**NATIONAL DIGITAL LEARNING COUNCIL**

**10:30 TO 14:00 THURSDAY 9 JULY 2015**

**SEIONT MANOR HOTEL, LLANRHUG**

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| **In attendance** | | **WELSH GOVERNMENT** |
| Janet Hayward (JH) [Chair] | Angharad Roberts (AR) | Ruth Meadows (RM) |
| Iain Tweedale (IT) | Chris Britten (CB) | Chris Owen (CO) |
| Ty Golding (TG) | Darren Long (DL) | Chris Roderick (CR) |
| Dilwyn Owen (DO) | Gareth Dacey (GD) | **Apologies** |
| Catherine Kucia (CK) | Mark Jones (MJ) | Geoff Elliott (GE) |
| Huw Marshall (HM) | Mathew Jones (MRJ) | Simon Billington (SBi) |
| Sian Thomas (ST) | Robin Williams (RW) | Simon Brown (SBr) |
| Jessica Jones (JJ) | Tom Crick (TC) | Janice Lane (JL) |

1. **Welcome**
   1. JH welcomed the Council to the meeting and thanked everyone for making the trip to north Wales.
   2. JH then introduced RM, the newly appointed Head of the Digital Learning Division and each Council member briefly introduced themselves, stating their experience in digital learning and what they aim to bring to the Council.
   3. RM gave an overview of her background, which is predominantly Communications and Marketing based. Her main aim is to harness the wealth of experience ‘around the table’ and use this to guide the remainder of the Learning in Digital Wales Programme as well as the implementation of the Digital Competence Framework, to ensure that this is at the heart of the new curriculum.
2. **Overview of the Learning in Digital Wales (LiDW) Programme – Chris Owen**

**LiDW Connectivity**

* 1. CO provided an update on the Learning in Digital Wales Connectivity Grant. Ninety-six per cent of schools now have Wi-Fi across their premises, with ninety-two per cent of schools having achieved the minimum requirement for connection speeds.
  2. Project Managers are due to meet with the Minister next week to establish a way forward for the remaining eight per cent. CO did highlight however, that these are not only rural schools that require substantial investment in order to be delivered. Some involve schools that will require substantial road closures in order for the work to be undertaken.

**Hwb**

* 1. CO showed a newly produced promotional video highlighting the features of Hwb and stated that the front page had been redesigned. The search function has also had a major overhaul allowing users to obtain results from Encyclopaedia Britannica and ImageQuest, published resources and from the Hwb Community networks.
  2. CO highlighted a new tool bar that will appear at the top of every page for authenticated users, with direct links to all of Hwb’s key features. It is hoped that more features will be added to this over time.

**Hwb Community**

* 1. CO stated that there are already 1500 registered members within the Hwb Community – teachers working together to develop materials and resources, which other teachers could then tailor for their own specific needs and potentially re-upload. Forty-two resources were uploaded throughout the month of June alone.

**Playlists**

* 1. CO stated that 2720 playlists were also created in June, allowing links to Hwb resources, elements of Encyclopaedia Britannica, YouTube videos and general web links. It is also possible to include a quiz to check learners understanding at the end.

**Hwb Networks**

* 1. Over three hundred groups have been established to date, involving 1137 registered users.
  2. CO confirmed that it would be possible for the Hwb Team to establish groups if desired. However, inviting the correct teachers to join could be challenging, if their profiles are not completed and updated sufficiently (which subjects they teach etc).

**Hwb+ Usage**

* 1. CO gave an update on Hwb+ usage figures. A total of 659 schools were actively engaged during June with Hwb+ (registering at least 10 logins per month). Access and training for school governors to access the platform will commence in the autumn. This will provide access to a shared workspace to assist in the development of policy and can also be used to publish announcements to all staff.

**Public facing websites for schools**

* 1. CO confirmed that all schools now have access to public facing websites in both English and Welsh.

**Hwb Digital Leaders**

* 1. CO confirmed that three of the current Digital Leaders will be leaving their posts at the end of the current term. The Hwb Team is currently identifying suitable replacements and they will be approached in due course pending agreement for external recruitment.

**NDLC Collaboration Space**

* 1. All Council members will be provided with access to a collaboration space on Hwb, where all future NDLC agendas and minutes will be published and where any draft policy documents or guidance can be discussed.
  2. DL provided an overview of how collaboration spaces have been used to aid moderation in the Gower. This has been received very positively and has helped to achieve consistency in the moderation of results across the whole of the north Gower partnership. Representatives are now working with the South Gower partnership to introduce this there. He did stress however, that more needs to be done to promote collaboration spaces to schools.
  3. MJ asked for usage statistics regarding local authorities’ access to Office365, as it was believed that Bridgend is unable to access this due to filter restrictions. CO highlighted the [web filtering standards document](http://gov.wales/topics/educationandskills/publications/guidance/web-filtering-standards/?lang=en) published by the Welsh Government recently and that local authorities should be made aware of this if they are not already. CO also stated that one local authority with very strict access has since adopted the policy and relaxed their filters for their teachers.
  4. CO did stress however that it is unlikely that there will be consistency across all consortia, due to minor differences between software solutions that are in place (keywords used etc).
  5. TC asked if there had been a general change in culture to date. CO stated that the guidelines have given senior managers within local authorities and consortia confidence and have initiated discussions regarding appropriate content and access.
  6. GD highlighted that in RCT, some Hwb+ and Office365 features still have only limited functionality. CO outlined that this could be shortly resolved as the authority migrates schools from one filtering solution to another.
  7. MJ noted that some local authorities block translation websites, when these are useful tools for pupils in Welsh medium schools.

