**NATIONAL DIGITAL LEARNING COUNCIL**

**10:30 TO 14:00 THURSDAY 22 JANUARY 2015**

**RAMADA DOCKLANDS HOTEL, LONDON (BETT SHOW 2015)**

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

1. **Welcome and introductions**
   1. JH welcomed all present and colleagues introduced themselves.
2. **Overview of the Learning in Digital Wales Programme – Chris Owen**
   1. CO delivered an update on the Learning in Digital Wales (LiDW) programme.
   2. GE requested more information in respect of the roll out of fibre provisioning to all schools.
   3. HM asked whether a breakdown of the numbers of small and large schools could be provided in relation to provisioning.
   4. TC asked whether the recent LiDW Programme newspaper article related to the roll out of LiDW. LH noted that the article related exclusively to Hwb information.
   5. IT asked for information in respect of targets for user log-ons for Hwb and Hwb+.

**Action: CO to establish Hwb log in accounts for NDLC members for accessing Hwb tools (not Hwb+).**

* 1. RW asked whether schools could be could linked with universities, to facilitate joint projects. CO confirmed that if users and the Council desired this, then this could be explored. CO outlined that there would need to be careful consideration around the costs, resources and timelines associated with such a development.
  2. RW requested more information regarding the use of Apple iTunes U. CO confirmed that this was an area currently being explored by the Hwb Team and more information will be provided in due course.
  3. SBi asked whether non-MIS user provisioning could be devolved to local authorities and/or regional education consortia. CO confirmed that this facility is not available locally as it must be undertaken by the Hwb+ supplier – Learning Possibilities.
  4. IT noted that ‘Hwb Networks’ is a key feature of Hwb and needs to be promoted.
  5. TC noted the importance of not duplicating resources and/or activities developed elsewhere.
  6. RW asked how the Digital Leader network was developing. CO confirmed that this was specifically developed for the Hwb Digital Leaders and is in its early stages of use.
  7. RW asked whether new digital resources could be added from different partners. CO confirmed that this is possible, providing partners are content for their resources to be shared.
  8. JH asked about the mechanism providing updates to the Welsh Government regarding the availability of new content.

**Action: CO to provide details of the Hwb (hwb@wales.gsi.gov.uk) e-mail address to all NDLC members.**

* 1. LH noted how important the Hwb Networks could be. This was confirmed by CK who noted that this could be particularly useful for NQTs.
  2. RW asked for more information around parental access. CO noted that WG will be running a number of pilot projects around Wales shortly, but confirmed that parental access will be treated as an additional chargeable service for schools.
  3. MRJ requested additional information regarding the use of Hwb+ in HE settings. CO noted that this can be explored although it would incur additional costs.
  4. MJ asked for more information regarding the use of the platform by primary and secondary users. CO confirmed that, at present, there are a mix of primary and secondary schools using the platform.
  5. TC asked whether more could be done to promote the use of Hwb+ with NQTs.
  6. IT and HM noted the importance of revisiting the communications plan around Hwb and Hwb+.
  7. HM asked whether it would be possible to provide further integration to social media apps into Hwb.
  8. JH noted the importance of promoting the tools available through the platform to increase adoption.
  9. RW noted the importance of promoting the transition capability built into Hwb+.
  10. GE asked whether formal accreditation could be attached to the Hwb+ Digital Leader training.
  11. GW asked whether a school’s domain can be redirected to the Hwb+ public-facing website. CO confirmed that this is possible.
  12. HM asked whether the Office 365 interface is available in Welsh. CO confirmed that all schools have the opportunity to have a “Welsh by default” interface when their Hwb+ sites were initially set up.
  13. MJ suggested that some of the keyboard shortcuts in MS Office in Welsh language mode can be challenging for users who are used to the English shortcuts.
  14. SBi asked whether Office 365 will be available after the Hwb+ contract expires. CO confirmed that a full exit strategy will be made available well in advance of August 2018, though this is not available at this time.
  15. SBi asked how users will migrate from Office 365 after they leave schools in Wales.
  16. JH expressed her appreciation for the Hwb Team’s work in dealing with the numerous and complex procurement routes involved in making the LiDW Programme a success.
  17. CK asked whether HwbMeets could be held in South East Wales. CO confirmed that the Hwb Team will continue to work with regional education consortia colleagues to ensure that the HwbMeet programme reaches all parts of Wales.
  18. TC asked whether the Hwb+ Centres of Excellence programme would focus on any specific subject. CO confirmed the intention to keep the criteria as wide as possible, in order to promote interest.

**Action: CO to check the availability of Prof Donaldson, Prof Heppell and Stephen Moffett/Russell T Davies for NDLE2015**

* 1. CK noted that importance of attracting Prof Donaldson to the event, in order to promote the role of technology within the curriculum.
  2. TG noted the importance of securing best practice from the international community.

**Action: CR to circulate links to new DfES documents to all Council members (start with “**[**Rewriting the Future**](http://wales.gov.uk/topics/educationandskills/schoolshome/raisingstandards/rewriting-the-future-schools/?lang=en)**” and “**[**Qualified for Life**](http://wales.gov.uk/topics/educationandskills/allsectorpolicies/qualified-for-life-an-educational-improvement-plan/?lang=en)**”).**

**Action: CO to circulate names of possible NDLE keynote speakers to NDLC members.**

* 1. MJ noted some issues surrounding the remaining schools as part of the LiDW Grant.
  2. GD noted continuing issues around technical blocks regarding Hwb functionality.
  3. RW asked whether a common set of standards is available for all local authorities and schools.
  4. There was discussion of the challenges associated with widening access to web-based resources (e.g. filtering at source and guidance).
  5. JH noted the importance of promoting the 360 degree Cymru e-Safety tool.
  6. SBr noted the importance of the recently-published [supplementary guidance for inspecting safeguarding in schools and PRUs](http://www.estyn.gov.uk/english/inspection/supplementary-guidance/).

**Minutes of last meeting (21 October 2014)**

* 1. JH asked for an update on the curriculum review. LH confirmed that the Welsh Government would be looking to publish Prof Donaldson’s findings by the end of February 2015.
  2. JH noted the development of the sub-groups and asked for feedback to be given to the Council.
  3. IT provided an update on the BBC “Make it Digital” initiative.
  4. LH suggested that it would be a good idea if developers of the new Doctor Who online coding game could be involved in a workshop at NDLE2015.

1. **Sub Group Feedback**
   1. **Leadership (TG)**
      1. Important that leaders think strategically about long-term technology use in schools.
      2. The key is ensuring that technology is embedded at the core of education.
      3. A need for greater consistency across the consortia regarding the adoption and use of technology.
      4. A need for cross-pollination between sub-groups.
      5. Consider developing an online school performance tool on Hwb.
      6. Consider developing forums for school leaders regarding the use of technology in schools.
      7. Consider a leadership support programme for technology adoption/implementation in schools.
      8. Develop a comparison tool between Hwb and other technologies.
      9. Secure user feedback to improve functionality of Hwb/Hwb+ (possibly via HwbMeets).
      10. HM noted the importance of engaging governors in discussions; using appropriate language where possible.
   2. **Early Adopters (CB)**
      1. Due to current pressures, this sub-group had not had an opportunity to meet since the last meeting. They will provide feedback at the next meeting.
   3. **Digital learning across the curriculum (TG)**
      1. This group had not yet met though many of the discussions were covered during the leadership sub-group (3.1)
   4. **Content development (IT)**
      1. Refer to circulated paper for recommendations.
      2. Next phase of Hwb development discussed with a view to developing a content strategy.
      3. Need to map current, emerging and future content.
      4. Need to organise regular meetings with content providers.
      5. Establish a lively teacher community.
      6. Need for team to be content commissioners and content procurers.
      7. Need to establish a more developed range of tools to facilitate the development and surfacing of meta tags.
      8. Need to provide space for teachers to upload and share non-Welsh Government quality assured resources.
      9. No need to duplicate activity that already exists.
      10. Discussion around the production of Welsh-language materials.
      11. RW and HM discussed whether hard copy resources are being produced and not just made available digitally.
      12. JH was keen to ensure that more resources are made available digitally.
      13. CO advised the Council that the Hwb Team does not commission any content. Rather, the Hwb Team is responsible for surfacing it.
      14. TC noted the importance of ensuring that digital rights are respected.
   5. **e-Safety (MJ)**
      1. Noted the involvement of the Welsh Government Professional Adviser for e-Safety and additional headteachers as required.
      2. Noted feedback from parents group from Ysgol Gyfun Gymraeg Llangynwyd.
      3. Positive feedback provided from the 360 degree review.
      4. Refer to minutes of the sub-group for further details.
      5. Consider forming a sub-group to advise on e-Safety.
      6. Important to be aware of online persona and digital footprint.
      7. Discussion around the importance of handling sensitive learner data.
      8. CO noted that guidance on this issue would be available before 31 March.
      9. SBi and CB noted how important security is around the retention of sensitive data.
      10. Importance of adding e-Safety and online presence handling to teaching standards.

**Action: LH to request that a priority around e-Safety and online presence for school staff is placed into the standards.**

* 1. JH provided a summary of the feedback of the sub-groups.
  2. The Council agreed that the sub-group model is working well, but that some groups could be consolidated. Therefore, there will now be three sub-groups:
* *Leadership – to be* chaired by TG (to include the *Early Adopters* and *Digital Learning across the curriculum* groups)
* *Content Development –* to be chaired by IT
* *e-*Safety – to be chaired by MJ

**Action: CO to provide a Hwb Network for NDLC members in order to capture activity (including that of the sub-groups)**

* 1. JH asked for confirmation as to whether T&S would be available to support sub-group meetings. LH confirmed that a small amount of funding would be available to support the travelling costs of members attending sub-group meetings. LH requested that members check with the secretariat in the first instance before travelling.

**Next meetings**

* Tuesday 10 March 2015 – [The Duke of Wellington](http://www.dukeofwellingtoncowbridge.com/functions), Cowbridge. (HwbMeet to follow at 16:30, please let Chris Roderick know if you wish to attend the HwbMeet)
* Thursday 9 July 2015 - Seiont Manor Hotel, Snowdonia.