**NATIONAL DIGITAL LEARNING COUNCIL (NDLC) MINUTES**

**10:15 TO 15:00; TUESDAY 8 APRIL 2014**

**NATIONAL MUSEUM CARDIFF, CATHAYS PARK, CARDIFF**

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| **In attendance:**  Janet Hayward (JH) [Chair]  Mark Jones (MJ)  Hannah Mathias (HM)  Gareth Morgan (GM)  Pete Richardson (PR)  Huw Evans (HE)  Iain Tweedale (IT)  Lindsay Harvey (LH) [Welsh Government]  Chris Owen (CO) [Welsh Government]  Chris Roderick (CR) [Welsh Government] | **Apologies:**  Geraint James  Maldwyn Pryse  Catherine Grout  David Morgan  Chris Britten  Simon Pridham  Robert Newsome  Sue Burnett  Tom Crick |

1. **Welcome and introductions**
   1. JH welcomed everyone to the National Museum and thanked HE for agreeing to host the meeting.
2. **Hwb / Digital Learning in Digital Wales Programme Update – Lindsay Harvey / Chris Owen**
   1. LH stated that there was a slower broadband installation run rate in March with installations varying from 30 per week to zero at times.
   2. However, LH noted that some schools fall outside the original delivery date of 31 July 2014. These include:
      1. schools in Anglesey – DfES is still waiting for final confirmation from the local authority.
      2. Large primary schools – arrangements are being made for all primary schools with more than 300 pupils to receive a faster connection; similar to that being provided to secondary schools.
      3. “super problem sites” – where installation costs are considerably higher. The LiDW Grant Team is currently awaiting a steer from the Minister on proposed options.
   3. LH confirmed that these “super problem sites” are currently being surveyed. This consists of three stages:
      1. A desk survey – estimating construction time, distance from the connection box etc
      2. A site survey – before any construction work is actually undertaken
      3. An on-location survey – to determine if work can be undertaken (once work has commenced, ducts may be found to be unsuitable, resulting in more extensive work being required).
   4. The LiDW Grant Team is also currently undertaking independent testing, visiting a sample of 100 schools that have benefitted from the grant, and ensuring that the required speeds are actually being achieved in classrooms. To date, around 50% of these have been surveyed.
   5. LH stated that the minimum notional speed that must be achieved is 30kbps per pupil.
   6. MJ asked about the implications for schools where classroom surveys find that the desired speeds are not being achieved. LH stated that this would be taken up with the relevant local authority rather than with schools themselves, as the grant agreement is between them and the Welsh Government.
   7. HM questioned whether the LiDW Grant Team would be monitoring speeds across all schools that have benefitted from the grant. LH stated that this would not be practical for the LiDW Grant Team to undertake, given the timescales involved in simply testing the sample of 100 schools. However, the terms and conditions of the grant include a requirement for all local authorities to report on performance across all of their schools by 30 September 2014. It will be this report that determines whether or not future revenue will be fully released.
   8. The issue of local authorities blocking websites was raised. It would appear that technical specialists within local authorities seem to be deciding what is and isn’t appropriate for school networks to access, with no consultation of teaching staff. In some cases, certain functions within Hwb have been blocked without any explanation.
   9. LH stated that he will be meeting with local authority and consortia contacts on Thursday 10 April where this issue will be raised, along with a number of other issues raised recently.
   10. It was stated that local authorities are currently very reluctant to take on any kind of risk, so unless the Welsh Government is willing to take on and manage these risks, the situation is unlikely to change in the near future.
   11. LH stated that there will also be a full evaluation of the LiDW Grant with all three related project boards seeing the full scope of this before being awarded.
   12. JH asked if schools could be reminded that they should now have received the benefit of the Grant.
   13. LH stated that schools have already been extensively communicated to via the agreed channels including Dysg, Hwb, their local authorities and through Socitm.
   14. MJ suggested reminding local authorities that this should be promoted to schools. JH also suggested that LH advise representatives attending the Socitm meeting that Headteachers should be kept informed.
   15. JH suggested including a further reminder in the Dysg newsletter. LH agreed but requested that this wait until the autumn term, once the 31 July deadline has passed, to encourage schools that have not yet seen the benefit of the grant to contact their local authority.
   16. LH also stated that the Hwb Communications Plan has been signed off, so this should be used as a basis for all communications with schools. It is very important that Welsh Government follow appropriate channels and not be seen to be bypassing local authorities and consortia.
   17. GM stated that headteachers in his consortium appeared to be fully informed so he did not anticipate any issues.
   18. LH stated that local authorities are able to use up to 5% of their grant for administrative purposes. Use of this will need to be evidenced as part of their summary report.
   19. MJ highlighted that local authorities do not appear to take timescales into account when dealing with schools – expecting very important returns to be turned around very quickly at the very end of the school year.
   20. LH explained to the NDLC that it was his intention to convene a meeting involving local authority, regional education consortia and school colleagues in July to discuss LiDW Grant spend.

**Hwb**

* 1. CO confirmed that 739 schools have now received training on the Hwb+ platform, involving 1050 individual users.
  2. Tranche 5 training is due to commence on 9 April, with the secondary Tranche due to begin on 6 May. 81 sessions have been planned so far, involving up to 1215 teachers.
  3. The new secondary shell was signed off in March. All parties involved agreed that it was the right decision to hold off on the secondary training until the shell had been redesigned.
  4. GM commented that the new shell was more suitable and stable compared to the shells presented at previous demonstrations.
  5. HM asked if an introductory session would be provided. CO stated that three representatives from each school would be offered two full days training. It is intended for the Hwb Digital Leaders to role out all secondary training by the end of the current academic year. In the autumn term, they will then begin to develop more focussed sessions on particular topics like blogs, wikis etc.
  6. The rollout of Office365 has now been completed for all schools in Tranche 4. Learning Possibilities are on course to roll this out to all remaining schools by the end of June.
  7. As of 4 April, all but 40 primary and special schools across Wales have now been provisioned on the platform. Learning Possibilities are currently awaiting the pupil data for these schools but it is anticipated that these will be completed by the end of the summer term. There are a number of outstanding secondary template schools outstanding, which are generally related to PRU’s.
  8. The main focus from September 2014 will then switch to rolling out the platform to parents, governors and the public in general.
  9. Through the new National Digital Content Repository contract, the Hwb front page will be redesigned as a dashboard landing page for all users. From this you will be able to navigate directly to any areas of the site or log in to your school’s Hwb+ platform. This also features an area near the bottom where e-safety issues will be promoted.

**National Digital Content Repository**

* 1. CO stated that all previously available ‘public’ content will continue to be freely available to all users. Only content specifically developed as part of the new contract with CDSM will be limited to authenticated users, unless the content received is already publically available.
  2. LH stressed that it will not be possible for any English only materials to be hosted via Hwb - all new resources must be bilingual. There are opportunities to signpost English only content hosted on other sites if applicable.
  3. IT informed the Council that the BBC are currently developing coding projects around one of their high profile properties, which they hope to be able to launch during Digital Innovation Week in July. LH stated that this sounded very exciting and while it would not be possible to make this available via Hwb, it should be possible to publish a news article including a link to this on the BBC website.
  4. A full CLAS audit review of Blaenavon Data Centre is nearing completion. This is where the supplier of the National Digital Content Repository aims to host the service from.

**HwbMeets**

* 1. CO highlighted the two successful HwbMeets held in Cardiff on 6 March and 3 April. The next event will be held in Merthyr on 15 May which has an Arts in Education focus.

