



Software Development Forum (SDF): 7 February 2019

The recorded minutes of the meeting held on 7 February 2019

Meeting minutes

Date of issue: 3 March 2019
Version: 1.1

Audience	Members of the Software Development Forum (SDF), including Welsh Government, software suppliers of school information management systems and limited local authority representatives.
Overview	This document is provided by the Welsh Government as an official account of the SDF meeting held on to support software suppliers in developing their school information management systems and to support local authorities ensure that they, and their schools in Wales, are able to submit data required to comply with statutory duties.
Action required	Members of the SDF are suggested to read this official recording of the meeting held and to action any issues as required.
Further information	<p>Enquiries about this document should be directed to:</p> <p>Information Management Strategy School Information and Improvement Branch Education Directorate Welsh Government Cathays Park Cardiff CF10 3NQ</p> <p>Tel: 0300 062 5014 E-mail: IMS@gov.wales</p> <p> @WG_Education</p> <p> Facebook/EducationWales</p>
Additional copies	This document can be accessed from the SDF pages of DEWi .
Related documents	All relevant documentation relating to the meeting and other development documents can be found on the SDF pages of DEWi .

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1. Attendees

Welsh Government		
Gareth Thomas (GT) (Chair)	Head of School Workforce Statistics	Workforce Data
Gav Elias (GE)	Senior IMS Programme Manager	School Information Branch
Alice De'Abreu (ADA)	IMS Projects Manager	School Information Branch
Chloë Harris (CRH)	IMS Officer	School Information Branch
Steve Hughes (SH)	Head of School Statistics	Knowledge and Analytical Services
Averil Petley (AP)	Senior Tackling Deprivation Manager	Support for Learners
Bethan Milton (BM)	Senior Further Education Performance Manager	Post-16 Quality and Data Management
Rachel Lloyd (RL)	Head of Cross-cutting Education Statistics	Knowledge and Analytical Services
Local authorities		
James Boyd (JB)	City of Cardiff Council/Capita SIMS User Group	
Mark Weaver (MW)	City of Cardiff Council	
Cara Jones (CJ)	Carmarthenshire County Council	
Luke Howells (LH)	Carmarthenshire County Council	
Jayne Thomas (JT)	Neath Port Talbot Council	
Mike Jones (MJ)	City and County of Swansea Council	
Software suppliers		
James Weatherill (JW)	Arbor Education	
Luke Pibworth (LP)	Capita One	
Jim Haywood (JH)	Capita SIMS	
Paul Walton (PW)	Capita SIMS	
Andrew Kasper (AK)	Method4	
James Hornby (JHo)	Method4	
Divya Padipura (DP)	Oracle	
Justin Denney (JD)	Techer Centre/Ceredigion County Council	

2. Introductions and apologies

- 2.1 Apologies were received from Ali Sharp (AS), Paul Moyle (PM), Sarah Angel (SA) (all Welsh Government), Glyn Thomas (GTh) (Cardiff Council) and Sarah Chandler (SC) (Go4Schools).

3. Minutes, actions and matters arising from the meeting on 26 June 2018

- 3.1 The minutes of the meeting held on 16 October 2018 were agreed as an accurate record other than an incorrect first name in the attendees table.

ACTION SDF-365 – Update minutes from 16 October 2018 to correct first name.

- 3.2 GT went through the open actions and provided the following additional information:

- [Action SDF-360](#) – AS to confirm and send update out.
- [Action SDF-347](#) – AS has provided a detailed answer and will be sent out after the meeting.
- [Action SDF-351](#) – The School Information and Improvements Branch (SIIB) to invite Post-16 colleagues to the next SDF to discuss Qualifications Wales Approval/Designation (QWAD) numbers and programme mapping. BM and RL are in attendance and agenda item 5 will cover Post-16.
- [Action SDF-354](#) – The Welsh Government to follow up on the Educated Other Than At School (EOTAS) pupil registration paper feedback. GE advised that this was being discussed in the EOTAS Delivery Group and is still in development stages.
- [Action SDF-355](#) – As there is ongoing work within the Welsh Government on a revision to attendance codes, this will be looked at along with that work and any changes will be implemented together.
- [Action SDF-361](#) – The Welsh Government to look into this.
- [Action SDF-357](#) – GE advised that the Welsh Government are yet to engage with DfE as the Welsh Government will need to consult on Codes of Practice and such before confirming details. The Welsh Government will invite ALN colleagues to a future SDF to further discuss timescale for implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (“the 2018 ALN Act”).
- [Action SDF358](#) – JB asked if there was any further progress with this. SIIB to continue discussions with DfE/LRS regarding ULNs to establish what is possible in terms of obtaining them earlier, both in a technical and data protection capacity.

