**Minutes of the WG Software Development Forum**

**7 November 2017**

**Caerdydd 2, Cathays Park, Cardiff**

**Present:**

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| John Ashworth (JA) | Capita SIMS | James Boyd (JB) | Cardiff LA/ SIMS user group |
| Jim Haywood (JH) | Capita SIMS | Mike Jones (MJ) | Swansea LA/ One User Group |
| Ruth Vincent (RV) | Capita SIMS | Glyn Thomas (GT) | Cardiff LA/ One User Group |
| Rick Boyce (RB) | Alps | Gareth Thomas (GTh) | WG |
| Deborah Green (DG) | Capita One | Alice De’Abreu (AD) | WG |
| Niranjan Yedamakanti (NY) | Capita One | Jayne Holmes (JHo) | WG |
| Justin Denney (JD) | Teacher Centre/ Ceredigion LA | Claire Horton (CH) | WG |
| Alan Morris (AM) | Teacher Centre/ Ceredigion LA | Lindsay Lewis | WG |

1. **Introductions and apologies**

Apologies were received from Phil Jones and Bev Waltham (Capita One) and Jayne Thomas (NPT LA/ SIMS User Group).

1. **Minutes, actions and matters arising from the meeting on 27 June 2017**
   1. The minutes of the meeting held on 27 June 2017 were agreed as an accurate record.
   2. LL went through the open actions and provided the following additional information:

Action 266 - WG to clarify process for getting a URN and ensure this is as efficient as possible. CH tabled a high level process description. The group was asked to provide comments to the IMS mailbox following which a final version will be circulated to all LAs.

**Action 310** – Comments on the draft process for acquiring URNs to be provided (all).

**Action 311** - WG to provide a final version of the URN process document.

MJ commented that there have been major issues with staff waiting for s2s access. This has commonly arisen where school staff have provided personal email addresses as part of the registration, so when they leave the system has no valid contact details for the school. Schools need to register with their generic school email address and not rely on individual’s personal addresses.

AM noted that a new or newly merged school can often be required to have a website 2 years before the school opens, but cannot be provided with a domain name until the school has a valid DfE number which causes further delays.

CH confirmed that s2s and Secure Access can be set up in advance of a school opening, but DEWi accounts cannot be set up until the school exists.

JHo is speaking to DfE about the ongoing queries that have been raised. She is hoping for a meeting to be arranged to tighten up processes and look at the Service Level Agreement.

**Action 312 –** Discussion to take place with DfE with a view to improving access to s2s (WG).

Action 293 – Overlap with PLASC and Catholic School census. JA provided details of where the two collections collect the same items. WG to assess any scope for data sharing to reduce the burden on schools.

**Action 313 –** Scope for data sharing between PLASC and the Catholic School census to be assessed (WG).

1. **School Workforce** 
   1. GTh introduced the School Workforce data collection paper, circulated prior to the meeting. He explained that the regulations came into force on Tuesday 31st October 2017. It is proposed that the collection will take place in the autumn term with the first census date in November 2019.
   2. GTh explained that the responsibility for determining the pay and conditions of teachers in Wales is due to be devolved to WG in September 2018.
   3. Discussion then took place about the name for the School Workforce Data Collection. Option 2 from GTh’s paper (School Workforce Annual Census – SWAC) was the preferred choice and will be taken forward by GTh.
   4. The group then held a detailed discussion around a number of aspects of the proposed collection.
   5. Section 6 of the paper detailed the key milestones proposed for the introduction of the collection, with the next step being the specification of all the data fields, with definitions and guidance.
   6. JH explained that in his experience with the School Workforce collection in England the legal identity of the school plays a key part, particular when schools merge. Mergers need to have an old account for the previous school and a new account for the new school, and the old account needs to remain for a length of time to allow for transfers to be sent to the new account. This is something that needs to be taken into account where contracts span two or more schools.
   7. JH also advised that a key aspect is whether contracts have to be provided, and if so, is it those that are in place on the census date, or any that have been in place during the previous year? GTh advised that if they are required, it would be the first of these options.

**Action 314** – The specification to confirm if contracts are required (WG).

* 1. JHo highlighted that there may be a risk of cloning of data especially if NI numbers are collected. GTh advised that a full Privacy Impact Assessment had been undertaken and signed off and therefore this was not believed to be an issue.
  2. GT queried if ‘former name’ is needed with regards to surname. It was concluded that it should not be needed if there is a unique reference for each member of staff (the NI number or the EWC number). He also made the point that a person can have several former names and it would be difficult to know which one to return in the collection if this is not clarified.
  3. JHo explained that the former name will be useful if there is no NI number. However this could prove problematic as NI numbers can change, for example due to issuing temporary NI numbers.
  4. GT expressed concern over how certain contracts will be collected, e.g. part time teachers in one school/ year group. Also dual or multi contracts across schools. JA then requested that differences between “post” and “role” should be clarified. The aspect of contracts also needs to be clarified. Does the school or the local authority hold the contract?

**Action 315** – Differences between “post” and “role” to be clarified in the specification (WG).

**Action 316** – Clarification of contracts to be provided in the specification, to include who holds the contract – the school or the LA (WG).

The proposed ‘disability’ field was discussed, with GTh explaining that it was required to monitor the WG equality policy. JH explained that in England disability is described under the statement ‘does it affect your ability to do your job/ work’.

