



Software Development Forum (SDF): 7 March 2019

The recorded minutes of the meeting held on 7 March 2019

Meeting minutes

Date of issue: 8 May 2019
Version: 1.0

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 .

Contents

1. Attendees	3
2. Introductions and apologies	3
3. Minutes and matters arising from the meeting on 7 February 2019	3
4. Updates on outstanding actions	3
5. Sex and gender	4
ACTION SDF-379	4
ACTION SDF-380	5
6. Free school meals (FSM) and transitional protection (TP)	5
ACTION SDF-381	6
7. School workforce annual census (SWAC)	6
ACTION SWAC-017	6
ACTION SWAC-018	6
8. Pupil level annual school census (PLASC) and education other than at school (EOTAS)	7
ACTION SDF-382	7
ACTION SDF-389	7
ACTION SDF-383	8
9. Performance reporting	8
10. School 2 School (S2S)	8
ACTION SDF- 384	8
11. Terms of reference	8
ACTION SDF-385	9
12. Curriculum and assessments	9
ACTION SDF-386	9
13. Additional Learning Needs and Education Tribunal (Wales) Act 2018	9
ACTION SDF-387	9
ACTION SDF-389	10
ACTION SDF-388	10
14. Any other business	10
ACTION SDF-391	11
ACTION SDF-392	11

1. Attendees

Welsh Government		
Gareth Thomas (GTh) (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
Bethan Cowan (BC)	ALN Policy Senior Manager	Additional Learning Needs Branch
Local authorities		
James Boyd (JB)	City of Cardiff Council/Capita SIMS User Group	
Glyn Thomas (GT)	City of Cardiff Council/Capita One User Group	
Cara Jones (CJ)	Carmarthenshire County Council	
Luke Howells (LH)	Carmarthenshire County Council	
Mike Jones (MJ)	City and County of Swansea Council	
Software suppliers		
Luke Pibworth (LP)	Capita One	
Deborah Green (DG)	Capita One	
John Ashworth (JA)	Capita SIMS	
Ruth Vincent (RV)	Capita SIMS	
Sarah Chandler (SC)	Go4Schools	
James Hornby (JHo)	Method4	
Adam Irvine (AI)	Teacher Centre/Ceredigion County Council	
Justin Denney (JD)	Techer Centre/Ceredigion County Council	

2. Introductions and apologies

- 2.1 All attendees introduced themselves to the rest of the group.
- 2.2 Apologies were received from Jayne Thomas (JT) (Neath Port Talbot Council), Divya Padipura (DP) (Oracle), Steve Hughes (SH), Sarah Angel (SA) and Ali Sharp (AS) (all Welsh Government).

3. Minutes and matters arising from the meeting on 7 February 2019

- 3.1 The recorded minutes of the meeting held on 7 February 2019 were agreed by all as an accurate record.

4. Updates on outstanding actions

- 4.1 GTh went through the open actions and provided the following additional information:
- [Action SDF-267](#): This is ongoing, an action that has been around for a while.
 - [Action-323 and 324](#): This is included under the AOB of this meeting.
 - [Action 325](#): This action is still ongoing.
 - [Action 346](#): This is completed.

- **Action SDF-347:** AS has provided a detailed answer and will be sent out after the meeting.
- **Action SDF-354:** EOTAS group is still under discussion.
- **Action SDF-355:** This was discussed at the last meeting.
- **Action SDF-356:** This is on the agenda for the meeting today and a member of the ALN team will be joining us.
- **Action SDF-357:** Same as 356, this will be discussed as it is on the agenda today.
- **Action SDF-358:** GE has had discussions with DfE and LRS and is currently trying to assess options for this.
- **Action SDF-359:** As 358 discussions are ongoing. Though initially we believe this is possible as the automated process within DEWi outputs CTFs for the schools.
- **Action SDF-364:** Suppliers to look at extracting the data and creating a list themselves
- **Action SDF-365:** CRH has updated the minutes and uploaded to SDF area of DEWi.
- **Action SDF-366 to 369:** we are awaiting an update from Averil Petley (AP).
- **Action SDF-370:** This is to be sent out by Post-16 colleagues, will check with Beth Milton (BM).
- **Action SDF-371:** Capita asked if suppliers could be included in these workshops.
- **Action SDF-372:** GE has checked with the policy team. Still ongoing. JD expanded on the query asking if there are certain exceptions to OAP's who look after children and those with severe needs.
- **Action SDF-378:** JD asked if there would be guidelines for the rechecking of Universal Credit and Free School Meals. He explained that it was brought up in the webinar sessions but there was no answer. GE confirmed that the Welsh Government has commissions a change management company, Atkins, to work with local authorities on preparing for the changes.
- **Action SDF-373 to 376:** these will be covered in the meeting and are on the agenda.
- **Action SDF-378:** BC from the ALN team will be joining us later on to give an update on this.