**National Digital Learning Event**

* 1. CO stated that all speakers have now confirmed their participation in the event, and that Simon Brown from Estyn will now be speaking during the morning session instead of Ann Keane.
  2. JH asked if it might be possible to arrange for an additional workshop to be held during the event, where links to the other areas covered as part of Digital Innovation Week (Arts & Media, Gaming, Economy etc) can be developed. IT added that challenges will be set to attendees on the first day of DIW, which will need to be accomplished throughout the week. As yet there is no real link or crossover between our event and the other aspects of the week long event.
  3. LH stated that while this would have obvious benefits, the agenda had been formally signed off by the Council back in January and the DfES Comms & Marketing Team are well underway in making the relevant arrangements.
  4. PR suggested the possibility of reconfiguring the Post 16 workshop to be hosted by PR and HM. However, LH stressed that he would be reluctant to do this following feedback received from last year’s event stating that there was a lack of post-16 presence.
  5. IT stressed that there should be some attempt to cross over with the other days – getting attendees to mix with people not necessarily from an educational environment.
  6. IT proposed for the plenary (morning) session to be live streamed to another room at the venue, where others (possibly commercial representatives) could view this, but not participate, and then hold an additional session following the closing ceremony, where those able to stay on and interested in taking on the challenge and linking up could do so. It was agreed that this proposal would be put to the DfES Comms & Marketing Team.

**NDLE Awards**

* 1. The [2014 NDLE awards have now been advertised](http://learning.wales.gov.uk/news/sitenews/nominations-for-national-digital-learning-awards-2014/?lang=en) with the deadline for submissions set for Tuesday 6 May. The opportunity will be advertised to all relevant parties over the coming weeks.
  2. The judging panel for this year’s awards has been agreed, with arrangements and dates/venues for the judging process confirmed. The panel includes representatives from all sectors and the NDLC, as well as external experts (S4C, National Library of Wales etc). It is also hoped that a young person will also be present on the panel to provide a learner voice angle.
  3. It is intended for all shortlisted entries to be filmed on location and to focus on the use of the resource or project in the classroom. The tender for the filming is currently being prepared, with this to be released before Easter.

**ERA licensing**

* 1. CO stated that for £80k, it should be possible to purchase an ERA license for every school in Wales. (This would include a 30% discount.) IT stated that with imminent changes to copyright law, this could come in at around £50k.
  2. CO stated that the majority of the cost would be to purchase BoB (Box of Broadcast) licenses, which should be in the region of £5k upfront and an additional £5k per annum per school. However, IT stated that BoB was only one particular ‘front end’ package and that other means of achieving this ‘front end’ could be possible.

**Action: Hwb Team to further investigate the BBC Res costs with the BBC technical team and provide a further update to the Council.**

1. **Gary Stone – Digital Wales** 
   1. GS gave a brief overview of his work as Head of Strategy and Operations for Digital Wales, within the Welsh Government’s Economy, Science and Transport Department. GS stressed that this area of work is still a work in progress and has yet to be signed off by Ministers.
   2. The policy aims to make Wales a truly digital nation, as per a Welsh Government commitment within its Programme for Government - to “Implement the Welsh Government’s Digital Wales strategy, using digital technologies to open up opportunities…for businesses, citizens and communities”.
   3. The policy has been developed around the needs of citizens and businesses, improving collaboration across the country. There is currently no single ID number for citizens in Wales – however, a single digital ID is expected to be introduced for individuals in future.
   4. Public services – to be made digital in order to provide easier access to more efficient and convenient services.
   5. However, an effort will need to be made to not alienate those who aren’t engaged and aren’t interested in moving with the times. The first instinct of people who work in the technology sector may still be to pick up the telephone rather than to look online.

