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

**10:00 TO 15:00; TUESDAY 20 MAY 2014**

**YSGOL DYFFRYN TAF, WHITLAND, CARMARTHENSHIRE**

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

1. **Welcome and introductions**
   1. JH welcomed everyone to Ysgol Dyffryn Taf and thanked RN for agreeing to host the meeting.
2. **Minutes of previous meetings**
   1. 18 March 2014

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| **REF** | **ACTION** |
| 4.4 | **MJ asked LH for more screenshots of the secondary platform.**  This action has been superseded  Wider discussion around Hwb+ training - MJ questioned whether members of a school’s SLT should attend Hwb+ training sessions.  CO stated that while it would be beneficial for an SLT member to attend on the first half day of the training (as this covers **what** Hwb+ can do), he would advise against them attending on the second day as this is more **how** to use Hwb+, and is aimed more towards digital champions within schools.  It was agreed that heads would be far more invested in the implementation of Hwb+ if they have attended training. CO agreed to build an additional member of school SLTs into the first half day of Hwb+ training, if they are not already present as a Digital Champion. |
| 4.12 | **MJ shared concerns over Bridgend schools not being notified of training for secondary schools. CO to update the Council.**  Training dates have now been released through local authorities |
| 4.19 | **LH to look into specific focus on coding.**  CO to arrange for this to be built into future HwbMeets |
| 5.4 | **LH to feedback to JH on ERA+ licencing on understanding of schools in Wales.**  A meeting between Welsh Government and the BBC to discuss this further has been arranged for 21 May. IT and CO will be in attendance. |
| 5.5 | **CO to provide a general update on current engagement with BBC.**  As above |
| 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.**  Arrangements made. Agreed for CR to arrange transport between airport and hotel. |

* 1. 8 April 2014

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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.**  As point 5.4 above |
| 3.5 | **Any questions for Gary Stone (Digital Wales) to be channelled through CR.**  None received |
| 4.8 | **Council members to provide any questions for Nia Williams (National Museum Wales) to CR.**  None received |
| 5.18 | **Secretariat to invite Graham Donaldson to attend future meeting.**  CR liaised with Curriculum & Assessment Review Team. GD expected to attend Digital 2014 Event – awaiting confirmation as to availability to speak at Council meeting. |
| 6.6 | **Members to submit any questions for DS to CR.**  None received |

1. **Hwb / Digital Learning in Digital Wales Programme Update – Chris Owen**

**Learning in Digital Wales Grant**

* 1. CO provided a brief update on progress made in the rollout of improved broadband to schools. 167 of 205 secondary and 798 of 1415 primary schools have now benefitted from the grant.
  2. There are still some schools presenting challenges to the rollout, including those that require significant additional construction work etc.

**Hwb**

* 1. The statistics highlight that there has been a further decrease in visitors to Hwb since last month. CO believed this to be due to the two week Easter break. However, JH noted that schools should be encouraging students to access these resources as part of their revision. CO stated that there should be a significant increase in the number of users when Hwb is relaunched in July.
  2. MJ raised the issue of bounce rates in relation to use of the Hwb site. CO stated that it would be difficult to ascertain exactly which pages that users were moving to, beyond logging in to the Hwb+ section of the site. A more general view will be built into the redesign scheduled for July, intended to give more of an idea of where users will move on to.

**Hwb+**

* 1. 824 schools have now received Hwb+ training, totalling 1147 individual users.
  2. Tranche 5 training (for the final set of primary and special schools) commenced on 9 April and the secondary Tranche commenced on 6 May. CO noted that the new secondary shells have been well received, with very positive feedback submitted to date. Planned training to the end of the Summer Term will involve up to 1215 teachers over 81 training sessions. CO stressed that all provisioned schools will have been provided the opportunity to attend a training session by the end of the current academic year, and that only a very limited number of schools will not have been provisioned by this time. (Any delays will be down to local authorities and schools not providing the required data by the agreed deadlines).
  3. e-Safety sessions managed by SWGfL have been running throughout April. HM commented that the e-safety section on the Hwb site should be given more prominence. CO agreed and stated that this has been considered as part of the redesign of the landing page.
  4. CO gave a brief overview of the new Management Information Dashboard for Hwb. This will provide those with access to the system, (expected to be NDLC members and WG staff) statistics on the use of the general Hwb website, as well as data relating to the use of each and every school’s Hwb+ site. Data will include the use of individual areas within the site (i.e. work, paint, videos, Wikis, blogs etc). Schools with particularly high or low numbers can be identified. The system will shortly be put to the Hwb Project Board to be formally signed off.
  5. CO confirmed that the rollout of O365 to schools in Tranches 4 and 5 was completed ahead of schedule. Rollout to secondary schools will be completed by the end of June, in line with provisioning.
  6. Public school sites are due to be rolled out by the end of October. The parents and school governors sites are being scoped from September. The public sites will be basic but functional, and have a web address that consists of hwb.wales.gov.uk/[school number]. If schools prefer, they can obtain a more user friendly address and put redirects in place.
  7. JH suggested that Welsh Government issue guidance on what all school websites should include. CO agreed this could be looked into (in partnership with DfES Comms & Marketing, as this is less of a teaching/learning issue) and suggested that further discussion around this area take place once the proposed website templates have been completed in September.
  8. It was also suggested that schools be made aware that these sites will shortly be made available through Dysg, and exactly what the sites will consist of.

