

NEON Mentoring Working Group Minutes

Wednesday 23rd September 2020, 2.00-4.00pm
Online

Theme- Online mentoring

Recording Part 1: <https://vimeo.com/462079274/4dbf74565b>

Recording Part 2: <https://vimeo.com/462082703/3beca63242>

Recording Part 3: <https://vimeo.com/462087840/180d3463fe>

- 1) Welcome/Introductions/Apologies for absence (15 mins)

Delegate list: <https://www.educationopportunities.co.uk/wp-content/uploads/Delegate-List-23.09.20.pdf>

- 2) Minutes of previous meeting and matters arising (5 mins)

Minutes accepted as accurate record and no matters arising.

- 3) Toolkit suggestion

JB suggested that each meeting this academic year to have a theme- case study presented, key tips and pointers shared and then toolkit created relating to theme that can be published on NEON website.

Suggestions for items to be in toolkit:

- Sharing best practice on online mentoring, safeguarding, engagement top tips etc.
- More information from sector such as confidence, wellbeing and happiness- more topics to mentor on than attainment
- Emma Semi ESOL wrote safeguarding letter for programme she could share around. Joint safeguarding document across three universities
- Theory of change in programme design

ACTION: Emma to share safeguarding letter

- 4) Programme design case study- The University of Sheffield

- 5) **Presentation from Kirsty:** <https://www.educationopportunities.co.uk/wp-content/uploads/Programme-Overview-NEON-Mentoring-Network-23-Sept-20-Kirsty-Peach.pdf>
- 6) Group discussion and feedback (45 mins)

Discussion points:

How have you approached programme design?

- Clear purpose of mentoring starting with what you are going to change and how. E.g. having different themes, scaffolding learning.
- Focus group with learners to create content of sessions
- Mentors and mentee
- Marketing
- Evaluation
- Mentor to mentee ratio
- Length/time
 - o Considerations of duration of session and how many sessions over what period?
 - o Some in school, some in mentees own time
- Platform
 - o Dependant on schools and what they have permission to use
 - o Finding a suitable platform important to design
 - o Brightside, benefit of safeguarding
 - o MS Teams- sessions recorded for safeguarding, camera of young people turned off, teacher present and used chat function.
 - o How to make sure people can't enter without invite- on teams invite everyone individually. If school has teams, school can give permissions to staff and students use own school email so they are on network. Set meeting to private on teams
 - o Blackboard Collaborate, shared document/whiteboard for sessions. Document also evidence of session, can have no video. Can record video of session and chat. Can kick people out.

- AccessHE online course 'Choose your own adventure' for theme content
- All schools have different preferences
- Main hurdle is getting approval from higher ups. Suggestion for documentation to be shared.
- Anonymity vs information risk- learners might feel more comfortable being anonymous, but then how to guarantee you know who is in sessions?
- Want mentors to be able to meet mentees
- Mentee led approach important, but still need some structure to support/scaffold programme
- Safeguarding
 - Teacher present in session, will this impact engagement?
 - Difficulty when working with multiple institutions
 - Leave to school to sort
- Beneficial having a contingency plan in current circumstances.
- Mentee led approach to mentoring important to both parties. Still need structure to support mentees and mentors. Mentees might not know what they want to talk about.
- Activity at start of project on mentees to share their interests and what they want to talk about so that mentor knows areas to target. Rating areas so that mentor knows what to work on.
- Topic areas to focus on each week- revision skills/mindfulness, careers, decision making, finance etc. Mentors can build session on themes.

What top tips would you include in a tool kit and suggestions for further reading.

- Safeguarding best practice- documentation other institutions have used
 - Programme best practice
 - Platform- tips and experiences using different platform
- 7) Any other business
- Not discussed
- 8) Date of next meeting- 16th December 2-4pm

- Suggestions for theme/discussion points- focus on evaluation next week.

ACTION: Volunteers for case study to come forward