**Action: Any questions from members to be channelled through CR.**

1. **Nia Williams – National Museum Wales**
   1. Nia Williams (NW), Head of Learning, Participation and Interpretation, gave an overview of the work of her team and the re-structuring that will soon be taking place.
   2. NW also discussed the refreshing of the People’s Collection Wales website (as presented at the Council meeting in September) as well as other National Museum websites that are managed by the team.
   3. NW highlighted the efforts being made to digitise many significant artworks for people to access online, as well as other, more unusual ‘materials’ – live cam feeds of bats and peregrine falcons etc.
   4. The construction of an iron age village is also being filmed to be uploaded and streamed on the website, as well as many other activities such as Beti Bwt’s Wash Day.
   5. NW highlighted the [Professor Plant](https://www.museumwales.ac.uk/scan/bulbs/) activity run each spring, where ‘school scientists’ (pupils) monitor the weather and note when flowers open, to find out how the changing seasons affect spring flowers.
   6. NW then highlighted the [Aurasma app](http://www.aurasma.com/about-us/) (involving ‘the laying of digital information on top of the physical world’)
   7. NW then showed a video developed by pupils in Plasmawr, using elements from the collection. They created their own animated segments, provided voiceovers and edited these together with clips of an elderly woman telling a story of her when she was growing up.
   8. JH was very impressed with what the National Museum has achieved and thanked NW for speaking to the Council. Due to time constraints JH suggested that any questions for NW be fed through CR following the meeting.

**Action: Council members to provide any questions for NW to CR.**

1. **Introducing… Owen Evans – Director General, Department for Education and Skills**
   1. JH thanked OE for agreeing to speak to the Council today and OE gave a brief overview of his career to date, working for BT for 10 years and on cutting edge projects linked to education and technology across the UK.
   2. He is now the accounting officer for DfES, the most senior Welsh Government official reporting to the Minister for Education and Skills.
   3. DfES has around 700 staff, split over three groups, covering all stages of education:

* Infrastructure, Curriculum, Qualifications and Learner Support (ICQLS)
* Skills, Higher Education and Lifelong Learning (SHELL)
* School Standards and Workforce (SSW)
  1. OE stated that Wales is not currently competing at its best in relation to international standards. While we do have a number of excellent schools across the country, the hope is that these will effectively become the norm.
  2. DfES is currently fighting to maintain its investment over the next few years. Savings will need to be found from its budget for this year, with additional savings being required next year. The Minister’s main priorities are to improve literacy and numeracy, as well as reducing the poverty gap.
  3. OE suggested inviting Alisdair McDonald to attend a future meeting.
  4. OE talked about hopes for Wales in relation to PISA assessments, competing on international benchmarks.
  5. OE stated that, as of June 2014, there will be no new initiatives announced for two years, as there is enough going on as it is.
  6. JH stated that both Hwb and LiDW have involved a massive investment from the Welsh Government but asked if more could be done to highlight the importance of ICT in the classroom and the curriculum. JH asked if it might be possible to dedicate an INSET day for schools to focus on this area.
  7. OE stated that this would be extremely unlikely for the foreseeable future. A similar proposal was put to the Minister recently and this was not considered a viable option.
  8. However, OE did suggest building a case in relation to the next PISA assessments in 2015. These will be the first assessments to be taken online, rather than on paper. The Minister may be more inclined to sign off on an INSET to prepare pupils for this new online environment, given the importance of these results, particularly following our less than stellar performance in recent assessments. This will need further thought as to how this should be phrased.
  9. PR asked about ongoing support for FE. ELWA previously funded champions to offer front line support. Is there anything similar planned for the future? OE stated that colleges are currently learning from each other, though more needs to be done to promote and improve links. OE suggested inviting Graham Donaldson to speak to the Council. He is currently working on the review of the curriculum and should be able to provide the Council with a valuable insight.
  10. IT stated that Wales is ahead of other countries in relation to visionary projects. OE stated that nine months into his appointment, the Minister is still forming his views on the different areas of education and is looking for any good news stories to promote.
  11. JH stated that there is a huge raft of work being undertaken currently and that the NDLE in July should be used to promote this, as well as highlighting and establishing links with both business and industry.
  12. JH asked if it would be possible to align ICT more with the Literacy and Numeracy Framework. OE stated that this would not be possible until the end of the current contract in 2016.
  13. OE highlighted the (very lengthy) Williams report. The remit for which was, in the words of the First Minister: *“an opportunity for those who are involved in delivering services, those who are politically accountable for them and users of them to examine how public services are governed: that is, held accountable for their performance and delivered most effectively to the public.”*
  14. OE highlighted again that Graham Donaldson should be invited to attend a future meeting.