**Action: CO to investigate “outward look for websites” with DfES Comms & Marketing.**

**National Digital Content Repository**

* 1. The Blaenavon Data Centre, where CDSM aims to host their service, has passed the recent security assessment.
  2. CDSM is currently assessing the resources received from NGfL Cymru (via Learning Possibilities).
  3. IT highlighted a new method of meta-tagging documents as part of the RES project. It was agreed that this could be discussed at the project meeting to be held in Swansea tomorrow (21 May)
  4. CO gave a brief overview of the progress made regarding authentication on the site and previewed some of the early designs of the interface (attached below), which were well received by the council.

   

**HwbMeets**

* 1. HwbMeets held in Cardiff in March and April were very well attended and received. However at a recent event held in Merthyr, only 10 of the 30 people who had booked attended. There is no obvious explanation for this.
  2. Further events have been scheduled for Bridgend with a focus on SEN and Porthmadog which will take place in the new academic year.

**Digital Content Event Pilot**

* 1. CO provided feedback on the Content Development Event held at Ysgol Plasmawr on 8 May. This had a particular focus on the Arts in Education and involved teachers, external experts from the arts sector and a facilitator experienced with the new Hwb content creation tools. The ideas that were generated will be considered and developed further, for eventual hosting on Hwb. The event was also filmed with a view to uploading videos similar to this to the new Hwb Community area. However, given the involvement of Welsh Government staff in this particular video, this can only be held up as an initial example and cannot be published formally anywhere at present.

**National Digital Learning Awards 2014**

* 1. CO confirmed that 41 entries have been received for this year’s awards covering all of the established categories. An initial sift was held by the Hwb Content Team prior to an initial meeting of the judging panel on 12 May to discuss the judging process. The judges will reconvene at a later date to moderate their scores and to agree on the winning entries.
  2. SB, who is representing the Council on the judging panel provided some feedback from that meeting:
     1. The new award categories introduced this year cover a broader area.
     2. The time it will take to consider each entry has been underestimated, with some estimating this could take each member of the panel up to 30 minutes to consider each entry.
     3. SB suggested that next year, entries consist of a ten minute video which demonstrates the resource in practice, rather than a copy of the resource with a narrative. These would be much easier (and less time consuming) for the panel to consider.
  3. IT also stated that while he was initially involved in the panel, along with Huw Marshall from S4C, their involvement will be limited initially given the focus on pedagogy etc, so will provide an industry perspective on the entries at a later date.
  4. It was suggested that milestones be established following this year’s event, to give schools time to prepare for next year’s awards, and establish benchmarks, possibly to include flyers promoting the 2015 awards at this year’s event and a briefing session to follow.
  5. It was also suggested that expressions of interest be invited from schools throughout the year, as part of an initial sift, though sufficient feedback will need to be provided if entries are rejected at this stage.

**Action: Hwb Team to pursue avenues in relation to early promotion of 2015 NDLE awards.**

* 1. Arrangements for the event itself are continuing throughout May and June and are running to schedule.

**e-Safety**

* 1. CO confirmed that the 360 degree safe pilot will be rolled out to a sample of schools throughout September, with this to be officially launched by consortia in October.
  2. Further e-safety briefing sessions are to be held via webinar throughout June.
  3. MJ questioned whether the tool would be available bilingually. CO confirmed that this would be the case when the tool launches in October. It is hoped that the Welsh version of the tool will be ready to be rolled out to pilot schools in September.
  4. HM also queried whether the tool can be used by colleges, as documentation only refers to schools. CO stated that colleges can adapt the tool to suit their needs, and that the current wording may be too schools focussed.

