



Department
for Education

Paper 1: Education Technology Leadership Group

Purpose

The purpose of this paper is to foster agreement about the purpose of the Group (through agreeing the terms of reference) and to agree ways of working.

The paper covers:

- (1) Proposed terms of reference
- (2) List of members (Annex A)
- (3) Declaration of interest – for all members to sign (Annex B)

Outcome: Are members content to agree the terms of reference?

Terms of Reference

Purpose of the Group

1. To disseminate and champion the key messages and aims in the EdTech Strategy to wider networks to help drive transformational action on the use of technology in education.
2. To work collaboratively with government and provide expert advice on the delivery of the EdTech strategy, including supporting:
 - the development of ‘demonstrator’ schools and colleges; and
 - the EdTech Challenges.
3. Put forward ideas and develop an agreement between industry, educators and government, supported by implementation plans – by the end of 2019.
4. To help secure capacity/investment to promote the use of technology in education in partnership with government (across home learning, early years, schools, colleges, universities, and other learning providers) in order to tackle challenges faced in the education sector (for example reducing workload, creating efficiencies, meeting the needs of learners, and supporting excellent teaching to drive positive outcomes).
5. Promote the need to ensure that technology tools and services for education are evidenced based.
6. Encourage education and industry to work in partnership to test and refine products and services to ensure robust evidence of impact.
7. Consider and agree with government whether to work towards formalising the group’s EdTech Agreement to become a Sector Deal (as launched in the Government’s Industrial Strategy White Paper, November 2017).

Membership

8. The group will be made up of expert representatives from the education sector, academia and the EdTech industry.

9. Around 25-30 individuals have been invited to the group, around half from the education sector (including academia) and half from industry.
 - Members must receive a formal invitation from the Department for Education in order to be part of the group.
10. Members must not delegate or pass on their invitation to an alternative individual in the organisation, unless this has been agreed with the Department for Education.
11. A Chair and Deputy-Chair will be appointed to lead the group. See **Annex A** for a list of members.

Accountability

12. The Chair and Deputy Chair for the group will be expected to work collaboratively with DfE officials when they are developing any advice for Ministers regarding the delivery of the commitments in the strategy.
13. The Chair and Deputy Chair will provide regular updates on the outputs and activities of the group to DfE and BEIS Ministers, following group meetings. These meetings will provide an opportunity for Ministers to provide feedback and steers on the progress and direction of the group's work.
14. Where necessary, group members will be expected to work collaboratively with DfE officials outside of group meetings. This may include ad-hoc phone calls or face-to-face discussions.
15. DfE Ministers must approve the implementation of any policy ideas that are developed by the group.
16. Members of the leadership group will be expected to adhere to the Nolan Rules on Standards in Public Life and will be asked to complete a 'declaration of interests' (**Annex B**).

Review

17. The group will initially meet for 1 year and will review the relevance and value of its work and the terms of reference at least twice a year.

Ways of working

18. Meetings will be held every 6-8 weeks. Sub-groups may meet or hold discussions more regularly to progress the work of the Leadership Group (as agreed by the group).
19. Ministers will have the opportunity to attend the first group meeting and will be given regular updates from the Chair/Deputy Chair and secretariat thereafter.
20. Meetings will be organised by a secretariat for the group. The Secretariat will be based in the DfE EdTech team.
21. Meetings will be chaired by the Chair/Deputy Chair of the group.
22. The agenda for meetings will be agreed between DfE officials and the Chair and Deputy Chair. Ministers will approve the agenda for each meeting.
23. Agenda papers will be circulated to group members one week before the meeting is due to take place.
24. Meetings will be held as round table discussions, where members will be invited to put forward their contributions.
25. Topics for the agenda will be focused on the key barriers and aims set out in the EdTech strategy.
26. Members will be expected to take forward action points from each meeting, including working with other members outside of the group to help drive the agenda forward.

- 27. Papers may be shared with individual members of the group by e-mail and members will be expected to treat all documents confidentially.
- 28. No documents should be shared or discussed with individuals outside of the Leadership Group without prior permission from DfE.
- 29. If confidentiality is breached, the Chair, Deputy Chair and Ministers reserve the right to remove members from the Group.

Questions:

Are members content to agree with the terms of reference?