4. Attendance – Policy Revisions to Attendance Codes

- 4.1 AP provided a brief update on the revision of attendance policy and informed the group that there had been stakeholder engagement for the last 18 months on the policy.
- 4.2 AP mentioned Code N and asked whether there was anything in the system that can force a change of code N to ensure staff is prompted to update the code. Code O tends to be used as reason for absence or left as code N. However, the view was that schools should be able to find an answer within 3 weeks to enable them to change from code N to the correct applicable code rather than simply move from Code N to Code O. LH said that the Carmarthenshire system prompts them to change Code N until action is completed. CJ stated that Carmarthenshire schools have to change to unauthorised if no reason found to change from N. MJ asked whether we need an N and an O code. AP said that maybe in future there is no O to ensure people find out why the absence is there and that clarifying each of the codes may help ensure codes can be used more clearly. JH said that the O code should be very rarely used and not a default. LH said that schools should be taking

responsibility for changing the code to the correct one. JH asked for clarity on what is meant by 3 weeks and that a more definitive description would be helpful. AP confirmed that 3 weeks should be considered as 30 sessions.

ACTION SDF-366 – AP will confirm definition when drafting new codes.

- 4.3 MJ said that Swansea try to ensure schools haven't got any N codes at the end of academic year.
- 4.4 AP stated that for the use of the L (late) code, 30 mins is advised. What is unclear is if this is adhered to. Lack of consistency may depend on what time of day the information is input if this is not at the time the register is taken. MJ asked whether that depends on what time register closes and suggested this should be 30 mins from start of school day as some schools may have their assembly before the register opens.
- 4.5 AP confirmed it should always be 30 mins from start of school day.
- 4.6 JH asked whether code L means before the register closes and code U is after register closes. AP confirmed it does but there is an exception with adverse weather. It was noted as well that there is an inconsistency with the use of late codes.
- 4.7 JH advised SIMS can indicate how late pupil is. LH stated that Carmarthenshire systems make the pupils late time mandatory to fill in.
- 4.8 AP asked for clarification of the part time option currently included in the attendance collection. AP understood that although this option is available it is not used at present. It also sits separately to the codes. It would be helpful to understand if this could be used for flexi-learning and/or phased returns. Informal feedback has highlighted this as an area for consideration. MJ stated that there is not a proper code for part time pupils. AP told all that code C code, used for flexi-learners, should be used for the days when the pupils are not in school and are undertaking their learning elsewhere. AP also asked for the groups views regarding pupils who have had long term illness with phased return should come under a part time element. JH asked if when the pupil is not in the school is the school responsible for the pupil. AP answered no. JH asked whether schools would need to be told they need to use a part time code to ensure part time pupils' attendance is good. AP confirmed if this change was made schools would need to be told. MJ stated that code X is used for nurseries and asked whether this code could be kept but definition be changed to include non-statutory or whether another code could be added? MJ also asked whether code X is allowed in attendance collection.

ACTION SDF-367 - AP to check with KAS colleagues on attendance collection of the X code.

ACTION SDF-368 – Definition of part time hours would also be required if this approach was used.

- 4.9 AP advised all that the policies will be moving away from a data focus. MJ rose that there is a lack of proper monitoring for part time pupils with the current codes. AP informed all that no decisions have been taken yet as still in discussions with stakeholders and that from April 2019 there will be a dedicated project manager in place.
- 4.10 MJ said there is a problem with B and D codes as schools commonly misuse them. B and D are often block filled and could potentially lead to children missing from education. B means offsite provision and D means dual registration. B and D count as present on register so schools will often use these. AP asked whether this is due to some schools block filling. MJ said that some pupils in Swansea are block filled to end of academic year half way through the year. JT asked whether guest status can be used for some pupils. MJ said that a child trialling a school can't use guest status as the school can't mark the attendance so Swansea dual register them as there are health and safety reasons to do this.

ACTION SDF-369 - AP to consider the use of B and D codes.

- 4.11 MJ asked how it should be recorded when pupils are dual registered between two mainstream schools. Swansea currently has this scenario that they deal with via managed transfers and dual registering pupils for PLASC. MJ asked whether that is the right answer to the situation B code can't be used if both schools want the pupil in their PLASC return.

5. Post-16

- 5.1 BM told all that the plan for the Post-16 discussion was to go over the latest collection issues and discuss the post-16 collection going forward and possible solutions on how it might be simplified. All were told that the latest Post-16 collection took a very long time to complete and that the Welsh Government was still dealing with schools and local authorities just before Christmas. Some of the issues were schema error-related.
- 5.2 BM asked all whether they felt the guidance provided to schools was too long. BM also questioned whether schools and local authorities need more training in how to complete the collection more efficiently.
- 5.3 All were told that QWADs were introduced for the first time in the latest collection and there weren't many problems with this other than a slight issue with Art & Design and Design & Technology related activities where more than one route can be followed under the same QWAD . The Welsh Government told schools to submit the QWAD twice to solve this issue.
- 5.4 The group were informed that some schools are using out of date QWADs, and suppliers asked whether the Welsh Government can put validations in place to ensure this doesn't happen. JH asked how out of date QWADs are recognised. BM said that there is a list of QWADs on

QIW that have a date when they are no longer valid from. JH said that the Welsh Government shouldn't stop schools from telling what QWADs have been used whether they are valid or not as the schools will need to return what QWADs are truthfully being carried out. BM informed JH that the Welsh Government can't collect info on any qualification it doesn't fund. RL told all that in most instances it is a change of code rather than not delivering the activity. JB said when completing QWADs there is no date when entering the code and asked if there could be a filter in supplier MIS systems to show the expiry date of QWADs. LH asked whether any feedback on wrong QWADs has gone back to local authorities.

ACTION SDF-370 - BM to provide feedback to local authorities on whom schools have used out of date QWADs.

- 5.5 BM told all that a quarter of schools did submit data on time and correctly. BM introduced DEWi report for schools and local authorities to look at but felt that it was introduced too late and that the Welsh Government could have done better in promoting this.
- 5.6 MJ stated that the main confusion is between the Welsh Baccalaureate and the Skills Challenge Certificate. MJ asked whether schools can record only one QWAD code for the both qualifications. BM said this is not possible as they are two separate qualifications with separate QWAD numbers issued by Qualifications Wales.
- 5.7 BM said that for two year activities, schools are recording the Welsh Baccalaureate in two one-year blocks when it should be recorded as continuing two year activity. Conversely, some AS level programmes are being recorded as continuing even though should be completed in year 12. BM confirmed that all schools have been given chance to resubmit data to ensure it's correct.
- 5.8 MJ said that schools have people who have never completed Post-16 return to do it and this often causes difficulties, particularly if it is a member of staff who previously worked in an English school and assumes that the Post-16 return is the same as England. BM suggested to all that the data should be updated on a continual basis so as to not cause confusion when trying to remember what may have happened several months previously if schools are only completing when the return is due. JB said that partnership schools has caused issues as part of the Welsh Baccalaureate is delivered in one schools and part of being taught in another school. JS asked how do they record this properly? BM advised that the activity should be recorded by the school where the learner is enrolled because (as in line with pre-16 policy), the outcome is attributed to the school where the learner is enrolled.
- 5.9 JB said that there are issues with Partnership Schools, in particular Welsh Bacc in both. They are putting down separate providers for the programme delivery.

- 5.10 MJ also explained about dual registration for sixth formers. Some are being excluded from Welsh Baccalaureate if they are dual subsidiary registered.
- 5.11 BM held roadshows across Wales in November to meet with local authorities and schools to stress importance of the collection as its being used for performance measures. It was suggested that a workshop be set up to look at the post-16 collection and how it could be simplified going forward. JH suggested that it may be useful to have schools at future workshops. GE asked whether it's worth getting the 25% of schools who submitted the data correctly involved and see how they efficiently managed the process and use that as good practice for others to follow.