**Action: Andy Wood (Welsh Government adviser for e-safety) to review the current tool wording in supporting documentation to ensure it covers education rather than just schools.**

* 1. The new Literacy and Numeracy Framework Hwb+ materials are being finalised and will be published on Hwb shortly.
  2. O365 training guides are also currently being finalised and will be published on Hwb shortly.

1. **National Libraries Wales, WWI Project Overview – Owen Llywelyn & Owain Dafydd**
   1. OL stated that Welsh Government provided National Libraries Wales with funding to employ staff to produce materials for schools to commemorate 100 years since the First World War began. Jisc had previously digitised 400,000 images and made these available to schools.
   2. The project to develop materials started on 1 April, with a second development officer to take up a post in June. They will be working closely with the National Museum and have established a steering group, mainly consisting of both primary and secondary history teachers, to advise on the project.
   3. Flyers have been produced, advertising that the materials will be available from September. These are being distributed to schools and at the National Eisteddfod. JH also suggested distributing these when the production of *War Horse* comes to the Wales Millennium Centre in June. OL agreed this would be a useful opportunity to promote these being made available.
   4. OL gave a brief overview of the types of documents expected to be made available: Films (200 items due to be digitised), oral histories, photographs, newspapers (being designed to also support and link into the Literacy and Numeracy Framework), paintings, maps and letters from the period.
   5. Materials will be developed under specific themes – “Empire”, “War” etc and will consist of iBooks, worksheets, lesson plans, film clips. (It’s intended for 150 video clips to be made available each year).
   6. OL gave an overview of the KS1 resources due to be completed in July. These will provide:
   * An overview of the First World War
   * The origins of the First World War
   * Wales, Britain and the world in 1913
   1. Materials will be available online as a zip file for teachers to download all documents in one go.
   2. OL confirmed that [Jonathan Hicks](http://www.jonathanhicks.co.uk/biography.html) is a member of the steering group and has been very involved in the project to date. He is also producing an unrelated app on memorials.
   3. SB questioned whether National Libraries Wales were expecting to set up on iTunesU. OL stated that as the majority of their materials are already available online, they would not wish to duplicate this by publishing elsewhere.
   4. Owain Dafydd then demonstrated an iBook that has been produced, with lots of interactive elements for pupils to engage with. There will also be interactive presentations developed using ‘Nearpod’.
   5. All resources are being developed using HTML5 to ensure a broad range of access across multiple devices.
   6. The intention is for all materials to be made available on every platform in some format.
   7. Flyers are currently being distributed to schools to promote this message. CO suggested this also be included in the Dysg newsletter to schools and via consortia. HE also highlighted that the Western Mail have been running pieces on WWI and this may present a good opportunity for these to be promoted there.
   8. MJ requested that any worksheets be made available in both PDF and word format, to provide teachers with the flexibility to adapt these for their classes.
   9. MJ also highlighted that the mixture of fonts being used in the materials demonstrated today can cause difficulties for pupils with dyslexia or other accessibility issues. The few cases of white text on a dark background can also cause similar issues. OL stated that it is still early days for the project and that they weren’t aware of these requirements. These comments will definitely be taken on board going forward.
2. **Schools Challenge Cymru Programme Overview – Michael Maragakis**
   1. MM gave a brief overview of the SCC programme covering the aims and targets of the project. (As detailed in the presentation attached)
   2. The programme was announced on 10 February 2014 and Advisers are currently being recruited. Professor Mel Ainscow has been appointed as the SCC Champion and the 40 participating schools have been identified in partnership with Regional Education Consortia. (Listed on slide 4).
   3. There was discussion around the development of a single school development plan. MM stated that this would initially be to establish priorities.
   4. The programme will officially launch on 16 June, with schools then required to complete their development plans by September.
   5. Schools will also be required to complete a self diagnostic tool. MM described this as ‘the school on a page’ and will consist of a template to be completed, identifying priorities for use to initiate discussions with advisors when they visit. It was suggested that it may be useful for this template be distributed to all schools, though JH believed that this may have already been issued to schools in the Central South Consortia.
   6. MM stressed that it is important to challenge schools in addition to providing support.