ANNEX A: List of members for the group

Name	Position
Baron Chris Holmes (Chair)	House of Lords life peer, member of several Select Committees (incl. AI and digital skills), and co-chair of APPGs on Assistive Tech, FinTech, blockchain and 4IR
Caroline Wright (Deputy Chair)	Director General of the British Education Suppliers Association
Dominic Norrish	Group Technology Director at United Learning
Mufti Hamid Patel	CEO at Star Academies
Lauren Thorpe	Head of Data & Systems at Ark Academies
Cat Scutt	Director of Education & Research at the Chartered College of Teaching
Matthew Purves	Deputy Director for Schools at Ofsted
Professor Peter Twining	Professor of Education (Futures) at the Open University
David Corke	Director of Education & Skills Policy at the Association of Colleges
Duncan Baldwin	Deputy Director at the Association of School and College Leaders
Professor Becky Francis	Director of the UCL – Institute of Education
Stephan Fraser	Deputy Chief Executive of the Education Endowment Foundation
Matthew Hood	Chief Education Officer at Ambition Institute
James Bowen	Director of NAHT Edge at the National Association of Head Teachers
Ian Philips	Chair of the Digital Strategy Group at the Independent Schools Council
Scott Baker	Headmaster at London Academy of Excellence
Debra Gray	Principal & Deputy CEO at Grimsby Institute of Further & Higher Education
Mark Lehain	Director at Parent & Teachers for Excellence
Nic Newman	Partner at Emerge Education
Chris Rothwell	UK Director of Education at Microsoft
Chris McFall	National Education Development Manager at Apple
Dean Stokes	EMEA Education Adoption Lead at Google
Ty Goddard	Co-founder of the Education Foundation & Chair of EdTech UK
Paul Feldman	Chief Executive at Jisc
Joysy John	Director of Education at Nesta
TBA	Amazon Web Services
Michael Forshaw	Founder of EdTech Impact & Innovate My School
Professor Rose Luckin	Director of UCL Educate

Annex B: Declaration of Interest

PERSONAL CONFIDENTIALITY AGREEMENT IN RELATION TO THE EDUCATION TECHNOLOGY (EDTECH) LEADERSHIP GROUP

I (the expert, leader, me) confirm that, while providing expert advice to the Department for Education (“the Department”, “we” or “us”) to support the development of a more strategic, evidence-based agreement and approach to better meet the needs of the educational system and the EdTech sector in England, and to support wider work on EdTech demonstrator schools and colleges, I will abide by all the terms of this confidentiality agreement.

For the avoidance of doubt, this work will include, but is not limited to, the activities set out in the Terms of Reference of the Leadership Group.

I understand that, whilst providing my professional expertise to the Department, confidential information may be disclosed to me either by the Department or by another Third Party with whom the Department enters into an agreement (current or future) or who is involved with the supply of services or information to the Department.

For the avoidance of doubt “Third Party” includes, but is not limited to any external suppliers or providers of services under contract to the Department.

“Confidential information” includes but is not limited to:

- (i) personal data as defined by the Data Protection Act 1998, any information, technical data, or know-how that relates to our or other third parties’ plans, all documentation related to procurement processes, financial data, and services, policies, business and affairs, employees, suppliers (current and future) and representatives, marketing, technology, business solutions, research, development, inventions, processes, design, drawings, engineering, technology configurations; and
- (ii) any other information which we (or our agents or representatives or other bodies and third parties) have either designated in writing to be confidential or proprietary or have told you is confidential or proprietary or commercial in confidence or is confidential by its very nature.

For the purpose of this agreement “confidential information” does not include anything which (i) is in or enters the public domain other than by a breach of this agreement; or (ii) the Department has authorised me to release in writing; or (iii) I am required to release by a court.

I also declare that I will:

- (i) not use any confidential information disclosed to me for my own use or for any purpose except to carry out my services to the Department as a professional expert;
- (ii) not disclose any confidential information to any third party unless such third party has entered into a similar agreement regarding confidential information with the Department;
- (iii) do all that I reasonably can to protect the secrecy of and avoid disclosure or use of confidential information in order to prevent it from falling into the public domain or the possession of persons not authorised to have such information. I shall take the highest degree of care – at least the same as I would use to protect my own confidential information and;
- (iv) inform the Department promptly in writing about any misuse or unauthorised disclosure of confidential information which I become aware of.

If any of the information passed to me is personal data as defined in the Data Protection Act 1998 ("the Act"), I will ensure that I comply with the terms of the Act. This means that I will only process that information lawfully and fairly and hold it only for as long as is necessary. In addition, I will ensure that (i) I keep and disclose it securely; (ii) I will not transfer it outside the European Economic Area (EEA) (unless that country or territory can ensure an adequate level of protection); and (iii) I will only share relevant and not excessive information. I am aware that a failure to adhere to these terms will result in the holder of the personal information becoming a data controller in their own right and therefore subject to scrutiny and appropriate penalties from the Information Commissioner and/or the appropriate Court of law.

Freedom of information Act 2000 (FoIA)

The DfE is subject to the requirements of the Freedom of information Act (FoIA). You must assist and cooperate by providing the DfE with information relevant to FoIA requests, made to the DfE, should the DfE require you to do so.

In no event shall you respond directly to a Request for Information made to you directly unless expressly authorised to do so by the DfE. You must not delete any information after an FOI request has been received

Conflicts of interest

I also declare that I will not obtain or seek to obtain any business benefit or financial gain from my involvement in the work of this expert group. Further, I shall use all reasonable endeavours to ensure that no actual or potential conflicts exist between myself and the work of this group. If such a conflict of interest does arise, or may arise, I will declare it to the Department immediately and I accept that the Department may ask me to immediately cease any involvement with the leadership group established to advise on how to better support the effective use of technology across the education system and how to support the growth and scale of the UK EdTech sector

My obligations under the above agreement will continue indefinitely.

Signed by:

Full Name:

Organisation:

Date:

Signature:

Date: