**NATIONAL DIGITAL LEARNING COUNCIL**

**10:30 TO 15:00 TUESDAY 6 OCTOBER 2015**

**S4C, LLANISHEN, CARDIFF**

**(WITH VC LINK TO S4C, CAERNARFON)**

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

1. **Welcome**
	1. JH welcomed the Council to S4C’s offices and thanked everyone for attending.
2. **Overview of the Learning in Digital Wales (LiDW) Programme – Chris Owen**

**Hwb Engagement**

* 1. CO provided an overview of Hwb engagement by local authority. The engagement ranges significantly across local authorities. The more engaged authorities appear to be providing follow-up support to schools, once their initial training has taken place.
	2. CO also provided statistics for each regional consortia. DL is currently working with ERW on a part-time secondment and gave a brief overview of their current plans, ensuring that all of their schools are using Hwb in some way.
	3. CO announced that Swansea local authority are planning to decommission all local storage and e-mail servers within schools, with all schools expected to utilise Hwb and Office 365 from next September. This should result in substantial savings for the local authority and will be an excellent case study to promote similar approaches in other local authorities.
	4. CO highlighted that if local authorities are planning any meetings with their headteachers, members of the Hwb Team would be happy to provide an input and promote the benefits of Hwb. The group highlighted that headteachers and senior leaders should be targeted first, to get them on board before working across school staff.
	5. Lindsay Harvey, Director of Education for Swansea is to chair the ADEW ICT Steering Group and will be speaking at the CYDAG Conference on 16 October.
	6. CB highlighted concerns regarding the end of the three year Hwb contract in August 2018. CO stated that there is a full commitment for the platform to continue until that time. There are a range of options being considered around the ongoing management of the digital tools offered through Hwb after this date.
	7. CO highlighted an increase in the number of page views in September – 899,000, with over 100,000 individual resources being accessed.
	8. A new assessment and reporting function has been developed through Hwb playlists over the summer, where teachers will be able to set their pupils online tests. The target date for release of this development is October half term.
	9. GE requested some statistics on the popularity of the Welsh Bacc resources hosted on Hwb. CO stated that it is possible to obtain usage statistics for individual resources – however this is not a routine exercise.

**Action: CO to provide a breakdown of the statistics currently being collated at the next meeting - dashboard.**

* 1. CO highlighted the recent Hwb Stakeholder workshop which took place in Cardiff Bay on 23 September. ST attended, noting that this was a good opportunity to talk about Hwb, rather than focussing solely on Hwb+ and remarked at the overall positive attitude regarding the direction of the Hwb platform developments. CO confirmed that the outcomes of the workshop will feed directly into future developments of the platform and that if any members have comments that they wish to put forward regarding the platform, to submit these via the Hwb mailbox (hwb@wales.gsi.gov.uk).
	2. The current contract for the content element of Hwb is due to cease in January 2016. However, pending Ministerial approval, the plan is to re-contract and bring this in line with the Hwb+ contract to August 2018.
	3. New features recently introduced to Office 365 have needed to be locked down until safeguarding controls can be investigated (Sway and Yammer). It is anticipated that these will be made available to school staff but not to pupils. It is also intended for the Hwb platform to migrate from SharePoint 2010 to 2013 as part of the LP contract extension.
	4. SBi questioned the use of 10 logins per month as an indicator of a school that is actively using Hwb. CO highlighted that this was an arbitrary figure to provide the Hwb team with a broad brush analysis of where there was zero usage in schools. CO agreed that this figure should proportionately increase as the project continues in order to provide a more accurate picture of engagement and agreed to provide an additional statistic based on an increased figure (100 logins per month) at the next meeting.

**Action: CO to present updated dashboard at next meeting.**

* 1. JH highlighted that funding has been provided to consortia to support the rollout of Hwb+ and that Central South Consortia has a dedicated staff member to take this forward. CO and RM will soon be meeting with local authorities who are not actively engaging with Hwb to establish what the local issues are.

**Governors**

* 1. CO confirmed that all schools have now been provided with a Governors portal, which will allow access to all content digitally rather than in hard copy as in the past. A central governor site is currently being scoped for local authorities. Rhondda Cynon Taff intends to move their schools across to this, estimating significant savings.

**Action: CR to upload links to the documentation on setting up a school Governors site to the NDLC collaboration site.**

**Hwb Digital Leaders**

* 1. CO highlighted the reduction in Hwb Digital Leaders from eight to five this year. The Hwb Team are currently working to develop plans with regional consortia to ensure that there is capacity to support schools ‘on the ground’ – potentially linked to current grants that they are already receiving.
	2. SBi questioned the timescales involved in having plans in place. It is intended for these to be in place by April 2016, pending Ministerial sign-off.
	3. CO highlighted that Alex Clewett is commissioning some small-scale projects across north Wales and is providing supply costs for teachers to assist other schools in promoting and rolling out Hwb.