   7. JH highlighted a lack of communication regarding the project. She would be grateful for more information on the schools involved. MM stated that they are in regular (weekly) communication with the 40 schools.
   8. MJ asked if the 40 schools had been provided with access to Hwb+, as this would be a good way to promote inter-school working. MM stated that discussions with the Hwb Branch are ongoing as to how Hwb and Hwb+ can be utilised effectively.
   9. MM also stated that a 2 day residential session has been arranged for June, for the Advisers to learn about other related Welsh Government policies.
   10. RN questioned what support would be provided to schools that have the potential to lose some of their best teachers to support the project, and if this occurs too late, schools may only be able to replace these with Newly Qualified Teachers (NQTs). MM stated that Consortia have already submitted bids for funding in relation to additional resources that may be required.
3. **Innovative use of Hwb+ - Rosie Davies, Ysgol Dyffryn Taff**
   1. RD stated that Ysgol Dyffryn Taff were one of the original Hwb+ pilot schools and have been using the original secondary shell ever since. Work is currently being undertaken to migrate content from the old shell to the recently updated shell developed by Learning Possibilities.
   2. One of the first tasks was to set up new tabs leading to areas specifically for literacy and numeracy, where supplementary materials, strategies and frameworks can be found.
   3. The school also initially focused on small areas – for instance they developed a literacy blog where students could discuss and recommend books to read. The aim of this was more to encourage pupils to talk about reading than on spelling and punctuation (which could be picked up at a later stage).
   4. This was embedded into Hwb+ so that it could be made available to all users and not just those students with smart phones.
   5. RD also highlighted how easy it is to publish resources on Hwb+. Instead of pupils spending time copying text from the board, a teacher can now simply take a photo of this and upload it to Hwb+, for all students in the class to view whenever they like. This allows teachers to make better use of their time during lessons, although there needs to be consideration given to copyright.
   6. Wikis are also particularly useful. A page can be set up for a particular subject which can then link to each of the individual topics under that heading, with as many levels as desired.
   7. It is also possible for teachers to set cover work via Hwb+, with no need for any photocopying – just publishing a task and any materials that would be needed.
   8. Work can be set to any number of students easily, either individually, by class, by year group or whole school. This can be applied to classroom tasks, homework, any support materials or messages to students.
   9. OneDrive (formally SkyDrive) also allows easy access to all saved content via an iPad.
   10. RD highlighted the potential with the new secondary shell and in particular the course management facilities through SharePoint Learning Kit (SLK).
   11. JH thanked RD for speaking to the Council and felt it was great to see how Hwb+ is being used in practice and so enthusiastically.
   12. RD stated that sixth form students assisted in setting up the platform for the school initially
   13. MJ asked if Hwb+ was used across all departments within the school. RD stated that while some departments have set up on Hwb+, some are still using Edmodo and google drive. This isn’t consistent as yet, but links to materials on the latter two systems will be placed on Hwb+, making this the first port of call for all students.
   14. When asked if feedback had been received from students, RD stated that her students had recently asked for all of their assignments to be set via Hwb+, and that they are also highlighting to other teachers who aren’t using the platform of its usefulness.
   15. RN noted that an instruction booklet is provided to all members of staff, so that everyone is working towards working digitally via Hwb+, if not already using google drive or Edmodo.
   16. MJ highlighted a need for Hwb+ to be promoted more effectively. A 10 minute video featuring someone like Rosie highlighting the tools available and the advantages a platform like Hwb+ can bring will be much more encouraging to teachers than the formal presentations provided on most occasions to date.
   17. It was also suggested that Rosie meet up with other leaders in the field (Aled Rhys from Barry Island Primary for instance) to collaborate on making further advances with Hwb+.

**Action: CO to investigate alternative methods for promoting Hwb+ via practitioner videos and discuss with Comms & Marketing**

* 1. HM highlighted a lack of available case studies that showcase the use of Hwb+.
  2. CO noted that teachers like Rosie and Aled could make excellent Hwb Digital Leaders in the future.

1. **Any other business**
   1. IT highlighted that some new BBC Bitesize modules, including GCSE drama, have been developed and translated into Welsh, with KS3 Maths, plus a number of others also being in the pipeline.
   2. SB briefly reported back on her speech at an [Open Education Resources Conference](http://oer14.org/) in April, where she highlighted some excellent work in the sharing of resources via Hwb.