or events we might be running? Add to the rota if we do. |
| 1st week routines | * Specialist down to support at 7:40 on the first day. * Line up at the end of the day no class pick up * 7:30 Briefing every Friday in the staffroom |
| Homework | It is not compulsory for ICT to set any homework. However if we feel the students needs the extra learning then we can set it. |
| Parent information evening  JC Wednesday 24th August **5pm** start  JC Thursday 25th August **5pm** start | All specialist to be in the gym  No display boards required |
| Passwords and Seesaw | Passwords will be complete tomorrow and shared centrally. |
| Morning procedures | Y3: TA will walk students to lessons throughout the day. Lunches and register to be done by class teacher.  Y4- 7:50 start, drop bags at class and bring devices. ICT register and take lunch orders.  Y5/ Y6- Bag drop at classroom and walk independently to ICT lesson for 8am start. ICT teacher to complete register and lunch orders. |
| Sick procedure | EY&I Staff: Please call Sarah if unable to come to work between 5.45am and 6.30am 0764424956  Junior Campus staff and Specialists: Please call Chris between 5.45am and 6.30am on 0902 856 023 if unable to come to work.  Message HOD to arrange cover work. |

**Meeting Date: 26/08/22**

**Present: AW, MB,VW**

**Focus: ARES & Strategic Planning**

| **Agenda** | **Comments** |
| --- | --- |
| Review of Age Related Expectations for Computational Thinking | * This week’s focus is on one strand for each year group 1-6. * Agreed on 3 targets per strand * Draft AREs for SLT by Friday 16th September * Child friendly ‘I can statements’ to follow after ARE approval * Bespoke AREs for our curriculum * Set ambitious targets * What do we expect children to be able to do at the end of each year? * How do our AREs feed into reporting? * How do our AREs reflect responsive teaching * AREs will be adult focused language initally * Planning and presentations will be child friendly objectives |
| Curriculum Handbook  (Item not discussed- move to wed 7th September) | * Bridge between school and parents. Illustrates what we do and how we do it. * Good tool for BSO inspectors * Useful staff induction and other year groups or departments to know |

**Meeting Date: 7/09/22**

**Present: AW, MB,VW**

**Focus: Unit Planning and school priorities**

| **Agenda** | **Comments** |
| --- | --- |
| Events | Moon festival ready?  Y3&4 assembly 10:30, are you willing to offer 30mins with your classes?  Parade in the morning, be on hand to help with orientating EYI students coming onto campus.  AWO will be assisting walking children over from EYI |
| Planning & teaching | Progression with the units  MB Video Docs lesson 2 & 3  AW Replan Y5 Tinkercad unit to replace Micro:bit controllers  AW Y2 Dash robotics planning |
| Room maintenance and GL | Alternative provision during GL week, how would this look?  5Y switch to ipad based units such as tinkercad  Y3 can’t switch and need the ICT rooms- request this with Neil and CALS |
| School priorities doc | Nothing more to add to document and team happy with the current suggestions |
| ARE reviews | On going: draft to be complete by 16th |
| AOB | Don’t forget afternoon reg  Blooket membership, do we have a school account? |

**Meeting Date: 14/09/22**

**Present: AW, MB,VW**

**Focus: Updates and Strategic**

**Mins: VW**

| **Agenda** | **Comments** |
| --- | --- |
| Units of work updates  Planning responsibilities  Planning improvements [(questioning)](https://jonathansandling.com/open-and-closed-questions-for-teachers/) | All planned so far!  Research for Y6, 2 weeks before half term to do  VW messaging Y6 re topics |
| The Week ahead   * BSO pre-visit * CCA start * [GL timetable star](https://docs.google.com/spreadsheets/d/1jsbD1DatQ6pao5z_kx9ebtmFzDdiNJDwHXpM6ccGggo/edit?usp=sharing)t * Tech updates | Talk with AW @ lunch  Should give indicators for inspection  VW Tues & Thurs CCAS  Email teachers who will have lessons in class  GL- check the timetable each week. Teach in 112 where possible. |
| ARE review by team | Done- team reviewed new ARES and ready for SLT approval. |
| CPD | Garageband - arrange with Rhys |
| Displays (This is now a priority) | 112 - TinkerCad: Pictures of designs  110 - robotics |
| AOBs | FIX DOOR STOP IN LAB (Email sent to maintenance)  Friday - email teachers room timetable for GL week  Sound through Apple TV (postpone job until after Golden Image update workload is complete)  25 students in 6B (email sent to admissions) |

**Meeting Date: 21/09/22**

**Present: AW, MB,VW**

**Focus: Updates and Strategic**

**Mins: MB**

| **Agenda Item** | **Comments** |
| --- | --- |
| Planning  Update the overview | Y6- module  Y2- Dash reflection/ Seesaw evidence lesson (AWO to plan)  Post unit planning:  F3:   * AW-   Y1   * VW & MB- Bee Bot/ Book Creator   Y2:   * MB- Photography (3 Weeks)   Y3:   * AW- Lego We:DO * MB- Google Slides   Y4:   * VW & AW- Garage band (Retro Arcade game) * MB- Scratch (Game)   Y5:   * VW- EV3 Mindstorms * AW-Videography   Y6:   * MB- Scratch Platform * AW- Podcasting |
| CCAs | Class teachers sending children early to afternoon CCAS |
| [ICT strand definitions](https://docs.google.com/document/d/1cMZPrQmpKI7vE8iPlRbO62v-82AQveKOBQgfpi96rng/edit?usp=sharing) | To be completed today |
| BSO inspector updates | How can we best involve Y3 TAs in class? |
| Fobisia Coding competition | 10th-11th March |
| Behaviour expectations:  How is behaviour in your classes?  Are the students ready to learn? Punctuality?  How are we tackling the issues if any? | Morning punctuality is still an issue  Late to lessons |
| AOB | Read, write, ink behaviour management strategies are not communicated with specialists. |

**Meeting Date: 28/09/22**

**Present: AW, MB,VW**

**Focus: Updates**

**Mins: AW**

| **Agenda** | **Comments** |
| --- | --- |
| Follow up on AOBs | Read write ink behaviour strategies are only used with Y3, so still an inconsistent behaviour management approach across the whole school.  Spoke with Y3 lead about Y3 TAS and the expectations for ICT lesson participation. She has requested us to monitor and feedback any classes who are not joining in to help manage low-level behaviour.  FOBISA coding dates: DK investigating if we can alter the dates submitted to FOBIS  Recontact Rhys regarding Garage Band |
| Open morning | 11th october JC  12th October EY  8:15-9:45 roughly  Teach normal lessons with AWO in support to deal with parents and morning presentation. |
| Triads | Start these after half term: but before the break we must decide what our focus and who will be involved. |
| End of unit quality assurance | We need to have some form of student evaluation at the end of units of work to demonstrate we are taking an active role in assuring quality across the department.  Quiziz, Quizlet, |
| AOB | Seesaw message for student apps required for new units |

**Meeting Date: 5/10/22**

**Present: AW, MB,VW**

**Focus: Updates**

**Mins: AW**

| **Agenda** | **Comments** |
| --- | --- |
| Follow up on AOBs | Rhys regarding Garage Band training on Friday- times TBC |
| Open morning | [EYI schedule](https://docs.google.com/document/d/1NgpZ5N0deCbQzRYASVdN-v6lcXxSfKaJcq4X6PRz9Yk/edit?usp=sharing)  [JC Schedule](https://docs.google.com/document/d/1NgpZ5N0deCbQzRYASVdN-v6lcXxSfKaJcq4X6PRz9Yk/edit?usp=sharing) |
| Seesaw feedback | Need more than just a like. Simple comment against a skills checklist- either text or voice notes.  Whole class feedback strategy is useful either as text or feedback videos. |
| Learning environment | Display boards need to reflect what is happening at the time.  Units covered during inspection are:   * Y6 Scratch * Y5 TinkerCAD/ * Y3 Lego WeDo/ Slides * Y2 Photography * Y1 SeeSaw skills/ Book Creator   Working wall with Key Vocabulary to be displayed throughout the unit of work.   * Get one made for 110 * Update wall for 112 with magnetic key vocabulary (MB to create vocabulary lists) * Replace display board in EYI Dreams LAB with whiteboard * Replace backing on the resource room door. Add pictures of children working. |
| BSO Lesson Clip boards | Clipboard to have:  Class lists  Students highlighted who are AEN or noteworthy  Planning  Timetable |
| Planning improvements | We need to develop the F3 planning to include:   * ‘I can statement’ * Small amount of key vocab * key questions in the teacher notes |
| [GL timetable](https://docs.google.com/spreadsheets/d/1jsbD1DatQ6pao5z_kx9ebtmFzDdiNJDwHXpM6ccGggo/edit?usp=sharing) | GLs are complete more-or-less.  Inform teachers to send classes back to our rooms |
| Week ahead | Monday:  Tuesday: JC open morning 8-10, Cross campus planning meeting  Wednesday: EYI open morning 8-10  Thursday: Enterprise day (AWO soak the teacher at 10am)  Friday: Half term! |

**Meeting Date: 13/10/22**

**Present: AW, MB,VW**

**Focus: Updates**

**Mins: AW**

| **Agenda Item** | **Comments** |
| --- | --- |
| Open Morning | Thank you for your efforts during the open morning. Any feedback on the morning in general please add it here.   * House caps had little prep time and we rushing the groups through the tour. * Some parents were recording the tour. * SLT entering the room and were disruptive for the students. |
| Enterprise day | No specialist lessons until after lunch.  9:30-9:50 Specialist have to cover Y5 corridor for break.  Y2 will visit JC between 9-10. |
| First week back after half term | Contact class teachers and parents RE: apps and hardware required for term 2:2 |
| Target setting | Need to have an outline of your personal CPD needs and group target for the team ideally by the end of the first week back.  Team target   * Feedback * Learning environment * Supportive language and visual scaffolding |
|  |  |

**Meeting Date: 26/10/22**

**Present: AW, MB**

**Apologies: VW (sick)**

**Focus: Updates**

**Mins: MB**

| **Item** | **Comments** |
| --- | --- |
| [BSO lesson observation requests](https://docs.google.com/spreadsheets/d/1G5ZYbZXmwKgrC_5hu9A5c4M2E45EQje6FqeTLckpilg/edit#gid=59224959) EYI  [BSO Lesson signposting](https://docs.google.com/spreadsheets/d/1qNhTlxdflv5vb9yUgDiaWox50hHwltTEfqfHcSwh9kQ/edit#gid=580999495) JC | Highlight some best bits for the inspectors to come see. Although it’s not guaranteed they will come at that point.  AWO, MB signposted classes.  VW to signpost JC and EYI |
| Triads | Work as an ICT team and to set a target in the coming days. |
| CCA for term 2 | Requests for CCA offerings to be made to Chris and Sarah.  1 x CCA per campus, per person  AWO- Makey Makey Studio JC x 15 Y5/6 students  Minecraft EYI x 15 Y1/2  MB- Y2 Videography club  VW- TinkerCad JC x12 Y4 |
| Success Factors | Need to book 1-2-1 appointments with both to set the targets. |
| Seesaw Feedback | Ensure everything is fed back and up to date before BSO |
| Reporting and staff meeting update | Any low level digital citizenship breaches should receive working towards. Competition entries should receive working beyond. |
| AOB | Students are receiving legitimate password reset emails but are not to act upon them. |