**Action: Alex Clewett to meet with SBi to discuss plans for the north Wales consortium.**

**e-Safety**

* 1. All local authorities will be running e-Safety sessions in the near future.

CO provided statistics on the use of the 360 degree safe tool:

* 747 schools have registered
* 76% of schools have used the tool
* 30% have completed all units.
	1. CO also stated that usage statistics are provided to a nominated contact in local authorities (possibly those responsible for safeguarding issues). However, ST highlighted a potential lack of communication between local authorities and consortia.
	2. SBr highlighted training provided to Estyn HMIs over the summer.

All HMIs have received training in e-Safety and have been provided with Hwb logins.

* 1. There were concerns over the cost of the e-Safety mark for schools. CO to investigate if there are any opportunities to reduce this cost.

**Action: CO to investigate possibility of reduced rate for gaining the 360 degree safe Cymru mark.**

* 1. SBr also highlighted an online survey currently being undertaken by Estyn. Members may contribute any comments about inspection, including that of digital learning or ICT, which can be provided under ‘general comments’ towards the end of the questionnaire.
	2. CO highlighted next year’s Safer Internet Day campaign which takes place on 9 February. Information regarding a competition to develop a new app can be found [on Hwb here](http://hwb.wales.gov.uk/eSafety/News#article/32ea045f-91f7-4efe-9777-819c406ffb4e).

**HwbMeets**

* 1. The most recent HwbMeet took place in Newport on 29 September. While only a limited number were able to attend, very positive feedback regarding the format had been received – particularly from teachers in CK’s school, who were very engaged with the session. The next event will take place in Llandudno on 20 October and Conwy are currently promoting this across the local authority.

**Technocamps workshops**

* 1. CO provided a brief update on the progress the scheme is making, and confirmed that they are on course to deliver all sessions by March 2016.

**Other points of interest**

* 1. HE authentication pilot with University of Wales, Trinity St David is expected to run from October half term. AR has discussed the possibility of Grŵp Llandrillo Menai joining the project and this is to be discussed by their Senior Leadership Team.

**ERA licensing**

* 1. CO has recently met with ERA to discuss issues and a way forward around licensing their content for schools. Schools are currently offered discounts when these are purchased via their local authority. However, this will end in March.
	2. The Hwb Team are currently working with various partners regarding the hosing of microsites on Hwb, including a new creativity portal covering the Arts in Education and another site for Academi Wales.
	3. A new local authority dashboard is currently in development by Swansea local authority, providing schools with a direct link to all of their local authority services (room booking system, moodle etc.) via the black bar at the top of all Hwb pages (an Osprey for all Swansea schools).
	4. SBi questioned the possibility of a single sign-on for both Hwb and school networks. CO confirmed that this is being investigated in collaboration with Swansea local authority.

**Action: CO to keep SBi informed of developments with regard to potential for single sign on.**

**Hwb Communications and Marketing Campaign**

* 1. RM provided an overview of her plans to relaunch Hwb and continue to develop the platform in line with the emerging curriculum and assessment arrangements. The main aim is to raise awareness and increase take-up and usage of the platform to 70 per cent of teachers. It is also intended for links to be made with the ADEW ICT Steering Group and digital leads within regional consortia.
	2. RW highlighted the potential for iTunesU to disseminate resources. CO confirmed that Education Wales is the Welsh Government’s iTunesU channel and members of the Hwb Team are due to receive training on iTunesU in order to exploit this very shortly.
	3. RM asked for comments on some early ideas for promotion materials, produced as part of a tender.
	4. Following group discussions, it was agreed that the second format (with illustrations similar to those used by CDSM) were the preferred design, and that the focus should be to encourage teachers to use Hwb, rather than on the more complex tools available straight away. There should also be a strong link to the Digital Competence Framework.

**Update on Digital Competence Framework**

* 1. The Minister for Education and Skills announced that the new framework will be made available to schools in September 2016, and will be threaded through all of the other elements of the curriculum as these are introduced.
	2. Thirteen pioneer schools were identified over the summer period and the new Curriculum Review Team in the Welsh Government will work with them to lead the way in developing and implementing the new framework. Representatives will meet for the first time on 12 October, to discuss the development of the framework which will be published by next September.
	3. JH highlighted a breakfast session being run at Cadoxton Primary on the morning of Friday 9 October and invited any members to attend if they wished.