5. Sex and gender

- 5.1 GE told all that this update should be less contentious than previously discussed. The Welsh Government has had conversations internally across Stats, Equalities and Pupil Wellbeing. The current position is that there will be no <Gender> data item for the School Workforce Annual Census (SWAC) and will be replaced by the <Sex> tag. It won't be called birth sex as was previously discussed.

ACTION SDF-379: The Welsh Government to define in guidance notes what is meant by the tag <Sex>.

- 4.2 All were informed that the Welsh Government will not be collecting any gender identity but, in addition to introducing <Sex>, will define an

<IdentifiesDifferentToSex> data item in Modular Common Basic Data Set (CBDS). It is up to the school whether they use it, the Welsh Government will advise that's field is voluntary. No changes to pupil level data.

- 4.3 GE told all the the Common Transfer File (CTF) spec has gone back to DfE and has been rolled back and that they are looking to bring something in for PLASC 2021 whilst using workforce as a trial run this year. The Welsh Government has spoken to DfE and GEO and they will be looking to implement changes within a year. GT asked what the definition of sex is. GE said that sex is defined anatomical make up of the person.

ACTION SDF-380: The Welsh Government will clarify the definitions in technical completion notes and modular CBDS.

- 4.4 JA stated that Capita need to know for certain whether gender identity will be included as soon as possible so that they can make the necessary changes to software in the next 2-3 months to be in the software in time. The Welsh Government hope to be releasing new modular CBDS in the next week. JD asked whether it will be sex or a list of genders in the 2021 census? GE advised that it may be sex and then identifies different but will have to wait for ONS harmonised standards in 2021.

6. Free school meals (FSM) and transitional protection (TP)

- 6.1 GE told all that there is not much of an update other than it is going ahead and will be rolling out from 1 April 2019. GE told all that he is getting clarity on the issue that JD mentioned previously.
- 6.2 All were informed that Atkins has started working on change management. JA asked whether the changes would be included in CTF 19. GE said will be in NAW module. JA asked will it be in v3 of spec. GE said it will be added it into the next version from Gerry Hassett.
- 6.3 MJ asked what happens when pupil moves from primary to comp as CTF will say protected but it ends at school phase. GE said that everyone will be protected until roll out is completed, then after that it will be until end of school phase. DG asked if checks would still occur. GE said that policy advice says pupils should be checked as normal as number is used in calculation of PDG (Pupil Development Grant). JA asked if CTF comes in as no but is yes then should they be rechecked?. MJ said that Transitional Protection can change if rechecked but shouldn't overwrite a yes with a no.
- 6.4 MJ asked what happens if school put in yes as an error. GE advised that Atkins are working with schools on this. MJ also asked what about pupils who come in from out of county as benefits go through old local authority.

ACTION SDF-381: GE to discuss this with policy colleagues.

7. School workforce annual census (SWAC)

- 7.1 GTh told all that Modular CBDS and Validation CBDS is ready in final format and should be released within the next couple of weeks.
- 7.2 GTh informed all that the XSLT has been developed and has gone through 7 days of UAT testing and that Retesting should be finished in next week. GE explained quickly how the Welsh Government test the rules.
- 7.3 JA explained that Capita are due to hold workshops with local authorities in April. 9 April in Wrexham and 11 April in Cardiff.
- 7.4 Prior to these workshops RV asked if it were possible to have beta versions of the test files, so that they can test them in preparation for the workshops.
- 7.5 JH said yes Method4 can provide the Welsh Government with these beta files with a heavy caveat that there is still some testing outstanding on them.
- 7.6 GE confirmed that these files will be uploaded to DEWi this week following the meeting.
- 7.7 GTh stated that the Welsh Government is looking at the potential for a pilot to be run. Software goes out in mid July. Pioneer schools could be considered to take part in the pilot. It is likely that the pilots wouldn't be until September or October.

ACTION SWAC-017: The Welsh Government to look at options and draw up plan for a pilot.