**Meeting Date: 16/11/22**

**Present: AW, MB, VW**

**Apologies:**

**Focus: Planning ahead**

**Mins: AW**

| CCA coverage | [EYI CCA List](https://docs.google.com/spreadsheets/d/1dxPCOvwasG3Qcf4GfnVlTBUTEM_cJW5dsHRMCowXr4g/edit?usp=sharing)  JC CCA |
| --- | --- |
| Planning | Where are we all at?   * Podcast planning finished this week * All planning up to date   Final week activities:   * Scratch christmas cards * Keynote: Green Screen reveal * Minecraft: Winter Wonderland Y5/6 |
| Competition updates | Head of House: (6th Jan 2023)   * AW Competition rules and settings * MB Make a poster (Complete) * VW presenting during Friday 25th assembly   Digital Citizenship-   * Seesaw drawing (complete)   FOBSIA-   * Canva poster to go out to students next |
| Feedback BSO | Coding was a highlight |
| Feasty Friday | Donuts x4 boxes (Saigon Bagel was a good option) |
| Long term goals  Facilities at EYI | Second Apple TV for EYI dreams lab  Projector splitter needs fixing  New bean bags  Write off all old bee bots (send to Foundation stage) |
| AOB | * Team want to know about end of year trips and where specialists will be going. * Confirm with Chris about Digital Citizenship and reporting |

| **Reports is a top priority** | * Grade book data for students will be locked on ISAMS on 2nd December and no alterations can be made after this date. * Any students with a digital citizenship breach should be categorised as developing. * There should be no hidden surprises for parents. If you have had major concerns about a student then these should have been communicated to class teachers/LS/ parents before reports go out. * Get the name changed from ‘Creating and presenting’ to multimedia. |
| --- | --- |
| **Plan for term short term 2.1 4th -17th Jan** | * Term starts on Wednesday and finishes Tuesday so this will affect progress on units. * Year 6 are to stay on curriculum as much as possible. Unit TBC. * Smaller one-off lessons that don’t require week-on-week continuity. Majority of class will get 2 lessons only. |
| F3:  Y1:  Y2:  Y3: 3B- GAFE  Y4: 4H & 4V Garage Band  Y5: 5H,I & N- EV3  Y6: TinkerCAD skills- Short Lessons |
| **Class coverage so far** | **AWO:**   * F3 starting stop motion * Year 1: completed book creator maze and audio recording activity and moving onto carousel. * Year 2: completed photography unit moving onto scratch. * Year 3: Starting; Lego WeDo 2 * Year 4: 2nd week scratch (probably won’t get onto Garage band) * Year 5: Monday class has 2 more weeks of ev3, Thursday classes beginning iMovie adverts. * Year 6: starting podcasting |
| **VW:**   * F3 stop motion * Year 1: stop motion * Year 2: scratch. * Year 3: Lego WeDo 2 * Year 4: finishing week scratch, will start GB * Year 5: EV3 * Year 6: 1 more scratch then starting podcasting |
| **MB** |
| [**maintenance**](https://docs.google.com/spreadsheets/u/0/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/htmlview) | Add any small maintenance requests to the maintenance list from these emails.   * AC unit in 112 does not stay cold. (Added to list) |
| **Overseas order** | Add anything for the wish list here and we will see if Santa Rowlands grants it.   * Ipad stands x 8 * Good quality headphones * 25th computer for 112 * New 3D Printer * Portable Green screen: <https://photoviet.vn/phong-vai-coton-key-hinhphong-nen-quay-phim-phong-nen-studio.html> * Wireless keyboards and mouse x2 * Apple TV for EYI * Order more lego figures * Paid full version of the stop motion app |
| **AOB** | What are the expectations for specialists for special events? Are we expected to make up the lesson at alternative times as this isn’t consistent across all specialist departments?    How do we aim to keep things fair and consistent?  The department TAs feel they are under tight scrutiny from EYI SLT.  What is the plan for AWO paternity?  Update the specialist master. Complete  There have been too many events in a short space of time and staff morale has taken a hit. |

**Meeting Date: 6/12/22**

**Present: AW, MB, VW**

**Apologies:**

**Focus: Christmas countdown**

**Mins: VW**

| **Item** | **Comments** |
| --- | --- |
| AOB follow up | No Expectations for specialists to rearrange lessons for whole school events.  If teachers lose specialist time due to an ICT event then where possible try to rearrange lessons to accommodate. |
| Week ahead | Wed 7th: Golf 4:15  Thur 8th: AWO interview 3pm  Fri 9th: AWO interview 1pm & 2pm Uyen to cover  **Mon 12th**  **Tues 13th**  **Wed 14th**  **Thur 15th**   * F2/3 Xmas market 8:40-9:40 * Y1/2 Xmas market 10:45- 11:45 * F3 xmas party 12-2pm * JC panto 1pm   **Fri 16th-**   * 10:15 Assembly to announce Digital Citizenship Winners. * EYI Panto 8:45-9:45 * No specialist lessons on JC * 12pm finish on both campuses |
| [Term 2 Overview](https://docs.google.com/document/d/1wIQB9Jl9t3FeMrkh8WNLEr5JN5--cB0kpLsnkuqvlFc/edit) | Planning allocation:  AWO: Y6 EV3, Y5 Microbit, Y5 App Design, F3  VW: All DigCit, All Y3 units, Y1 Units  MB: Y6 TinkerCAD, Y4 B&W Movie, Y4 Google sites, Y2 Units |
| [Overseas order](https://docs.google.com/document/d/142DkMTKl5wcL538owOE1k0RxloM6IeHH0jOqW0VypeQ/edit) | Please add anything you think we need. Deadline for this being sent to SLT is Friday 16th |