**Action: Secretariat to invite Graham Donaldson to attend future meeting.**

* 1. MJ stated that there are currently changes being implemented at all levels of Education, but that changes in GCSEs would be more likely to be reflected in the results of the 2018 assessments.
  2. OE stated that a diary marker for 11June will be issued in an upcoming Dysg newsletter, where the First Minister will highlight why the PISA assessments are so important and that they must be taken more seriously.
  3. MJ stated that schools seem too broadly focused, causing results to reflect that pupils are average at everything. They should be encouraged to focus on fewer, more important areas.
  4. More consideration must be given to PISA in a digital context and to focus on the key deliverables.

1. **National Digital Content Repository – Dan Sivak, CDSM Interactive Solutions**
   1. DS gave an overview of CDSM’s 14 years experience in the field.
   2. They have been commissioned to provide the Welsh Government with three things:
      1. The knowledge tree
         1. This will be how content will be organised, aiding in searching and retrieval.
         2. This will also allow recommendations based on tags, similar to Amazon.
         3. This will also allow for the use of bookmarks, categories, favourites to aid in future use.
      2. The creation and aggregation of content, including playlists
         1. This will allow any authenticated user to aggregate content into particular structures – embed videos, add quotes etc.
      3. A companion app to provide mobile access to Hwb.
         1. This will provide users with access to Hwb on any smartphone or tablet device.
   3. DS highlighted some partners they are currently working with and which will be available to all schools in Wales –
      1. Just2easy who provide case studies and lesson ideas are working well in the Swansea and Carmarthenshire area.
      2. Encyclopaedia Britannicawho have 200 full time editors and 400 contributors, updates to the site every 15 minutes, with over 2.5 million copyright free images available to use.
   4. DS then previewed some mock ups of the public facing page.
   5. The team are currently hard at work considering the content they have inherited and are aiming to launch the repository in July.
   6. JH thanked DS and asked for any questions to be submitted to CR.

**Action: Members to submit any questions for DS to CR.**

1. **E-Safety contract – Ron Richards, South West Grid for Learning**
   1. Ron Richards, e-Safety Consultant for South West Grid for Learning (SWGfL) showed [a 10 minute youtube video](http://youtu.be/HR3tgXDeeRE) that formed part of their bid for the Welsh Government’s e-safety contract. This gives some brief background on the company that serves 15 local authorities across the south West of England, and also details their approach to promoting e-safety.
   2. As a founding member of the UK Council for Child Internet Safety (UKCCIS), they work with a broad range of government, education and industry partners in order to influence policy and curriculum at a national level. They have also been the lead partner in the UK Safer Internet Centre since 2010, alongside Childnet International and the Internet Watch Foundation, working alongside other European countries in shaping the international online safety landscape.
   3. They will initially undertake an assessment of the current e-safety landscape in Wales – establishing what resources around awareness raising, training opportunities, current research, safety mechanisms and support and advice are currently available.
   4. This will aide in creating a project plan that will highlight existing provision, identifying any gaps in that provision and communicate the outcomes of this assessment to any existing stakeholders.
   5. A new digital citizenship area will be established on Hwb that will include resources, news items, research, project documentation and newsletters.
   6. Digital Literacy & Citizenship “curriculum” – Based around 8 strands that map resources to detailed learning outcomes, from Early Years to KS4. Provides classroom materials and detailed lesson plans and a strong cross curricular approach. This also makes use of iTunesU to promote materials directly to students.
   7. The 360˚ safe e-safety self review tool was developed by SWGfL to help schools to review and improve their online safety provision. This allows them to map their progress, provides clear advice and offers resources, as well as provides feedback and compares their performance with other schools across the country. A new Wales specific and bilingual version of the tool (360 Degree Safe Cymru) will soon be developed, with all content due to be reviewed and refined, all links to be updated to reflect Welsh policy and curriculum. This will also be accessible via Hwb, through single sign on.
   8. Overall, the aim of the project is to:
      1. encourage collaboration and build national networks,
      2. increase digital skills and resilience across Wales,
      3. provide consistency in how online safety is managed
      4. equip and support teachers and professionals to work alongside children to improve their online legacy.
      5. create a culture of online safety that outlives the project.
   9. RR then distributed copies of a report (still in progress) detailing the results of recent surveys and interviews with young people. Some points to note:
      1. 141 schools already use 360 degree safe (mainly in concentrated areas like Cardiff, Vale of Glamorgan and Rhondda Cynon Taff) and results appear to be very similar to those across the rest of the UK.
      2. Primary schools are lagging behind secondary schools considerably
      3. While parents surveyed highlighted concerns about cyber bullying, inappropriate content and predatory behaviour, the professionals surveyed highlighted cyber bullying, but all other categories received a considerably lower response, with predatory behaviour being one of the lowest.
      4. There is significant variation in take-up of 360 degree safe across authorities in Wales. To date 19% of Welsh schools are involved, lagging behind the rest of the UK with 41% of schools. This merely indicates that the project is still in its early stages.
      5. RR also noted that primary schools do now seem to be catching up to secondary schools in most areas of e-safety.
      6. Young people mainly seem to be learning about e-safety from school/college or their parents.
      7. Most young people feel they do not need any further support.
   10. A number of e-safety live events will be taking place across Wales – currently scheduled for Wrexham, Anglesey, Swansea and Merthyr Tydfil. Online training will also be provided via webinars through to May 2015.
   11. Another workstream involves the development of a “Digital Literacy Curriculum” with Common Sense Media. There was considerable discussion around this area – mainly in relation to the description of this as ‘a curriculum’. It was stressed that work in this area is already well underway, which this new “DLC” may confuse.