* 1. The use of ‘Unknown’ in relation to ‘Ethnicity’ and ‘National Identity’ was discussed, with some members suggesting that the option was misleading. Guidance will be required for how this data should be captured and whether it can be ascribed.

**Action 317** – The capture and possible ascription for ‘Ethnicity’ and ‘National Identity’ data to be included in guidance (WG).

* 1. The group then discussed the recording of curriculum, where there can be considerable complexity. AM gave the example of a teacher who teaches ICT through the medium of English at a primary school part time, teaches ICT through the medium of Welsh in a secondary school part time, and in addition is the SEN coordinator at the secondary school. Guidance would need to address how multiple roles such as these should be recorded.

**Action 318** – The recording of multiple roles, potentially across multiple schools, phases and medium of delivery to be included in guidance (WG).

* 1. AM raised the issue of a lack of inclusion of LAs in discussions about data collection for the School Workforce collection, instead holding discussions with regions only. The example of Welsh Language Skills was given. GTh suggested inviting a representative from the Welsh Language Unit to a future meeting to look in further detail at these requirements, and this was welcomed by LA representatives.

**Action 319** – LAs to be involved in discussions about School Workforce data collection (WG).

* 1. GTh confirmed the intention for Jan 2020 to continue to collect the staff details that are currently collected in PLASC and assure the quality of the data in the new collection.
  2. A request was made for the facility to test the validation rules and for the provision of training data. It was confirmed that these would be provided.

**Action 320** – Test environment and training data to be provided (WG).

* 1. **Action 321** – SDF were requested to review the paper and send all comments in as soon as possible to inform the development of the collection (all).

1. **Successful Futures – Curriculum & Assessment update** 
   1. Manon Jones (MJo) and Rhys Davies (RD) joined the group to give an update on the development of the new curriculum.
   2. RD explained that since September 2017, timelines had been revised to:
   * April 2019 - the curriculum will be released for feedback
   * January 2020 - the final curriculum will be released for school planning
   * 2022 - rollout will start with years up to Year 7
   * 2023 - rollout for Year 8 and then consecutively for each subsequent year.
   1. RD then described the process of the design of the curriculum. There are Pioneer schools across Wales and individuals from these groups meet monthly to design the curriculum and engage with the experts.
   2. MJo outlined the background to this work, explaining that in January 2016 a strategic assessment looking at overarching issues took place, followed by the publication of a report. In January 2017, the Pioneer groups met and in July 2017 further reports were published on the WG website.
   3. Next steps for November and December 2017 are the development of proposals, with January 2018 being a focus on refining concepts and moving forward with the progression. MJo stated that there was to be a holistic approach ensuring the six groups looking at the individual AoLEs are joined up in their approach.

**Action 322 –** Links to further information on the new curriculum development to be provided (WG).

* 1. MJ explained that the Pioneer schools had felt some tension with fulfilling their statutory data collection obligations alongside delivering the new style AoLEs.
  2. JH asked how progress information is going to be recorded and RD advised that the groups would soon need to look at this. AM made the point that the naming convention for recording of pupil progress for software consistency needs to be in place sooner rather than later.

AM was keen to know if the DCF/LNF would remain as well as the AoLEs, and also if the FPP would remain.

* 1. MJ then said that there needs to be consistency as to how this new curriculum is being tracked in schools in relation to their targets.
  2. MJo and RD both agreed that there will need to be coherence across the AoLEs and that tools will need to be put in place to allow people on a school level to follow the principles.
  3. It was agreed by all that joint working would enable progression toward this and that a workshop would be a useful way to identify actions and start to put together a requirement to support schools and LAs in recording pupil progress.

**Action 323 –** Workshop session on curriculum development and recording progress to be arranged in the new year (WG).

**Action 324** – SDF to be updated with the naming convention for recording pupil progress to ensure consistency across systems (WG).

1. **Post-16 2017, 2018**
   1. LL confirmed that discussions had taken place before the meeting with Capita and that actions will be followed up outside the meeting.
2. **AOB**
   1. The scheduling of Post-16 documents in the development cycle was discussed. It was agreed that the timescale for the 2019 specification would be December 2017 if there were significant changes, February/ March 2018 if minor changes.
   2. AM raised a point relating to the Free Milk Schemes run by the Department for Health. School administration teams receive a form which is then filled in and uploaded on the school’s portal to Department of Health. LAs are not aware of the content of this information and it is believed to be different to the data collected in the PLASC collection.

**Action 325** – Requirement for information from Department of Health to be investigated with a view to reducing burdens and removing any duplication (WG).

* 1. MJ queried whether the reported 6 week delay with Universal Credit might impact on the availability of FSM eligibility data for PLASC. Universal Credit goes live in the LA area on 13th December 2017. LL advised that the date range for the submission of PLASC should be sufficient to resubmit data if needed.
  2. LL advised that a review of Attendance codes was scheduled for this year. Further information would be provided when known, but wholesale changes were not expected.
  3. JHo advised that the identification of service children was currently being considered in Wales
  4. DG asked for an update on the implementation of Individual Development Plans (IDPs) in Wales. LL advised that the timescale for implementation had been put back slightly but that a fuller update could be sent out after the meeting.

**Action 326** – WG to send an update on the implementation of IDPs.

* 1. DG asked for an update on the 30 hour pilot for free child care.

**Action 327** – WG to provide an update on the 30 hour pilot for free child care