**Action: Secretariat to circulate members’ usernames for the collaboration space. Members to contact secretariat for their passwords.**

**e-Safety**

* 1. CB asked whether *Boost* was available to schools free of charge. CO believed this was a chargeable service and not available bilingually. However, the 360 degree tool is available free of charge through Hwb.
  2. Andy Wood is establishing a group to oversee and guide matters relating to the safety of children online.
  3. JJ reported the outcome from an e-Safety questionnaire that she had sent out to a small number of colleges and universities. It was noted few responses were received – indicating that these institutions may not have policies in place. However, it is difficult to confirm this due to the lack of responses.
  4. MJ noted guidance on e-Safety in schools published by ICO, but stated that it would be useful to have guidance on the management of personal and sensitive data (both electronically and in hard copy), as schools may unknowingly be breaching this. The 360 degree safe tool was also highlighted as being very useful in this regard
  5. CB highlighted that data breaches could result in huge costs if schools are deemed negligent in the management of sensitive or personal information.
  6. CO stated that guidance is currently being produced that will detail what should and shouldn’t be stored on Hwb. This will be issued to Council members for consideration shortly via the new collaboration space. The final guidance is due to be published in September.

**HwbMeets**

* 1. CO highlighted the success of recent HwbMeets held across Wales. He also stated the Hwb Team’s intention to move away from ‘business’ or themed tables (e-Safety, National Library of Wales etc.) to focus on giving teachers from identified digitally competent schools an opportunity to share their knowledge and experience.

**National Digital Learning Event 2015**

* 1. CO stated that very positive feedback had been received regarding this year’s event and workshop sessions on 24 June.
  2. The Hwb Team is currently exploring options to link in with next year’s Digital 2016 event and will be discussed with colleagues in Economy, Skills and Natural Resources Group.
  3. The Council agreed that this would make sense and suggested that schools could provide an input, with games and skills/innovation challenges being set in advance of the event itself.
  4. It was agreed that the Council would provide suggestions for next year’s event, with the aim of putting more of an emphasis on pupils.
  5. MJ also noted that the award winners’ videos should show the content of the winning entry, in addition to the relevant teachers talking about them. CO stated that this will be taken on board in future, depending on the concept of the resource/entry and how it is available.

**Action: Secretariat to add ‘National Digital Learning Event 2016’ to agenda for next meeting in October.**

**FE/HE**

* 1. CO announced that the Hwb Team is currently exploring options for the roll-out of Hwb to HE and FE institutions. A cost effective solution has now been established and a trial with Pembrokeshire College is being considered.
  2. It was highlighted that roll-out to parents would also be very beneficial.
  3. RM stated that a communications and marketing strategy is currently being developed for Hwb, and it is intended to promote the platform more widely – with consideration given to adverts on television and radio.
  4. CB highlighted the achievements of the Hwb Team, praising the platform that has been developed and the improved functionality over the last year.
  5. Two Council members noted that there appeared to be inconsistencies around how Estyn explores a school’s engagement with Hwb during inspections. CO stated that Hwb familiarisation sessions are being arranged for Estyn inspectors next week, to ensure that engagement is assessed more consistently across Wales.

**Hwb+ Centres of Excellence**

* 1. CO stated that a review session was held for the appointed schools across south Wales last week.
  2. Each school provided a five minute presentation on how they had used Hwb and Hwb+. Everyone was using the tools provided – the Hwb platform, Just 2 Easy etc. - to share resources. Some approaches were very similar, some were very diverse, but all were being used very effectively and were being shared with other schools in their area. DO noted that there would be lots of ideas to showcase at the next NDLE, and that it would be worth promoting these schools as support contacts through Hwb.
  3. A similar session for schools in the north is scheduled for 15 July in Wrexham.

**General issues**

* 1. JH noted that the value of the Council should be maintained. RM stated that it would be beneficial for the Chair to have more regular meetings with the Minister for Education and Skills.
  2. RW asked whether there was cross-party support for the Digital Competence Framework, highlighting potential issues after next year’s election. RM stated that some assurance would need to be obtained before then – possibly in the form of a plenary-style debate.

**Digital Competence Framework**

* 1. RM highlighted the importance of the new Digital Competence Framework, with Professor Donaldson launching this element of the curriculum review first. This will ensure that Digital Skills are embedded through all other aspects of the curriculum as these are rolled out over the next five years.
  2. A group of ‘Pioneer Schools’ will be appointed shortly to assist in the development of the framework, which is due to be in place by September 2016 before the other elements are introduced.
  3. The consensus of the Council was that the framework should be made statutory after one year, to ensure that all schools adopt it, as some may choose to defer this indefinitely.
  4. MJ highlighted that additional training may be required for staff in non-pioneer schools. These ‘Pioneer Schools' will already have a head start with regard to digital skills and technology, with other schools likely to need support in order to catch up.

