**NATIONAL DIGITAL LEARNING COUNCIL**

**WEDNESDAY 12 DECEMBER 2019**

**CLAYTON HOTEL, CARDIFF**

**In attendance:**

Chris Britten (Chair)

Gary Beauchamp (Vice Chair) (GB)

Kay Morris (KM)

Alison Howells (AH)

Dilwyn Owen (DO)

**Secretariat:**

Steve Page (SP)

**Apologies:**

Alyson Nicholson (AN)

Hannah Mathias (HM)

Paul Watkins (PW)

Maldwyn Pryce (MP)

**Officials:**

Chris Owen (CO)

Claire Bennett (CB)

Kevin Palmer (KP)

1. **Welcome and Introductions**
   1. The Chair welcomed all present to the first meeting of the National Digital Learning Council’s (NDLC) fourth term. Brief introductions were provided.
   2. Apologies were received and accepted from Alyson Nicholson, Hannah Mathias, Maldwyn Pryse and Paul Watkins.
   3. The Chair provided a brief history of the NDLC and set out the Council’s role and remit for its fourth term.
   4. It was agreed that the Council would act as a learning and delivery mechanism for digital competence elements of Our National Mission, providing advice, support and constructive challenge to the process.
   5. Each member of the Council would be allocated to a workstream, assessing whether or not digital aspects are being appropriately integrated.
   6. The Council would meet formally three times per year (each term). However members would be required to attend further meetings aligned to their assigned workstreams.
   7. Regular updates on the work of the Council would be published via the Hwb News feed and promoted via the Dysg newsletters.
   8. The Council would be required to produce a formal report for the Minister for Education, at the end of the academic year.
   9. The NDLC area on Hwb will be updated for the further term, and will publically host the minutes and papers.
   10. Members were invited to submit refreshed Pen Pictures, for publication on Hwb NDLC area, should they wish to replace those submitted previously.
   11. Through wider discussions GB questioned the visibility of the NDLC. It was suggested that few people in the wider education community were aware of its purpose.
   12. It was agreed that, further to regular updates via the Dysg newsletters, regular updates could also be published via the Hwb news feed and Hwb news channel to help raise awareness of the NDLC.

**Action 1: SP to link with Bill Bone to create area on Hwb for publication of NDLC minutes and meeting papers**

**Action 2: NDLC Members to update Pen Pictures or confirm current narrative**

**Action 3: SP / CO to link up with Peter Thomas to develop a communications strategy to support the role of the NDLC**

1. **Review and agree NDLC Terms of Reference and membership**
   1. The draft Terms of Reference were discussed in detail and agreed by the Council members subject to the following amendments:

* Remit of the Council to include Post 16 Education (FE & HE)
* Performance indicators for NDLC to be re-written so that they are measurable and linked to the purpose.
* Quorum to be amended to Chair or Vice Chair and 4 members
* Removal of the reference to Professor Donaldson. Focus should be on the National Mission.
* Agenda and Papers to be made available 14 days prior to the proceeding meeting

**Action 4: Chair & CO to amend Terms of Reference to reflect feedback and resubmit to the Council**

1. **Our National Mission Update**
   1. The Chair welcomed Claire Bennett and Kevin Palmer to the meeting and introductions were made.
   2. The Chair informed members that KP and CB had been invited to provide an update on their respective policy areas and to identify opportunities where the Council could provide support.
   3. CB provided an overview of the curriculum and assessment reform programme. Members were informed that the new arrangements would be published in January 2020. Support from NDLC to aid in the realisation of the new curriculum post January would be welcomed.
   4. KP provided overview of his policy areas which include Initial Teacher Education, Induction, Professional Learning and the National Academy for Educational Leadership all of which are underpinned by Pedagogy, Professional Standards and Research.
   5. Discussions focussed on those areas which were felt to be of particular interest to the Council and where members could provide the most support. Including:

* Professional Standards – Professional Learning Passport (PLP)
* Talk Pedagogy (Mark Ford)
* Induction & Early Career Support
* Collaborative Learning Project (Lyn Sharratt)
* Initial Teaching Education – Part time & work based programme
* Leadership and National Networks (NPQH & HLTA)
* Schools as Learning Organisations
* Professional Learning
* MEP & Accreditation Project
* Research
  1. The Chair thanked both CB and KP for their time and it was agreed that they would identify appropriate policy contacts for the members to liaise with.
  2. CO provided an update to the group on the key Digital Learning Division workstreams.
  3. Members were informed that the LIDW programme had been re-branded as the Hwb Programme and of the rationale for this. It was also noted that the Hwb programme underpins the delivery of Our National Mission.
  4. Further updates were provided regarding the Microsoft Licensing deal, The Hwb In-School infrastructure initiative and the creation of a new Digital Resilience in Education Branch.
  5. CO suggested that members familiarised themselves with the [Hwb programme: strategic overview of digital services for maintained schools in Wales](https://hwb.gov.wales/overview-of-hwb/)
  6. Several Council members remarked that there had been a marked improvement in the level of customer service provided since the Hwb Service Desk had been brought in-house by the Digital Learning Division.

**Action 5: KP to arrange access for Council members to the Professional Learning Passport (PLP)**

**Action 6: GB to provide links to BERA**

**Action 7: GB to suggest possible candidates for the Pedagogy Virtual Reference Group**

**Action 8: CB / KP to provide contact details of policy leads for Council members to engage with**

1. **NDLC discussion – Allocation of NDLC members to Our National Mission Workstreams**
   1. The Chair identified a number of key workstreams that he felt the Council could support and assess how effectively digital standards are being supported.
   2. Members were invited to volunteer to work with policy leads on each of the Workstreams with the following agreed:

* Professional Standards & Professional Learning Passport – **Alison Howells**
* Talk Pedagogy – **Gary Beauchamp**
* Induction & ITE – **Alison Howells**
* Collaboration Learning Project – **Paul Watkins**
* Part Time & Work Based Programme – **Gary Beauchamp**
* National Academy for Educational Leadership – **Kay Morris**
* Schools as Learning Organisations – **Chris Britten**
* National Networks (NPQH & HLTA) – **Dilwyn Owen**
* Digital in the New Curriculum (Post January 2020) – **Dilwyn Owen**
* Research – **Gary Beauchamp**
* School to FE Transition – **Hannah Mathias**
* ALN – **Chris Britten**
* Digital Infrastructure – **Alyson Nicholson**
  1. Following discussions it was agreed the Mark Ford should be invited to the next NDLC meeting to provide an update on his work looking at Pioneer Schools, CCPE and the National Networks.
  2. It was also agreed that a standardised approach was required to support Council members in their engagement with policy leads. This will ease the process around developing a report for the Minister for Education.

**Action 9: Chair to consider a standardised template approach for Council members when engaging with policy leads**

**Action 10: SP to invite Mark Jones to the next NDLC meeting to provide update on the e-Learning Professional Learning Project**

1. **Summary of actions and next steps** 
   1. The Chair recapped discussions and the following actions were agreed.

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| Ref | Owner | Action |
| Agenda item 1 | | |
| 1. | SP | Create area on Hwb for publication of NDLC minutes and meeting papers. |
| 2. | All | NDLC Members to update Pen Pictures or confirm current narrative. |
| 3. | SP/CO | Develop a communications strategy to support the role of the NDLC. |
| Agenda item 2 | | |
| 4. | Chair & CO | Amend Terms of Reference and resubmit to the Council. |
| Agenda Item 3 | | |
| 5. | SP/CO/KP | KP to arrange access for Council members to the Professional Learning Passport (PLP). |
| 6. | GB | Circulate link to BERA. |
| 7. | GB | Suggest possible candidates for the Pedagogy Virtual Reference Group. |
| 8. | CB/KP | Provide contact details of policy leads for Council members to engage with. |
| Agenda item 4 | | |
| 9. | Chair | Consider standardised template approach for Council members to engage with policy leads. |
| 10. | SP | SP to invite Mark Jones to the next NDLC meeting to provide update on the e-Learning Professional Learning Project. |
| Agenda item 6 | | |
| 11. | SP | Create area in Microsoft TEAMs and share details with Council members. |
| 12. | All | Members to provide written update by spring half term. |

1. **Any Other Business**
   1. It was agreed that members would provide an update on their respective workstreams prior to the spring half term.
   2. It was agreed that an area on Microsoft TEAMS on Hwb would be created to share all future meeting papers/agendas etc.
   3. Forward schedule of meetings

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| --- | --- |
| **Date** | **Location** |
| 23 March 2020 | Ysgol Y Deri |
| 29 June 2020 | Welsh Government Offices, Penllergaer |

**Action 11: SP to create area in Microsoft TEAMs and share details with the Council members**

**Action 12: Members to provide a written update by the spring half term**