- 7.8 MJ suggested that local authorities could ask schools would they be willing to trial it. JD agreed and informed the Welsh Government that would work for Teacher Centre too. GE would probably have to run the tests on DEWi live as it would be real data from school. Suppliers could use SDF test page of DEWi. JA asked would they need an actual school for test site. GE said that they could use same schools that are used for Post-16 etc.

ACTION SWAC-018: The Welsh Government will let suppliers know when they have a list of schools to participate in the pilot.

- 7.9 GTh then gave all a quick update on completion notes and privacy notices. Privacy notice is currently with Information Rights Unit, Information Asset Owner and legal team for review. Final draft version will be shared with SDF in the next 2/3 weeks. Completion notes have been drafted with policy officials for accuracy on guidance etc. GTh asked the group if it would be better as 1 or 2 docs for the separate

elements of SWAC. Consensus is that it should be 2 separate documents for the 'School' and 'Pay, HR and Absence' elements of the returns.

- 7.10 GTh gave a brief update on contingency spreadsheets. Opted-out schools will likely need to use them for the 'Pay, HR and Absence' return. These were uploaded and reflect the structure of info going to DEWi.
- 7.11 JA asked whether the Welsh Government could lock down columns or make it a password protected document as the columns can currently be edited. RV asked how the spreadsheet would get transferred to the Welsh Government. GE said that it would be uploaded to DEWi, but the Welsh Government have looked at where data is stored and have previously issued guidance.

8. Pupil level annual school census (PLASC) and education other than at school (EOTAS)

- 8.1 ADA introduced the idea to hold a lessons learned workshop to help with improving validation and summary reporting etc, as suggested by MJ from Swansea. ADA asked the group if it would be beneficial.

ACTION SDF-382: The Welsh Government to arrange PLASC lessons learned workshop.

- 7.2 MJ validation and summary reports are main issues. JA asked could this be in the next month and something around April/May would be ideal for any changes to spec for 2020.
- 8.2 GT said that pupils SEN status is confusing to teachers as it defaults to blank if not filled in manually. GE said that there shouldn't really be blanks but guidance says that pupils **should** have SEN status rather than **must** have an SEN status. GT asked should the guidance be changed to say must have SEN status and definition of code N. The local authority knows it went up as N but school left it as blank. GTh asked are there any instances where the data would be incorrect because of it. GT said no. The Welsh Government guidance states that N is 'No special educational need' so every pupil should be N, A, P, S. GT asked whether there could be a default of every time a pupil is added that it automatically enters Code N for SEN unless changed to different code.

ACTION SDF-389: The Welsh Government to look at clarifying guidance on this in the Technical Completion Notes.

- 8.3 MJ said that he ran the DEWi report and 49 pupils came back as invalid ethnicities but DEWi doesn't give a break down of what schools etc, and that there were no validation errors being thrown up. JH said that there could be bug in summary report causing it to do this.

ACTION SDF-383: JH to check if there is a bug in the summary reports of PLASC.

- 8.4 MJ raised the point of duplicate pupils that moved schools on the census day and said that there is guidance needed on this. GE informed all that the decision on this lies with the admissions policy.

9. Performance reporting

- 9.1 Due to SH now being unable to attend the meeting it was agreed and accepted by all that any Performance Reporting questions should be directed to SH via e-mail.

10. School 2 School (S2S)

- 10.1 GE told all that there was no update but the Welsh Government welcomed an open discussion on what the issues are from a user side.
- 10.2 GT raised that it was previously a 2 tier system where the local authorities could solve any issues such as resetting passwords but now can't. MJ said that Swansea had received feedback from schools and it said that the systems very old fashioned, not reliable, isn't bilingual and that there are a lot of invalid menu options for Welsh schools.
- 10.3 CJ said that CME officers need to be trained on how to use it. MJ raised that it is hard to find pupils on the CME database. GE told all that the Welsh Government have had some initial consideration about the feasibility of creating a Welsh only system.
- 10.4 MJ told all that the CTF process in general is hard due to S2S and that it would be better if local authorities had control for the schools like DEWi. GE asked the local authority representatives at the meeting if they could collate a document on issues they have with S2S and send it to the Welsh Government, and then the Welsh Government can look at alternative option. The response could potentially be a User group response or each local authority sends an individual response.

ACTION SDF- 384: The Welsh Governmnet to send email out to all local authorities/IMS contacts regarding feedback on S2S – with a 2 week deadline.

11. Terms of reference

- 11.1 GE briefly mentioned the Terms of Reference and said that the Welsh Government would send an email out to all the SDF contacts to say that email addresses will be used but won't be Bcc'd (blind copied) to track who has been sent what.
- 11.2 MJ asked whether Family Fischer Trust should have a representative at SDF meetings.