**Meeting Date: 16/1/23**

**Present: AW, MB, VW**

**Apologies:**

**Focus: Term 2 Prep**

**Mins: VW**

| **Item** | **Comments** |
| --- | --- |
| AOB follow up | Cover situation - ICT TAs are still covering a large amount of lessons, doing an excellent job often at short notice. Please note to PLT, cover teachers would be useful sometimes.  Trips - MB Y2 2nd Feb (Uyen to cover)  VW Y5 Trip week 2  MB Y4 Trip week 1  r  Wednesday 15th March (Week 2) Cover needed at EYI morning |
| Week ahead | Weds 1st Feb - Y4 Finishing off/DigCit, AW 110 /MB 112, Y3 Dig Cit  Thurs 2nd Feb - Y5 Dig Cit, Y6 AW 110 EV3/ VW 112 TinkerCAD  Friday 3rd Feb - Y4 Dig Cit MB 110/VW 112  w/b 6th Feb  Mon - Y6 MB 112 TinkerCAD/ AW 110 EV3, Y5 Dig Cit  Tues - Y3 Dig Cit, Y6 AW TinkerCAD 112/ MB EV3 110  Weds - Y4 AW iMovie 110/ MB GAFE 112, Y3 ??  Thurs - Y5 VW App Design 110/ AW MicroBit 112, Y6 AW EV3 110/VW TinkerCad 112  Fri - Y4 MB iMovie 110/ AW GAFE 112 |
| [Term 2 Overview](https://docs.google.com/document/d/1wIQB9Jl9t3FeMrkh8WNLEr5JN5--cB0kpLsnkuqvlFc/edit) |  |
|  |  |

**Meeting Date: 31/1/23**

**Present: AW, MB, VW**

**Apologies:**

**Focus: First week back**

**Mins: AW**

| **Item** | **Comments** |
| --- | --- |
| Planning  [Term 2 Overview](https://docs.google.com/document/d/1wIQB9Jl9t3FeMrkh8WNLEr5JN5--cB0kpLsnkuqvlFc/edit) | A detailed run through of all the planning units complete. Series of work is balanced, engaging and well planned.  Check over date allocations for overview |
| Phonics in DREAMS Labs | Monday and Friday 1:00-1:40 in rooms 110 & 112 for an intervention run by Neil and M Shooter. Not planned to go on indefinitely. |
| [TA expectations and responsibilities](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Please add to this document for any tasks, especially the on going section to ensure the TAS have realistic and manageable workloads. |
| [Quality assurance](https://docs.google.com/document/d/1mdACNxfpNBUVM1gbey4IYnLgk02UhwLL/edit?usp=sharing&ouid=102618170799502337920&rtpof=true&sd=true) | Pupil voice question need to be drafted to find the answers to the following:   * Are pupils making progress? * Are they engaged? * Do they know where they stand academically? * Do they know how to get support? * Do they know what their targets are and how to achieve them? |
| [March GL assessment timetable](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1hDRudQwRG3AwT8NfVsvppcQ5hJASVV0dBzpm6Vyo5F4%2Fedit%23gid%3D0&data=05%7C01%7CAnthony.Woolley%40bisvietnam.com%7Ce89473272c6941ccf85208daf83d4892%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638095239333484595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MfdB0QcGUPs3%2Fs6%2FXAG0ANsvouUmR%2Bjm0m9hhNh6rBo%3D&reserved=0) |  |
| AOB | * EYI dreams lab furniture for next year * Redesign EYI dreams lab for 23/24 * Student passwords changing * Suggested questions:   + Type 5 words that you relate to ICT   + If you need help in ICT, what do you do?   + I am supported in my ICT lessons (1 to 5)   + I am challenged in my ICT lessons   + I know how to find extension activities   + Choose your top skills/topics - give list of ideas.   + I know I am making progress in ICT.   + Add an additional information box. |

**Meeting Date: 10/2/23**

**Present: AW, MB, VW**

**Apologies:**

**Mins: AW**

| **Item** | **Comments** |
| --- | --- |
| Planning  [Term 2 Overview](https://docs.google.com/document/d/1wIQB9Jl9t3FeMrkh8WNLEr5JN5--cB0kpLsnkuqvlFc/edit) | Due to trips weeks and GLs. No more planning required for KS2. Units of work are expected to carry over longer than expected.  Continue to plan for EYI classes.  Year 6 target group: poor data result for computational thinking |
| [March GL assessment timetable](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1hDRudQwRG3AwT8NfVsvppcQ5hJASVV0dBzpm6Vyo5F4%2Fedit%23gid%3D0&data=05%7C01%7CAnthony.Woolley%40bisvietnam.com%7Ce89473272c6941ccf85208daf83d4892%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638095239333484595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MfdB0QcGUPs3%2Fs6%2FXAG0ANsvouUmR%2Bjm0m9hhNh6rBo%3D&reserved=0)  [Trip Weeks Master](https://docs.google.com/spreadsheets/d/1UrArqRf2QUDLHDq-9cwGknXSGBukdt8C9dlGD_CoCdg/edit?usp=sharing)  [Trips week department TT](https://docs.google.com/spreadsheets/d/1-YqOooNOTrlQe3T1QVMqznBU3yfmzoEeDjRJTpjA6tw/edit?usp=share_link) | Run through timetables to show which classes will be doubled up and which etc.  Where do we need cover? |
| [Photographs](https://docs.google.com/document/d/1SVEhzQzz1D3j2tvfXJ94X1X1LtMv2sQd/edit) | Choose a date that is convenient for your individual slot. |
| [Students of concern doc](https://docs.google.com/spreadsheets/d/10rRpUtdC-O9F3OCQDOpsTbJkVc0ylyAkvi68HgOcqCo/edit#gid=1717108820) | Keep checking the document as it has been a while since I checked and there is a lot more information about our students. |
| [TA Job list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Add to the list of anything we need completing. |
| [Pupil voice questionnaire](https://docs.google.com/forms/d/1iB4KkrcHQIzjULfpWg0tvnlmxV4JKTjFhlAi59jX5OU/edit) | * Reflect on rubric from previous topic e.g. Scratch projects in Y6.   + What do you need to focus on?   + What are your next steps? |
| Displays | MB- TinkerCAD  AW- MicroBIt  VW- App Design |
| AOB | Thank you for the proactive approach to improving the department: beebots, mats, displays timetables  We discussed as a team about the Y2 lessons being extended up to 1hr. We still feel this isn’t beneficial for the children as they will struggle to maintain focus for the duration of the lesson. Additional time doesn’t equate to additional quality learning. |