ACTION SDF-371 – SIIB and BM to look at setting-up a workshop bringing together, representatives from schools, local authorities and the software houses.

6. Performance Reporting

- 6.1 SH ran through the outstanding actions for performance reporting and gave the following updates:
- **Action PR-001**: SH stated that this action relates to discounting and to be discussed further later on in the meeting;
 - **Action PR-002**: Qualification Wales have confirmed that qualifications will remain in the QiW archive forever. This action can now be closed;
 - **Action PR-004**: This action is resolved and can now be closed;
 - **Action PR-005**: This action is ongoing, but it can now be closed;
 - **Action PR-007**: SH suggested that this action should be closed and the Welsh Government will set up separate meetings, potentially a sub-group of SDF, and have direct contact with SH,SA, and to keep open channels with suppliers;
 - **Action PR-008**: This action is covered by the bulletin document circulated on 6 February 2019 and uploaded to the SDF pages of DEWi. This action is resolved and can now be closed;
 - **Action PR-010**: SH confirmed that this document is being updated and it will be circulated as soon as it is possible to do so; and
 - **Action PR-011**: no further details and deliberations continuing.
- 6.2 MJ stated that FSM data appears to be more unreliable due to Universal Credit and has resulted in a 3% increase in FSM this year. SH said that it doesn't help that roll out stutters and that dates often change. MJ asked whether it needs to be questioned as to whether the FSM data can be used as a comparator to previous data with Universal Credit rolling out.

- 6.3 SH informed all that the Welsh Government need to understand more about how discounting works in school systems, base data and quality assurance around it and that the systems need to fit Welsh requirements.

ACTION PR-012 - WG need to speak to Qualifications Wales and the WJEC about base data origins and understand fully why it is needed.

- 6.4 JB informed all that Pearsons base data is available for use in Wales but there could be other files within the base data that aren't. JT told all that Pearsons isn't bilingual and it is needed, but there should be a difference between what base data file is used in Wales compared to England.

- 6.5 PW asked about early entry discounting and discounting based on QAN codes. SH said that for qualifications like Art & Design, the syllabus code is also used. PW questioned whether the documentation is misleading. SH said that exceptions are listed on the Welsh Government website. PW raised that some qualifications no longer have QANs just QWADs. SH advised that if the qualification hasn't got a QAN then the Welsh Government will use QWAD for discounting.

ACTION PR-013 - SH to clarify the QANs/QWADs use for discounting.

- 6.6 SH then explained that there are no differences to what was announced by the Minister for Education in the bulletin last May. Main changes are that the first entry policy kicks in this year, main updates for Capped 9 will be:

- for linguistic courses literature is back in;
- numeracy single slot is the best of GCSE numeracy courses;
- single science slot still limited to WJEC qualifications;
- 6 further slots determined by the pupil's best 6 qualifications;
- no vocational cap;
- no single vocational can count for more than 2; and
- only first entry counts for capped 9.

- 6.7 MJ asked what constitutes the science, can electronics etc count? SH said only WJEC qualifications count but they can be used in any of the other 6 that count towards Capped 9. PW asked whether these be flagged on QiW as Capita rely on those. SH answered yes they will be, and that the Welsh Government are in current discussions with Qualifications Wales and it depends on their development timescales when it will be on the QiW website.

- 6.8 PW asked whether some GCSEs will be superseded by AS/A level. SH notified all that the Welsh Government will need to make mapping available for superseding subjects.

ACTION PR-014 - SH to provide a list of which qualifications would discount others to Capita.

- 6.9 MJ asked whether Level 2 inclusive is still being counted this year? SH said the Welsh Government are still planning on providing data packs for Key Stage 4 inclusive it and Level 1. SH said that the Welsh Government will be providing Level 2 inclusive with and without literature but haven't decided which ones will be on My Local School and SSSP. MJ asked Capita whether the legacy indicators are going to be in SIMS as well as QiW. PW stated that they will remain there as well as adding the new indicators and Capped 9.
- 6.10 PW asked are the details on how they'll be calculated in the bulletin, and are early entry graded music type exams not included but all BTECs and certs are included. Welsh Baccalaureate overall not affected. SH confirmed.

7. PLASC and EOTAS

Note: CTF and S2S agenda items were moved into PLASC and EOTAS to be covered by GE

- 7.1 GE explained to all that there was a delayed release to the live environment of DEWi due to development and additional validations being added at a DEWi level as a result of Estyn discovering some anomalies in some data during inspections. The Welsh Government have added queries for year group and also a look up table with UPNs, date of births and expected year group. The PLASC element of DEWi has been live since 18 January 2019
- 7.2 MJ told all that Swansea raised a lot of queries in comprehensive schools as corrections to previous incorrect date of births were required. Swansea has previously manually checked these. GE informed all that there were three new rules added and these were two queries and an error and that these were DEWi level rules. MJ said there was an instance where a school had to put approximate date of birth in due to not knowing pupils correct one.
- 7.3 GE gave all an update on Universal Credit and FSM transitional protection. All local authorities have rolled out to new claimants, with all claimants due to be rolled out by end of December 2023 as the timetable currently stands. The Welsh Government propose to add a new FSM transitional protection flag to MIS and this item will be collected for the first time in PLASC 2020. The income threshold for the parents has been set at £7,400. MIS systems should capture genuine FSM eligibility, for want of a better phrase, as reported back from the eligibility checking system to local authorities as well as the protected status. GE also told all that the policy is due to be rolled out on 1 April 2019 and that a change management contractor has been brought in by the Welsh Government to work with local authorities. GE suggested that local authorities may want to consider alternatives such as retaining spreadsheets if necessary until a potential flag is put in MIS systems by suppliers. JD confirmed that the new transitional protection flag can be built into systems in the spring release. GE confirmed that a pupil has to

re-apply for FSM when they change local authorities as usual, but their protected status will follow them.

- 7.4 JD asked whether pupils who are exempt from Universal Credit and claim legacy benefits can apply for FSM after 1 April 2019 and will they be transitionally protected or FSM eligible. JH followed up by asking what's the source of free school meal info, how does the school get the info? GE explained that the parent applies to the local authority, the local authority (normally via their benefits and revenues department) use the eligibility checking system that is linked to HMRC, DWP and the Home Office systems to determine whether the pupil is eligible for FSM. JH asked does the service provided by the Department for Education (DfE) tell people protected status. GE confirmed that the system does not return protection status as this is a local policy implemented by the Welsh Government in Wales only.

ACTION SDF-372 - GE to double check with policy colleagues and get clarity on any exemptions from Universal Credit.

- 7.5 LH asked whether the Welsh Government are expecting two flags on return, one for FSM eligible and one for transitional protection. GE said yes and that both are Boolean items with the valid values of 1 (for true) and 0 (for false). JH enquired whether there is any relationship the Welsh Government wants to build between the two data items? GE confirmed that there is no relationship required and that the eligibility could be false but transitionally protected could be true. MJ asked does that protection still end at end of phase. GE confirmed that the policy team have determined that protection will continue until the end of Universal Credit rollout, being December 2023 at present, and until the end of school phase thereafter. The policy colleagues have defined this as being the end of primary schooling and end of secondary schooling. JH asked does that kick in from 2023 and it continues until they leave school. GE said that there is a provisional end date referred to for 2026 but this is not definitive as the roll out of Universal Credit's timetable regularly changing.
- 7.6 LP said that it would be easier if it was a manual process to tick the flag to say pupil is protected rather than an automated action due to another process that would need to be added to MIS system. GE asked Capita whether this new flag would be in School MIS systems by 1 April 2019. Capita colleagues in the room confirmed that it is included within the spring release of the Capita SIMS system. JD also confirmed that it will be in TeacherCentre.
- 7.7 MJ asked if the responsibility is with local authorities to decide what pupils are protected, meaning that the data source will be the local authorities. GE confirmed that the policy is that the local authority would assign transitional protection status based on the Welsh Government policy criteria. In broad terms this means that anyone eligible for FSM on 1 April 2019 will receive transitional protection, and that anyone else who becomes eligible during the rollout period will also receive transitional protection. MJ asked does the protection status get included in CTF? GE

informed all that the Welsh Government is looking at this and it will be included, in all likelihood within the NAW module.

- 7.8 GE gave all the following update on S2S. The Welsh Government are in discussion with DfE as we recently saw a significant spike in queries from local authorities and schools regarding Secure Access and S2S. The Welsh Government subsequently discovered that DfE had switched from Secure Access to DfE Sign In. The Welsh Government became aware in December and spoke to the S2S Helpdesk manager. The Welsh Government was informed that there is a backlog of approximately 2,000-2,500 queries. CJ said that since S2S was taken from the Welsh Government the service has been particularly bad and is not fit for purpose. GE told all that Secure Access is now DfE Sign In and there is a help team and the Welsh Government trying to get meaningful communication going with them to represent Welsh users.
- 7.9 The local authority representatives at the meeting all suggested that a Wales equivalent should be explored that would be controlled by the Welsh Government and be fit for purpose. The current method does not work for Welsh local authorities and schools and causes significant issues with things like unable to obtain CTFs to correctly complete a PLASC return. AK noted that as all Welsh schools and local authorities already have a DEWi account, this is probably a functionality that could be incorporate into DEWi if the Welsh Government decided to pursue that, though this would need to be fully considered and thought through first.

ACTION SDF-373 – WG to consider escalating S2S issues with DfE.

ACTION SDF-374 – WG to explore whether a separate S2S-like system for Welsh schools and local authorities is feasible.

- 7.10 GE then opened discussions on the sex and gender issue. The Welsh Government had meetings with other government departments to specifically discuss how to better record data relating to sex and gender. The Welsh Government get queries on the use of the current <Gender> data item and sex and gender identity are often conflated, making it unclear which of these two schools interpret <Gender> to be when recording a pupil's data on their MIS. The Welsh Government is currently considering adding a 'sex' and 'identifies differently to sex' data items with the aim of clarifying the distinction between sex and gender identity. The XML tags currently being considered are <Sex>, <BirthSex>, <IdentifiesDifferentToSex> and <IdentifiesDifferentToBirthSex>. CJ stated that having the tag called something like <SexAtBirth> is preferable so that schools and local authorities have clarity on what it refers to.

ACTION SDF-375 - WG to look at this and consider the XML tags.

- 7.11 JD asked whether this meant that gender breakdown would be changed to sex breakdown. GE answered that if implemented, then yes it likely should be changed.

- 7.12 LP said that the current DfE CTF draft spec suggests that Wales keep gender for the cases of England to Wales transfers and vice versa. GE said the only purpose gender would stay stems from England as they don't have any sex or identifies different to sex items and gender is currently one of the mandatory minimum data set for CTFs. There is also need to consider any legal implications for schools when entering information on gender received from England. GE is still discussing this with DfE and will ensure the CTF has the correct data items.
- 7.13 JT asked whether the changing of gender to sex would affect the School Annual Workforce Census (SWAC) due to staff records. GT said that it would.

ACTION SDF-376- WG need to consider what would happen with existing data where there is only one <Gender> field and whether this could be mapped to new new <Sex> item within MIS and for CTF transfers.

- 7.14 Capita said their preference would be to map the Welsh <Sex> item to the English <Gender> item and that they would be reluctant to start changing things beyond that until there was complete clarity on the future of the data items. JH said that the other issue is the label. JH said that labels can be changed easily in some places but SIMS is a huge system and Wales uses a diverse range of the system, so may take some time to change. Capita would struggle to add to all parts used quickly and asked when the Welsh Government would envisage any changes to be implemented by.
- 7.15 AK told all that Method4 are leaving the data item as <Gender> on the back end of systems but superficially changing it to <Sex> as the data and look up is still going to be the same. JH asked will reports say sex or gender? AK responded that they would have to change them so the end results that are currently gender would be changed to sex. JH told all that it would be a big job to do that in SIMS system due to amount of pre-designed reports already on the system. LH commented that the pre-designed reports within Capita SIMS are not an issue for the Welsh Government though as these reports are requested by schools and local authorities as customers, and shouldn't therefore be preventing any change the Welsh Government wants to make.
- 7.16 JD asked what the the first collection would be with the new tag(s)? GE told all that the Welsh Government were hoping to implement for SWAC in November 2019. JH informed the Welsh Government that Capita may not be able to change the actual field due to third parties, but the user interface on entry would be most important and this could be changed. MJ asked whether every school and local authority will have to change all reports etc. LP asked GE whether Capita need to change just public facing or public facing and backend things such as reports etc. GE said the changes would need to be public facing, and regarding the reports it would depend on what the customers require as LH referred to earlier.