ACTION SDF-385: The Welsh Government to speak to FFT.

12. Curriculum and assessments

- 12.1 GE told all that this agenda item stems from an action from 18 months ago that was a commitment to set up workshops between suppliers.

ACTION SDF-386: The Welsh Government will be in touch in next couple of weeks to set something up.

13. Additional Learning Needs and Education Tribunal (Wales) Act 2018

- 13.1 Bethan Cowan from the ALN policy team joined the group to lead discussions on Additional Learning Needs and Education Tribunal (Wales) Act 2018.
- 13.2 BC explained that the Welsh Government have developed an ALN programme for learners aged 0-25 with ALN. The Act is supported by the regulations and the code.
- 13.3 The Welsh Government are consulting on the code and the consultation closes on 22 March 2019. All learners with ALN will have same type of statutory Individual Development Plan (IDP). Pupils in maintained schools who have ALN normally responsibility of school. School will prepare IDP but may be owned by local authorities.
- 13.4 Following the consultation there will be a period of scrutiny by the Welsh Assembly. It will however become live in 2020 and will have a 3 year implementation period. By summer 2023 the old system will be phased out.
- 13.5 Pupil SEN provision – values for no SEN, school action and school action plus. The Welsh Government will be looking for School IDP, local authority IDP, other.
- 13.6 MJ asked about pupils who come in from England week of census what does the school put for those?

ACTION SDF-387: The Welsh Government to look at those pupils who come from England on census week.

- 13.7 GT asked is there a code for no IDP, is it just those with IDPs that will have the additional data? BC replied yes. GT said there should be a third option of No IDP otherwise every child is limited to one of the current 2 options.
- 13.8 MJ is there need for an IDP pending code for those who have ALN but no IDP has been completed yet.
- 13.9 GE does there need to be a fifth option for 'under appeal'?

ACTION SDF-389: BC to consider code set option for pending and appeals relating to IDPs.

- 13.10 MJ asked if there is any funding linked to this data?
- 13.11 MJ also asked what is the nature of an IDP and how are they transferred? Does it need to be via a secure system?
- 13.12 DG asked what about transferring between Wales and England. MJ continued asking if there was an online system for creating IDPs then it would make transferring between schools etc. easier. MJ is there an assumption that IDPs would be for more severe need.
- 13.13 DG is it mandated that the local authority would always do LAC pupils IDP? BC yes.
- 13.14 GT is there anything in code for Parents/Guardian etc. to see IDPs.
- 13.15 DG is there a date of when the final docs will be published? BC will need to go through assembly scrutiny first but could be 2020. There will be training in early 2020 that the Welsh Government will commission to help understanding.
- 13.16 GE would be good for Suppliers to feed into consultation as still live.
- 13.17 JA schools will need to have some way of storing IDP.
- 13.18 JD is there a legal part of removing someone from ALN?. BC they can appeal the decision.
- 13.19 GT how will government keep track of how many IDPs have been appealed etc. SEE GAV FOR INFO ON THIS.
- 13.20 GE is it worth having ALN on agenda for next couple of years whilst this is being rolled out. BC to provide SDF with ALN coordinator contact details.

ACTION SDF-388: ALN to be a standing agenda item as it is rolled out.

14. Any other business

- 14.1 P16 XSLT files. GE told all that the Welsh Government will be putting updates to Method4 in next week or two. Some errors have been spotted such as old year ref. JA asked will it be 18/19 or 19/20. GE said it will be 18/19. JA also asked do you have a target date. GE said hopefully the Welsh Government will provide suppliers with final files by end of the month (March).
- 14.2 Supplier software codes — GE sent email to SDF contacts on supplier software codes. Haven't had replies from everyone yet. If there is no

response from them then the Welsh Government will assume all are content. New SWAC suppliers will be assigned 4 digit software codes.

- 14.3 SDF development cycle – The Welsh Government are currently developing cycle plan, likely to be Microsoft project, should be out in next couple of weeks. Some stated that MS Project was not always compatible and unable to open files.

ACTION SDF-391: The Welsh Government to share a SDF development cycle in MS Project format in the coming weeks.

- 14.4 CJ raised concerns that some schools are sharing and storing data from CTF files before a child has officially started at a new school not in line with GDPR.

ACTION SDF-392: The Welsh Government to raise the issue with the ADEW Admissions Group and note data security requirements.