**Meeting Date: 15/2/23**

**Present: AW, MB,**

**Apologies: VW**

**Mins: AW**

| **Item** | **Comments** |
| --- | --- |
| Recruitment | [Patrick Cantillion](https://drive.google.com/file/d/1yQzlH43I1wEb28hULPFMy79scSswkH8f/view?usp=sharing) will be joining the team in August and has signed the contract. He is from Manchester, but will be coming from an international prep school in Abu Dhabi. |
| [FOBISIA Coding](https://drive.google.com/drive/folders/1MerWNewvMLN_nC9nkZZLcgZsAOv6elS4?usp=sharing) | 10th/ 11th March for 20 selected Y5/ 6 pupils. ONe entry per key stage.  Only 20 schools participating so smaller scale than anticipated  Website is in early development stages and will go live on the event date. Schools have to complete the coding within 48hrs and submit.  We judge the work within a week and present back via the website and FOBISIA portal.  The challenge, ‘ Code a program to solve a problem in your local community’ |
| [March GL assessment timetable](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1hDRudQwRG3AwT8NfVsvppcQ5hJASVV0dBzpm6Vyo5F4%2Fedit%23gid%3D0&data=05%7C01%7CAnthony.Woolley%40bisvietnam.com%7Ce89473272c6941ccf85208daf83d4892%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638095239333484595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MfdB0QcGUPs3%2Fs6%2FXAG0ANsvouUmR%2Bjm0m9hhNh6rBo%3D&reserved=0)  [Trip Weeks Master](https://docs.google.com/spreadsheets/d/1UrArqRf2QUDLHDq-9cwGknXSGBukdt8C9dlGD_CoCdg/edit?usp=sharing)  [Trips week department TT](https://docs.google.com/spreadsheets/d/1-YqOooNOTrlQe3T1QVMqznBU3yfmzoEeDjRJTpjA6tw/edit?usp=share_link) | Cover has been requested for trip week with TAs taking the bulk.  Mr Tue has indicated that he doesn’t want to cover Y5&6 lessons due to language issues. |
| [Photographs](https://docs.google.com/document/d/1SVEhzQzz1D3j2tvfXJ94X1X1LtMv2sQd/edit) | Grab a slot between 14:45-15:00 this week and sign off on the sheet when complete |
| [Maintenance June](https://docs.google.com/spreadsheets/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/edit#gid=0) | Add any maintenance jobs to the list that you can think of. |
| [TA Job list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Check back with TAs if tasks have been done, be mindful about EYI tasks as they are being pulled to F2/3 support. |
| [Pupil voice questionnaire](https://docs.google.com/forms/d/1iB4KkrcHQIzjULfpWg0tvnlmxV4JKTjFhlAi59jX5OU/edit) | Good feedback from Y4-6 with some interesting comments.  If all happy, we will withdraw the form Y3 and just do small scale interviews with children to find the opinions. How to record this TBC |
| Behaviour & conduct | Feedback from PLT: 12.55pm - handbell - start to tidy up and walk sensibly to classes. |
| AOB | AWO meeting Sara and Tom next week to discuss Y2 lesson lengths for term 3  Children are eating junk food from home during playtimes |

**Meeting Date: 15/2/23**

**Present: AW, MB,**

**Apologies: VW**

**Mins: AW**

| **Item** | **Comments** |
| --- | --- |
| Planning | Where are we up to? Timescales to swap units |
| [FOBISIA Coding](https://drive.google.com/drive/folders/1MerWNewvMLN_nC9nkZZLcgZsAOv6elS4?usp=sharing) | 10th/ 11th March for 20 selected Y5/ 6 pupils.  Overview of the plans for the day and if you want to be involved then let me know.  Smaller scale than anticipated |
| [Online subscriptions](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F16Ty0Y9GvSKdnzMIxJwrhYeJ76H6rtluR%2Fedit%3Fusp%3Dsharing%26ouid%3D115171997875420891517%26rtpof%3Dtrue%26sd%3Dtrue&data=05%7C01%7CAnthony.Woolley%40bisvietnam.com%7Cf923fdf9682c4716d41f08db0fe9e945%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638121269532759686%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RTn%2FeSXHRdMUKyQ%2BfZsK4fp0RWbguZnijlxDBcrHcHw%3D&reserved=0) | 3rd March Deadline |
| [Year book page](https://drive.google.com/drive/folders/1lbQUaQ6nmNdqxGydbH5O2uWDBUM_-Pnr?usp=share_link) | Add photos and a description of any events you would like including. Please create a sub folder so we can easily organise.  17th April deadline |
| [Maintenance June](https://docs.google.com/spreadsheets/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/edit#gid=0) | Add any maintenance jobs to the list that you can think of.  EYI upgrades in progress |
| [TA Job list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Add anything for the TAs to prep |
| Drop-in learning lesson observations | Drops-in observations conducted by two members of SLT are to begin this week. They will be no longer than around 20mins and conducted in a learning walk style. Be prepared with everything displayed as you want and a tidy learning environment. |
| AOB |  |
|  |  |