**Action: RM to get in touch with SBi regarding the new curriculum**

1. **S4C commissioning process and rights and their relevant to the education space – Huw Marshall / Angharad Evans – S4C**
	1. Huw Marshall (Head of Digital Development) gave an overview of S4C’s digital strategy, which aims to increase engagement with audiences of all ages. Following some minor improvements to their website and S4C content being made available on the BBC iPlayer, there has been a significant increase in the number of views.
	2. Angharad Evans (Head of Legal) gave an overview of broadcast rights and explained the complications relating to the ERA licences for schools. (If a school has an ERA licence, they will be able to use any content for the purpose of teaching and learning free of charge).
	3. HM highlighted that S4C is looking at long term plans, in an attempt to align their strategies with their partners and that all productions going forward should include an educational element with consideration being given to the production of materials and resources to accompany programmes when they air.
	4. Discussions between S4C, BBC and the Welsh Government regarding Hwb users being provided access to all content via the ERA are currently ongoing.
	5. IT stressed the importance of bringing content providers together in order to align their plans, with the possibility of developing themes and crossing over where possible.
	6. It was suggested that a Digital Content Forum could provide a useful opportunity for discussion. If established, JH suggested the possibility of the Digital Content Group to first meet in November.

**Action: IT and HM to investigate and to consider whether BBC/S4C could take the lead in the establishment of a Digital Content Forum.**

1. **National Digital Learning Event 2016**
	1. CO provided a brief overview of this year’s event held in Cardiff City Hall on 23 June and stated that as per the groups request at the last meeting, discussions regarding the merging of the NDLE and Digital 2016 were ongoing.
	2. Following a discussion regarding venues, it was agreed that next year’s event should take place in north Wales, with the NDLE having a presence at Digital 2016. If it is possible for the NDLE to take place prior to Digital 2016, there could be a video highlighting the event, and awards could be issued to those winners unable to travel to the north on the day.
	3. CO asked for views on the proposed award categories for next year’s event. Following group discussions, the following comments were provided:
* There should be more of an emphasis on the use of Hwb and Hwb tools, with possibly one award that relates to digital learning in a wider context. (If the theme for next year’s awards is ‘Hwb’, the theme for the 2017 awards could be ‘digital competence’).
* An emphasis could be put on collaboration and how much schools have achieved.

**Suggested award categories:**

Innovation

Gaming/Apps

Collaboration

Community

Learner focussed

Foundation Phase/Younger learners

* 1. JH proposed that this discussion continue via the NDLC collaboration site

**Action: CR to initiate discussion of the NDLE Awards 2016 on the NDLC collaboration site. All members will be sent the NDLA survey by the Hwb Team.**

1. **Minutes of last meeting – 9 July 2015**
	1. RM to arrange a meeting between the Minister for Education and Skills and the NDLC Chair. Ty Golding and Simon Brown (TBC) to also attend on behalf of the Council.
	2. The report on the evaluation of Hwb is expected to be published in December.
	3. IT provided an update on the BBC micro:bit project – the devices are now expected to be delivered to schools in January, with materials being provided in both English and Welsh.
	4. GE suggested the possibility of having NDLC sponsored lectures, which could be hosted online (SKYPE etc.). JH also suggested the possibility of filming speakers and uploading the videos to Hwb.
	5. IT highlighted that programmes from BBC archives will be made available on RES, to commemorate the 400th anniversary of the death of Shakespeare next April and Russell T. Davies may be hosting a workshop session, which could potentially be made available via Hwb.
2. **Any other Business**

**Future meetings**

* 1. DL and DO agreed to provide an input at the next meeting regarding their British Council trip to Hong Kong.

**Action: CR to include DL and DO’s British Council trip to Hong Kong on agenda for next meeting**

**Conflicts of interest**

* 1. JH read the following statement regarding changes to the terms of membership for all Welsh Government Councils, Boards and Steering Groups etc.

*All members should to have due recognition of the standards expected from people working in a public capacity (The Nolan Principles). Whilst appointment letters highlight these principles, these should be visited on a case by case basis to ensure that these reflect the correct circumstances.*

*Council members must seek clearance from the Chair for all conflicts of interest, perceived or actual, and members may not undertake any work until they have received such clearance from the Chair. For those appointed as Chairs, clearance should be sought from the secretariat/sponsoring branch.*

**Summary of Actions**

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| **Ref** | **Action** |
| 2.9 | CO to provide a breakdown of the statistics currently being collated at the next meeting - dashboard. |
| 2.13 | CO to present updated dashboard at next meeting. |
| 2.15 | CR to upload links to the documentation on setting up a school Governors site to the NDLC collaboration site. |
| 2.18 | Alex Clewett to meet with SBi to discuss plans for the north Wales consortium. |
| 2.22 | CO to investigate possibility of reduced rate for gaining the 360 degree safe Cymru mark. |
| 2.31 | CO to keep SBi informed of developments with regard to potential for single sign on. |
| 2.38 | RM to get in touch with SBi regarding the new curriculum |
| 3.6 | BBC/S4C to take forward arrangements for the establishment and first meeting of the Digital Content Group. |
| 4.4 | CR to initiate discussion of the NDLE Awards 2016 on the NDLC collaboration site. All members will be sent the NDLA survey by the Hwb Team. |
| 6.1 | CR to include DL and DO’s British Council trip to Hong Kong on agenda for next meeting |