LP asked if the Welsh Government can put in writing what changes are needed and for when.

ACTION SDF-377 - GE to confirm implementation as soon as possible and have something in writing.

- 7.17 JH said Capita would need reasonable notice of around 18 months to make changes for the more complex elements, such as reports.
- 7.18 GE gave an update on WNT stating that there are no changes in WNT from last communications. GE noted that there are only three paper tests now instead of the previous four with one being phased into a new online personalised assessment platform. The other paper tests will be phased onto the online platform over then couple of years.
- 7.19 GE told II that there was one issue spotted with regard to a rule in the validations relating to the gold, silver and bronze codes, but this has now been fixed for NDC and that the Welsh Government are about to test and will release the XSLTs as soon as possible.

8. School Workforce Annual Census (SWAC)

- 8.1 GT gave everyone a brief overview of what has happened since the last SWAC meeting. Things have moved on from the October meeting, actions from last meeting have been actioned in various updates to the specification that has been circulated along with Modular CBDS. Version 1 of both were released December, and there have been some iterative updates since with minor changes.
- 8.2 GT proceeded with the outstanding actions:
- **Action SWAC-005**: There are no intentions to introduce a staff CTF to first phase of SWAC, but we are exploring this with DfE.
 - **Action SWAC-006**: This action is resolved and can now be closed.
 - **Action SWAC-009**: This action is resolved and can now be closed.
 - **Action SWAC-012**: this is now closed and has been added into the spec.
- 8.3 GT confirmed the census date of 5 November 2019, with a 6 week window before Christmas. The Welsh Government are conscious that any delays with SWAC could potentially affect PLASC.
- 8.4 GT explained that a SWAC bulletin had been circulated to SDF members and local authorities for them to disseminate to schools. JH commented that the bulletin was very good and that the next one should highlight the snapshot element.

ACTION SWAC-014: GT to consider content of next SWAC bulletin.

- 8.5 The Welsh Government are looking to use the upcoming head teacher conferences to highlight the importance of the SWAC collection. There is also the potential to have some roadshows and/or workshops.
- 8.6 The completion notes and privacy notices are currently being drafted should be released in draft by end of March.

ACTION SWAC-015: WG to release a draft version of the completion notes and privacy notice by the end of March.

- 8.7 MJ has arranged a workshop for schools in Swansea on 5 June 2019 to introduce the new census and what it means for schools. MJ invited the Welsh Government colleagues to attend.

ACTION SWAC-016: MJ to invite WG colleagues to workshop in Swansea.

- 8.8 JH asked whether there are specific contacts from each local authority for local authorities to liaise with regarding any development required. GE confirmed that the Welsh Government are already some way into discussions with both school and local authority software suppliers with regard to the SWAC requirements, and therefore there should not be any need for local authorities to liaise with their suppliers separately.
- 8.9 GT informed the group that the latest version of Validation CBDS is now available on the SDF pages of DEWi.
- 8.10 GE asked the local authority representatives what they have access to and asked whether they would be able to validate things related to staff details that may be in school returns, e.g. a workforce member's national insurance number? Some local authorities do have access, but some said they do not and therefore would not be able to validate some elements. JH asked if the national insurance number part of the minimum data set. GT confirmed that it is. MJ said that once data is in the .csv file can it be downloaded and then matched with payroll colleagues? GTh said yes potentially.
- 8.11 As there will be some sensitive data included, human resource and payroll staff within local authorities and opted out schools will have their own DEWi accounts to upload SWAC data.

9. Any other business

- 9.1 JD asked whether there is a timescale for any feedback on the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and how its implementation will affect statutory returns. GT said will be a few changes in SWAC, mostly changing references from SEN to ALN. GE offered to include an agenda item for the next SDF meeting to discuss this and to invite appropriate colleagues to discuss.

ACTION – SDF-378 – SIIB to invite ALN colleagues to the next SDF meeting for an update.