**Meeting Date: 1/03/23**

**Present: AW, MB, VW**

**Apologies:**

**Mins: AW**

| **Item** | **Comments** |
| --- | --- |
| Behaviour | Specialists have autonomy to tackle behaviour within departments whilst a school approach is being developed. It was discussed in PLT for specialists to have a unified approach that has some level of consequences for behaviour.   * Use seesaw to contact home regarding low-level disruption   [Example approach by Chris](https://docs.google.com/spreadsheets/d/1KqXUuDdBsnt-zS-5AN_YrHCWOcnsiajB/edit#gid=278918531)  Thoughts on how we should tackle behaviour within the department.  Feedback:   * Add comment section to detail the incident * We like the bell |
| [PTG Spring Fair](https://docs.google.com/spreadsheets/d/1ZPlnJdkwsoLRJNInSUcfIkjJgXExiOPQwwQDV0rC4FY/edit?usp=sharing) | Have you signed up to any events |
| Drop-ins | Focus is:   * Reduced teacher talk, questioning strategies, peer reflection * Responsive teaching and learning |
| [FOBISIA Coding](https://drive.google.com/drive/folders/1MerWNewvMLN_nC9nkZZLcgZsAOv6elS4?usp=sharing) | VW attending on the Friday? |
| [Maintenance June](https://docs.google.com/spreadsheets/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/edit#gid=0) | Add any maintenance jobs to the list that you can think of. |
| [TA Job list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Add anything for the TAs to prep |
| Trip weeks ahead | Communicate directly with the TA covering about your lessons and the progress of your classes. Where are they up to and moving onto etc.  TA will need to cover duties of teacher on EYI but will not have to support F2 |

**Meeting Date: w/c 20/3**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| Planning allocation | Please write what you are responsible going into the 3rd term.  AW-Scratch Y5, Google sheets Y3, Dash Y4, Swift + Sphero (vw)  MB- Breakout Y6 + VW, Minecraft Dig Cit Y4, Y5 App smash  VW- Keynote Y3, TinkerCAD Y4, Breakout, |
| The week upon us | No CCAS  MB out Tuesday at Apple Course  Half day Friday!!!!  EYI campus- no specialist after 11:15  JC- No specialists after break  Celebration assembly 10:50 JC |
| Timetables | Next year’s timetable to be discussed following the rumble in the jungle! |
| Spring clean wednesday | Meet at the EYI campus for our team meeting/ spring clean out of the DREAMS Lab.  Suggestions for drinkie-poos for Maria’s birthday |
| Year book 2023 | Deadline 17th April  Please have a read through my example blurb and help me cut it down- I’ve waffled.  Add good photos to the folders (10-15 max photos in total) |
| AOBs |  |

**Meeting Date: 12/4/22**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| Planning progress | AW-  F3- Carousel of fun ( Com  Y5 Scratch (Completed)  Y3 Google sheets (Completed)  Y4 Dash  Y6 Swift + Sphero (vw)  MB-  Y6 Breakout + VW,  Y4 Minecraft Dig Cit (done)  Y5 App smash  Y4 TinkerCAD (done)  VW  Y3 Keynote  Y6 Breakout + MB,  Y1-Dig Cit clips (Done) ++  Y2- Clips (Done) |
| Dates for the diary | * 17th April yearbook deadline * Tuesday 18th April world book dress up day * 19th April PTG Social Night * Wednesday 26th & Thursday 27th House day (specialists sign up for half hour slots) * Friday 28th April INSET 3PM finish * Thursday 11th May Science day * Monday 15th May EYI Specialist open morning * Tuesday 16th May JC Specialist Open morning * Monday 29th May report data deadline * Monday 12th June International week (global cafe is at EYI)   Plus others- check the outlook calendar |
| Reports | * See deadline above * No grade required for new starters in T3 * Add any comments to the out of classroom comments doc for teachers |
| List of events for next academic year | Add list of events and possible dates that we know of for next year.   * Inter-house coding comp JC & EYI (term 2) * Dig Cit Comp (term 1) * Open morning EYI & JC (Term 1) * Parent workshops EYI and JC, (Term 2 and Term 3) * Dig cit coffee morning (term 1) |
| Open mornings | 15th May EYI Specialist open morning  16th May JC Specialist Open morning  Conference stalls format and then parents in to see lessons. |
| International week | How can our department do something to contribute to the week? Start generating a bank of activities for int.week.   * Get the timetabling situation confirmed by SLT. If bookable slots, teachers who already have an ICT lesson do not book an additional slot. * Are specialists expected to walk children over to EYI if we have that class at the same time as an event e.g. global cafe? * Can each specialist department be assigned a country? |
| Summer jobs | [Add jobs to the list here](https://docs.google.com/spreadsheets/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/edit#gid=0) |
| AOBs | Lots of stuff on the outlook calendar that will affect specialist lessons. It’s unavoidable!  No more withdrawal emails and replace with new starter emails  Get confirmations about the expectations for specialist during international week. |

**Meeting Date: 12/4/22**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| Planning progress | Brief run through the new units of work |
| Reports | Data deadline 29th May  SDME grading system for EOY |
| Open mornings | EYI 15th May  JC 16th May  [Plan for the days](https://docs.google.com/document/d/11AcmmsWoR4uHoyek0saRFTKG2axixxb9bRswAxnQFCw/edit?usp=sharing)  VW teaching:  MB teaching: |
| International week | [EYI timetable here](https://docs.google.com/spreadsheets/d/1IAByH1BXDhykITOuPCyDgSmpjfSek2r5i9j1w5yxVos/edit?usp=sharing)  Need to provide provision from F1-Y2  MFL might be supporting us? TBC from Sophie  CMc to issue JC timetable  [Activity overview doc](https://docs.google.com/document/d/1WtLz_P95FNA9axezpnXHUA2Ltgc2sVthHmo0bR_Rxwk/edit?usp=sharing)  [Resource folder](https://drive.google.com/drive/folders/1b2Pk2679AC0BaK2uAmS57y9BpOFWmzcn?usp=sharing) |
| Summer jobs | [Add jobs to the list here](https://docs.google.com/spreadsheets/d/1PC_8K6cRj-uBoRkTfDK6DTBYn7Ew11YvyqzuUtk-tms/edit#gid=0) |
| AOBs |  |

**Meeting Date: 17/4/22**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| Planning progress | Are year groups ready to swap. Try to get the units complete before further interruptions |
| International Week | [EYI timetable here](https://docs.google.com/spreadsheets/d/1IAByH1BXDhykITOuPCyDgSmpjfSek2r5i9j1w5yxVos/edit?usp=sharing)  [JC timetable](https://docs.google.com/spreadsheets/d/1qDys2o7rWRynYhF8xzkAGdkjoQRRN5k1irW1ktpWIrY/edit?usp=sharing)  [Activity overview doc](https://docs.google.com/document/d/1WtLz_P95FNA9axezpnXHUA2Ltgc2sVthHmo0bR_Rxwk/edit?usp=sharing) This folder needs populating soon  [Resource folder](https://drive.google.com/drive/folders/1b2Pk2679AC0BaK2uAmS57y9BpOFWmzcn?usp=sharing) |
| Absences | Tue is absent all day 22nd May (Uyen to cover at EYI )  Uyen 17th Afternoon for medical |
| Reports | Deadline for data is 29th May  AW to sample random classes and check for any missing data  Ensure seesaw feedback is up to date before reports go out |
| MFL Day Wed 22nd May | [Timetable here](https://docs.google.com/document/d/1ZNB2_8_YMo_K-DNFIjG1KztmU1ufGglq-lHD7YCJkxU/edit?usp=sharing) However no clashes with out timetable |
| AOB | What date will gradebooks be locked?  Get the F teachers to group children before classes |

**Meeting Date: 26/522**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| Subject Review | [Padlet link here](https://padlet.com/anthonywoolley/ict-subject-analysis-22-23-mtih5ozn26han6sh)  Take the time today to properly record our thoughts about the year please. |
| International Week | [EYI timetable here](https://docs.google.com/spreadsheets/d/1IAByH1BXDhykITOuPCyDgSmpjfSek2r5i9j1w5yxVos/edit?usp=sharing)  [JC timetable](https://docs.google.com/spreadsheets/d/1qDys2o7rWRynYhF8xzkAGdkjoQRRN5k1irW1ktpWIrY/edit?usp=sharing)  [Activity overview doc](https://docs.google.com/document/d/1WtLz_P95FNA9axezpnXHUA2Ltgc2sVthHmo0bR_Rxwk/edit?usp=sharing) What is left to prep?  [Resource folder](https://drive.google.com/drive/folders/1b2Pk2679AC0BaK2uAmS57y9BpOFWmzcn?usp=sharing)  [Support available here](https://docs.google.com/document/d/1oxjMb61ZwWS22r9qFVQr0c3bgm7YKVaujX5svYPQKCI/edit?usp=share_link) (This is not to be shared outside of us and the staff involved) |
| Reports | Last chance to change reports is Monday 29th May, all alterations after this date will have to go through Niel |
| [TA task list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | Start compiling end of year jobs onto the list so they can work independently from the list |
| AOB |  |

**Meeting Date: 31/5/23**

**Present: AW, MB, VW**

**Apologies:**

| **Item** | **Comments** |
| --- | --- |
| [June countdown](https://docs.google.com/document/d/1SniMFDHJjwGSvbx9IMYeIhJdEvhn5UL2H_zd1lOo-do/edit?usp=sharing) | Refer to this for upcoming events and double check with class teachers if this will have an impact on your classes. |
| Subject Review | [Padlet link here](https://padlet.com/anthonywoolley/ict-subject-analysis-22-23-mtih5ozn26han6sh)  Action plan needs completing by the end of this week so I can discuss it with Chris. Your feedback is important. |
| International Week | [Staffing for international week](https://docs.google.com/document/d/1oxjMb61ZwWS22r9qFVQr0c3bgm7YKVaujX5svYPQKCI/edit?usp=sharing)  [International week timetable](https://docs.google.com/spreadsheets/d/1qDys2o7rWRynYhF8xzkAGdkjoQRRN5k1irW1ktpWIrY/edit?usp=share_link)  [Activity overview doc](https://docs.google.com/document/d/1WtLz_P95FNA9axezpnXHUA2Ltgc2sVthHmo0bR_Rxwk/edit?usp=sharing)  Resources and planning, where are we up to and what is outstanding?  All planned up. AWO to do the Y3/4 activities  MBR to send photos to print to Ms Thanh  [Resource folder](https://drive.google.com/drive/folders/1b2Pk2679AC0BaK2uAmS57y9BpOFWmzcn?usp=sharing) |
| Reports | Thank you for your reports, if you have any changes to make please let me know. |
| [F2 Provision](https://docs.google.com/document/d/1TtDT-dQo7i6kk18t8pJjl82ux5Ku9ShTP9KRwJNx1HM/edit?usp=sharing) | Looking at the plan, what do we need ready for August?    Canva sticker design  Teachers to have children labelled in 3 groups with stickers   * Jigsaws - virtual? * Patterns * 3D jigsaws * Etchasketcha * Research apps suitable for F2 children   + Toca Boca apps (storylines) |
| [Apps List](https://drive.google.com/u/0/open?id=1pZ-vrw-xDyoZtA7H_X9krm3cEmCs1vyeqcPGkDHf-O4) | Over to you Maria  [Review JC ipad app set up](https://docs.google.com/spreadsheets/d/1AShDH6KkSD8Q9DeVfZcGzfkMlLgTGctGnpxiMYebU14/edit?usp=sharing)  [Review EYI ipad app set up](https://docs.google.com/spreadsheets/d/1AShDH6KkSD8Q9DeVfZcGzfkMlLgTGctGnpxiMYebU14/edit?usp=sharing)  [ICT apps list 2023/2024](https://docs.google.com/spreadsheets/d/1YVTLIxCZXBuceYrF6MiEL8I1m_IlUviA9UzWhQIxwZ8/edit?usp=sharing) |
| Triads | Thanks to Victoria for writing up our triad experience. It was a very impactful experience for us all. |
| AOB | Drinks this Friday 3:30pm at Sip Play, booking is under Big Dawg Poppa T  [Hello World](https://helloworld.raspberrypi.org/issues/21/pdf)   * Sign up and get a PDF every month. * Useful links   + <https://creativecomputing.gse.harvard.edu/guide/curriculum.html> * Class teacher to set up Apple Classroom   + Basic iPad set up (photo, iPad name, Apple Classroom)   + Discuss with YG leaders |

**Meeting Date: 7/6/23**

**Present: AW, MB, VW**

| **Item** | **Comments** |
| --- | --- |
| [June countdown](https://docs.google.com/document/d/1SniMFDHJjwGSvbx9IMYeIhJdEvhn5UL2H_zd1lOo-do/edit?usp=sharing) | Check the doc on the regs |
| [International week timetable](https://docs.google.com/spreadsheets/d/1qDys2o7rWRynYhF8xzkAGdkjoQRRN5k1irW1ktpWIrY/edit?usp=share_link) | [Staffing for international week](https://docs.google.com/document/d/1oxjMb61ZwWS22r9qFVQr0c3bgm7YKVaujX5svYPQKCI/edit?usp=sharing)  [International week timetable](https://docs.google.com/spreadsheets/d/1qDys2o7rWRynYhF8xzkAGdkjoQRRN5k1irW1ktpWIrY/edit?usp=share_link)  [Activity overview doc](https://docs.google.com/document/d/1WtLz_P95FNA9axezpnXHUA2Ltgc2sVthHmo0bR_Rxwk/edit?usp=sharing)  Any last questions before we go into international week? |
| Curriculum winding up | AW- Finishing off all units with all year groups this week and then offering a filler lesson post international week.  VW-  MB- |
| [Planning for 23/24](https://docs.google.com/document/d/1pxJ8AMmMg3YBoFZM8UkYSshW5INH1nQjl3T7jTBYvW0/edit) | Use this time to get the first 2 weeks of planning complete to ease the stress of returning in August.  MB are you willing to help out if you have a low workload atm?  Planning responsibilities:  AW-Y5 Scratch, Y5 TinkerCAD, Y6 Scratch pong  VW-Podcasting, Y3 stop motion, |
| [TA task list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=sharing) | We need to keep this doc up to date and filled with task they can be doing now and in August. |
| New staff starter guide | What essential information does Padraig need to know? |
| AOB |  |

**Final meeting!!**

| [End of year checklist](https://docs.google.com/document/d/16rV22DXDe8aAsDzy4xR251nklbjIl56Z/edit) | Go through the end of year checklist and ensure all items are completed |
| --- | --- |
| **Last day of term** | **JC**  8am Movie  9.30am - Breaktime  9.50am - Snack time  10.15am Start to come in to gym  10. 25am - Assembly start.  11.15 - Back to classes  11.30 - School is OVER!!!!!!!!!!!  11.35 campus is cleared :)  **No specialist lessons** however specialist are expected to cover the breaktime duty .  **EYI**  Leaving staff and kids will use DREAMS lab during the leaving assembly. |

**21/6/23**

| Last day of term arrangements | **JC**  8am Movie  9.30am - Breaktime  9.50am - Snack time  10.15am Start to come in to gym  10. 25am - Assembly start.  11.15 - Back to classes  11.30 - School is OVER!!!!!!!!!!!  11.35 campus is cleared :)  **No specialist lessons** however specialist are expected to cover the breaktime duty .  **EYI**  Leaving staff and kids will use DREAMS lab during the leaving assembly. |
| --- | --- |
| [TA task list](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit?usp=drive_link) | Make sure tasks are inputted ready for August. If we have time we should be supporting them with the tasks. |
| House keeping | * 3D Printers packed away * All personal belongings taken from office * Archive seesaw taks- like and approve anything outstanding * End any Google Classroom classes * All cups taken home or in the staffroom * Hand in any tech to IT for safe keeping * All PCs completely shut down |