**Action: Secretariat to arrange additional workshops in December and May to discuss the Digital Competence Framework.**

1. **Suggested success criteria for the NDLC in 2015-2016**
   1. To promote the benefits and increase take-up of Hwb as widely as possible.
   2. To publicise the role of the Council further – potentially through Dysg.
   3. To provide advice on the implementation of the Digital Competence Framework.
   4. To explore the possibility of merging next year’s NDLE with Digital 2016.
   5. To have regular update meetings with the Minister for Education and Skills on a six monthly basis.
   6. To provide a steer for the implementation of the STEM elements of the Donaldson Review.
2. **Sub Group Feedback**
   1. Following a discussion regarding the future of the three sub groups, it was decided that these would not continue in their current format. Alternative arrangements will be made in due course.
3. **Minutes of last meeting (10 March 2015)** 
   1. The minutes of the last meeting were agreed for accuracy and actions had been undertaken.
4. **Any other business**

**Safer Internet Day**

* 1. CO stated that South West Grid for Learning will be running a competition in the lead up to next year’s Safer Internet Day on 9 February 2016. This is expected to be launched in September.

**Technocamps**

* 1. DO suggested that it would be beneficial for the Technocamps student trainers to receive training on delivering sessions for pupils. DO thought that some came across as a little uncomfortable or even shy.

**Hwb Evaluation**

* 1. CO noted that the evaluation of Hwb+ is currently being undertaken. Questionnaires will be issued to schools to complete shortly.

**Use of information and media**

* 1. CB circulated the guidance document below to all members prior to the meeting. This was produced by the European Agency for Special Needs and Inclusive Education and provides those in the education field with guidelines on the use of information and media within the learning environment.



* 1. CB also highlighted the use of BYOD in European countries where this method was proving particularly effective.

**BBC Micro Bit**

* 1. IT showed a [video about the new BBC Micro Bit](http://www.bbc.co.uk/news/technology-33425410) which will be issued to all Year 7 pupils in October. The device can be programmed to perform simple tasks via any device through a specific website. Further information can be found [on the BBC site](http://www.bbc.co.uk/search?q=microbit). The issue of home-tutored children was raised. IT was advised to contact local authorities who would be able to make contact and distribute the devices on their behalf.
  2. IT explained that the immediate priority is to distribute a limited number of devices to teachers in order to enable them to get to grips with the technology prior to the roll-out to pupils in October, with the devices being made available commercially towards the end of the year.
  3. IT confirmed that tutorial videos will be made available in both English and Welsh, although the coding language will be in English only.

**Guest speakers**

* 1. TC proposed:
     1. [Martin Weller](http://www.open.ac.uk/people/mjw5), Professor of Educational Technology
     2. [Josie Fraser](http://www.josiefraser.com/), Social and Educational Technologist
     3. Simon Brindle, Director, Y Lab, Cardiff University
  2. GE proposed (in his absence):
     1. Sugata Mitra
     2. Daisy Christodoulou
     3. Jo Boaler

1. **Future Meetings**

**Dates**

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| --- | --- | --- | --- |
| **Date** | **Venue** | **Key items to discuss** |  |
| 6 October 2015 (Tues) | S4C, Llanishen, Cardiff (with VC link to Caernarfon) | Communications and Marketing Strategy including NDLE 2016 |  |
| 15 December 2015 (Tues) | Welsh Government Offices – Penllegaer, Swansea (with VC link to Llandudno Junction) | Workshop to discuss the Digital Competence Framework – 1st iteration |  |
| **Date** | **Venue** | **Key items to discuss** |
| 21 January 2016 (Thurs) | Ramada Docklands Hotel (BETT 2016) | NDLE 2016 |  |
| 15 March 2016 (Tues) | Cadoxton Primary,  Vale of Glamorgan |  |  |
| 13 May 2016 (Fri) | Welsh Government Offices – Penllegaer, Swansea (with VC link to Llandudno Junction) | Workshop to discuss the Digital Competence Framework – 1st iteration |  |
| 8 July 2016 (Fri) | Welsh Government Offices – Llandudno Junction, Conwy (with VC link to Cardiff) |  |  |

1. **Minutes of last meeting (22 January 2015)**
   1. All actions from the minutes of the previous meeting were actioned and the minutes were agreed for accuracy.

**Summary of Actions**

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| --- | --- |
| **Ref** | **Action** |
| 2.18 | Secretariat to circulate members’ usernames for the collaboration space. Members to contact secretariat for their passwords. |
| 2.30 | Secretariat to add ‘National Digital Learning Event 2016’ to agenda for next meeting in October. |
| 2.41 | Secretariat to arrange additional workshops in December and May to discuss the Digital Competence Framework. |

**Next meeting: Tuesday 6 October: S4C, Llanishen, Cardiff.**