* GM has been involved in the development of a Digital Literacy Framework, to be included as part of the Welsh Bacc covering Foundation Phase through to KS4.
* HM has assisted in the development of work on Essential Skills which will cover KS4 to FE and could potentially be rolled out relatively soon (from September 2014).
  1. RR stressed that this is merely an additional resource, rather than a ‘curriculum’ per se. GM suggested that while Common Sense Media is a very good source of materials on many subjects including e-safety, the terminology should be clarified in order to avoid confusion. This should be advertised as “a framework” instead.
  2. LH asked for the Council’s thoughts on whether this should be adopted and promoted in the interim (at least for the early key stages) or whether this should be placed on hold. HM stated that this could all depend on whether the Essential Skills work comes into play from September. The Council agreed that this should be adopted with an “interim” badge.
  3. PR asked whether the 360 tool can be used by FE colleges. RR stated that while the tool was designed for use by schools, there is no reason why colleges shouldn’t be able to use this.
  4. RR stated that a pilot is due to commence in July, with an official launch intended for November. An initial evaluation will then be undertaken from January to March.

1. **Minutes of the last meeting (18 March 2014)**

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| **REF** | **ACTION** |
| 4.4 | *MJ asked LH for more screenshots of the secondary platform.* |
| 4.12 | *MJ shared concerns over Bridgend schools not being notified of training for secondary schools. CO to update the Council.* |
| 4.19 | *LH to look into specific focus on coding.* |
| 4.32 | *HM to send JG list of FEI leaders.* |
| 5.4 | *LH to feedback to JH on ERA+ licencing on understanding of schools in Wales.* |
| 5.5 | *CO to provide a general update on current engagement with BBC.* |
| 7.3 | *The council discussed the need to agree travel to North Wales in July and provide colleagues with details of hotel to book/ flights etc. CR to look into this.* |

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| **REF** | **ACTION** |
| 2.46 | Hwb Team to further investigate the BBC RES costs with the BBC technical team and provide a further update to the Council. |
| 3.5 | Any questions for Gary Stone (Digital Wales) to be channelled through CR. |
| 4.8 | Council members to provide any questions for Nia Williams (National Museum Wales) to CR. |
| 5.18 | Secretariat to invite Graham Donaldson to attend future meeting. |
| 6.6 | Members to submit any questions for DS to CR. |