**NATIONAL DIGITAL LEARNING COUNCIL**

**10:30 TO 15:00 TUESDAY 10 MARCH 2015**

**THE DUKE OF WELLINGTON, COWBRIDGE**

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

1. **Welcome**
   1. JH welcomed all present and CR provided apologies from those unable to attend.
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 Grant. It is anticipated that rollout to 107 schools will be carried forward into the 2015-16 financial year and that there are 50 outstanding schools that will cost significantly more than the average to rollout, given their location or other complications/circumstances.
  2. The LiDW Team are currently awaiting a commitment from local authorities that these schools will remain open for the foreseeable future, in order to ensure value for money, given the considerable investment.
  3. Once this commitment is received, advice will be put to the Minister with options for deployment using more cost effective solutions than fibre broadband.

**Hwb Usage**

* 1. CO gave an update on Hwb usage figures which saw a significant increase in February (up 270,000 views to 733,814). This could be attributed to interest in the Hwb Centres of Excellence programme.

**Hwb Community/Networks**

* 1. CO highlighted the plan for the new content creation tools. It will soon be possible for teachers to upload any digital resources they have created, for other teachers to use as part of lessons in a Hwb Community area.
  2. When teachers sign up to be part of the Hwb Community, they will be required to agree to an end user license agreement, confirming that they will be solely responsible for any content that they upload.
  3. IT questioned the issue of copyright with regard to the uploaded resources. CO stated that teachers will be encouraged to source copyright free material via Google Safe Search.
  4. The community element of the platform is expected to have a soft launch in late March/early April, with a full scale launch at the National Digital Learning Event (NDLE) on 24 June.
  5. Playlists containing resources can also be developed and published in the same way as individual resources, and can include questions to test pupils’ understanding of the subject. An iOS and Android app is also currently in development.
  6. CO also confirmed that all newly introduced elements of the platform will be built into the Digital Leader training sessions.
  7. Hwb Networks are due for release to the Hwb Community by Easter. This functionality will enable users with an interest in a particular subject at a given key stage (e.g. Art at KS3) to share and collaborate via the platform and establish a Professional Learning Community (PLC). The original owner of the group will manage how this is to be run, in conjunction with the terms and guidelines of the network.

**NDLC Collaboration Space**

* 1. As requested at the last meeting, CO has arranged for Council members to be provided with a collaboration space on Hwb via Office365. This will provide access to all Hwb features, apart from an actual Hwb+ school site for those members that do not work in schools.
  2. Council members that currently work in schools will be able to access the collaboration space using their existing login. For all other members, CR will provide login details.

**Action: CR to circulate login details as required.**

**PISA**

* 1. Resources to help students prepare for PISA examinations have now been published on Hwb, with 10,000 views to date. There is currently no mechanism for the formal reporting of results, but it is hoped that a reporting system will be developed shortly. This development will allow granular analysis of results at school, local authority/consortia and national levels.

**HWB+ usage**

* 1. CO confirmed that 532,071 accounts have been provisioned for Hwb+ users, with 721 schools actively engaged with the platform (more than 10 logins per month).
  2. The platform has been gaining momentum, in part due to the Hwb+ Centres of Excellence programme and it is hoped that the recommendations in the Donaldson review relating to Digital Competence will encourage even more schools to find out what tools and benefits Hwb and Hwb+ can provide.
  3. Pilots involving a rollout of the platform to school governors have been run in two schools throughout March. Positive feedback has been received so far and governor access will be rolled out to all schools, following the Easter break.
  4. Rollout to parents will now be considered as an additional service to be provided by Learning Possibilities (LP). Any schools wishing to participate will need to arrange this directly with LP.
  5. The Digital Leader training sessions will adopt a new approach in the Summer term. A new training plan is being developed in conjunction with local authorities to ensure that they provide more specific and targeted support.
  6. GE asked if there were any plans to broaden the remit of the Hwb Digital Leaders. CO stated that the Hwb Team is looking to maximise the support that they can provide to schools over the next few months, prior to the original Digital Leaders’ current contracts coming to an end this summer.

**Hwb+ Centres of Excellence**

* 1. Eighteen schools have been awarded the Hwb+ Centres of Excellence (CoE) grants of up to £30,000 to enable them to assist in the promotion of Hwb+. Each will be required to develop a Hwb+ accredited trainer, publish good practice, provide training for at least 100 teachers across their consortia and develop professional learning communities.
  2. CO stressed that the bids received were judged on merit against a strict criteria to ensure that the process was entirely transparent. Unfortunately however, no Welsh medium secondary school bids scored highly enough to be successful.
  3. HM raised concern over the lack of involvement of a Welsh medium secondary. CO stated that it was hoped successful bids would cover all bases, but that this wasn’t possible based on the bids received. The Hwb Team are currently looking into options – potentially partnering some Welsh and English medium schools together and providing direct support by the Digital Leaders.
  4. GE questioned the areas of the country where few bids were received from. CO confirmed that the Digital Leaders will be investigating this in conjunction with local authorities and regional education consortia.
  5. CO agreed to provide a summary report on the successful schools at the next Council meeting.

**Action: CO to provide summary report.**

* 1. DO provided the Council with an insight on his application for the Hwb+ CoE funding:
     1. Since returning to school, it has been increasingly difficult to find time to work with teachers to upload resources to the platform, only managing to spend an hour or so at a time over a number of weeks. Therefore his school’s application was based on hypothetical situations which could not be scored as highly as schools able to provide evidence of actual results.
     2. JH suggested that this could be fed into his school’s SEG application, requesting funding to support this baseline work.
  2. CO confirmed that the funding will be made available in March for the work to be undertaken through to the end of the summer term. However, there are no plans for this to be extended beyond this academic year.

**Office365**

* 1. The O365 address books within the platform are being developed so that it will be easier to find users. In addition, it will soon be possible for schools to apply their own domain name to staff e-mail addresses (so that they appear as a\_teacher@a\_school.co.uk rather than a\_teacher@hwbmail.net)
  2. A number of user groups with inappropriate names set up by students have now been deleted from the system. This feature is currently being reconfigured so that only school staff will be able to set up new groups.

**e-Safety**

* 1. CO confirmed that Safer Internet Day on 10 February was a big success and plans are already underway for 2016.
  2. It was highlighted that headteachers should take more responsibility for safeguarding their pupils online. JH also highlighted the role that local authorities need to play.
  3. SBi suggested breaking down the 360 degree safe tool into smaller modules to make it less daunting for schools. CO to take this forward.

**Technocamps**

* 1. CO confirmed that work is underway for computing workshops to be held in every secondary school in Wales. There have been delays in recruiting trainers so Technocamps are a little behind schedule, but they are confident that the programme will be delivered by March 2016.

**LiDW Grant Evaluation**

* 1. ICF International has been appointed to undertake an evaluation of the LiDW Programme, with a final report due by the end of December 2015. Further information will follow at future Council meetings.

**Information Security Guidelines for Schools**

* 1. Guidance on Information Security is currently being developed for schools. This will cover the safe use of OneDrive, the storing of personal data and what information should and should not be stored in Hwb and Office365.

**Action: CO to circulate Information Security guidance to Council members (via new collaboration site) prior to publishing.**

1. **Sub Group Feedback**
   1. **Leadership (TG)**
      1. Sub-group has been unable to meet since the January Council meeting, so not much progress has been made.
      2. GE investigating a new evaluation tool for teachers from Microsoft.
      3. More of an effort needs to be made to engage with senior leaders within schools. There appears to be a void in senior staff participating in ICT related events, with ICT co-ordinators being nominated to attend instead. It was stressed that engaging with senior leaders should be seen as more of a priority.
      4. It was suggested that the NDLE be steered towards senior leaders rather than teachers. (Further discussion at point 4.7).
      5. CK stated that there is a collection of resources dedicated towards leadership in schools, which the sub-group will consider and discuss in advance of the next meeting.
      6. DO also highlighted that headteachers seem to be detaching themselves from responsibility for e-Safety in their schools. This is a potential disaster waiting to happen and headteachers must be involved and see the potential for both positive and negative outcomes and prepare appropriately.
      7. JL stated that digital competence is currently very low across museum curators and that new skills needs to be developed as quickly as possible, with digital skills now being as necessary as literacy and numeracy in a large number of fields. The National Museum is currently developing a framework to train its 600 staff. However, it isn’t necessarily about technology as it is the development of the required competencies within their staff.
      8. TG nominated MRJ to lead this group in future.

**Action: TG to inform MRJ of change in leadership of sub-group.**

* 1. **Content Development (IT)**
     1. IT stated that the group was looking into how to turn recommendations or good ideas into actions for the Council. It was suggested that they engage with the Hwb Team content manager (Catrin Hughes) to review the current approach to content and involve the Welsh Government Commissioning Team (Ann Evans) to review any forthcoming commissioning work.
     2. IT asked who decides what news items and documents appear on the ‘carousel’ on the [Hwb front page](http://hwb.wales.gov.uk/), and would the group be able to suggest items to be promoted in this way. CO stated that this is managed by the Hwb Team and links should be made with Catrin Hughes.
     3. IT suggested holding a six monthly roadmap session to discuss DfES priorities and what content could be developed to align with this. CO agreed that this would be particularly beneficial and suggested making links with Catrin Hughes.
     4. IT also asked whether it would be possible to include an additional button on the right hand side of the Hwb homepage for sites like BBC Bitesize (alongside Office365, Just2Easy etc.) CO stated that there are restrictions on what can be included in that menu (is it fully bilingual? etc) but any suggestions could be discussed with Catrin Hughes.

**Action: Content Development Group to meet with Catrin Hughes and Ann Evans.**

* 1. **e-Safety (JJ)**
     1. MJ has been running workshops for parents and students on e-Safety – also involving some local primary schools.
     2. JJ has prepared and circulated a questionnaire on e-Safety to local schools, FE colleges and universities, but noted a particularly low response rate, with some denying all knowledge of the subject altogether.
     3. It was stressed that more of an effort needs to be made to educate teachers, students and parents over just how important this is.
     4. It was suggested that the members make links with Andy Wood (DfES e-Safety Adviser).

1. **NDLE 2015**
   1. CO confirmed that the proposed title for this year’s event is “*Digital Competence: Sharing Good Practice*”.
   2. It is intended for there to be two keynote speakers – one at the start of the day and one at the end, to encourage people to stay for the whole event. Unfortunately Prof. Donaldson will not be available to speak on the Curriculum Review as hoped.
   3. JH suggested in the absence of Prof. Donaldson, that John Furlong be invited to provide a keynote and that Meilyr Rowlands from Estyn should also be approached.

**Action: JH to make contact with Meilyr Rowlands**

* 1. A number of other names were suggested:
     + - Graham Martin;
       - [Richard Parks](http://www.richardparks.co.uk/) - given his use of technology in his challenges and expeditions);
       - [Lowri Morgan](http://www.lowrimorgan.com/);
       - [Terry Matthews](http://en.wikipedia.org/wiki/Terry_Matthews); and
       - Rob Rowley, Director of General Dynamics.
  2. GE questioned the use of the term ‘digital competence’. LH clarified the DfES position – this term, referred to within Prof. Donaldson’s report has now replaced ‘digital literacy’.
  3. CO advised that holding a parallel event in north Wales would present a significant challenge, given very limited staffing resources and increasingly tight budgets, and that streaming the event online would likely prove more practical. However, if local authorities or Hwb+ Centres of Excellence could be brought on board to provide support to a second event in the north, then this may be a viable option.
  4. There was discussion of focussing on attracting School Leadership Team members to the event, rather than merely teachers. LH questioned how these would be encouraged to attend. It was suggested that this could be linked to the Donaldson review, though another selling point would likely be required.
  5. GE suggested that there were not enough awards specifically targeted at pupils. CO confirmed that it would not be possible to change the categories for this year’s event, but that this will be taken into consideration next year if feedback from stakeholders supported this approach.
  6. LH highlighted the lack of media interest in the last two events. Very little press or publicity has resulted from any significant source.
  7. JJ suggested linking the event with the Wales Festival of Innovation 2015, which could provide a considerable amount of free publicity.
  8. It was suggested that a breakout session be held at some point during the day, where Council members could mingle with headteachers or teachers out in the field – possibly in groups based on the sub-group themes.
  9. A breakfast event aimed at school senior leadership teams was also suggested. However, LH stated that this would discriminate against those travelling from the north to attend the event, who would be unlikely to arrive before 10am. CO agreed to investigate whether this would be viable.

**Action: CO to investigate the possibility of breakout or breakfast sessions for the NDLE.**

1. **Future Meetings**
   1. **Dates**

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| **Date** | **Venue** | **Notes** |  |
| 9 July 2015 (Thurs) | Seiont Manor Hotel, Snowdonia |  |  |
| 6 October 2015 (Tues) | S4C, Llanishen, Cardiff |  |  |
| 21 January 2016 (Thurs) | TBC | BETT 2016 |  |
| 15 March 2016 (Tues) | Cadoxton Primary (tbc) | Vale of Glamorgan |  |
| 8 July 2016 (Fri) | TBC |  |  |

* 1. **Guest speakers**
     1. JH enquired as to whether Council members would like guest speakers to provide an input at future meetings.
     2. CO suggested that a representative from Microsoft attend to speak about their education services. It was stressed that this should not be a commercial presentation – merely informing the Council what could potentially be provided free of charge.

**Action: Council members to provide any suggestions for future speakers to CR for consideration by the Hwb Team.**

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.
2. **Any other business**
   1. LH informed the Council that Estyn had contacted him during the meeting to confirm that they would not be fielding a senior representative to attend the safeguarding meeting arranged for 20 March.
   2. The Council requested that their disappointment be expressed to Estyn.

**Next meeting: Thursday 9 July: Seiont Manor Hotel, Snowdonia**

**Summary of Actions**

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| **Ref** | **Action** |
| 2.13 | CR to circulate login details for NDLC collaboration space as required. |
| 2.25 | CO to provide summary report on Hwb+ Centres of Excellence schools. |
| 2.35 | CO to circulate Information Security guidance to Council members (via new collaboration site) prior to publishing. |
| 3.1.8 | TG to inform MRJ of change in leadership of sub-group. |
| 3.2.4 | Content Development Group to meet with Catrin Hughes and Ann Evans. |
| 4.3 | JH to make contact with Meilyr Rowlands |
| 4.12 | CO to investigate the possibility of breakout or breakfast sessions for the NDLE. |
| 5.2.2 | Council members to provide any suggestions for speakers at future meetings to CR for consideration by the Hwb Team. |