**Minutes of the Software Development Forum meeting**

**2 June 2015**

**Cathays Park, Cardiff**

**Present:**

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| --- | --- | --- | --- | --- |
| Munn-Tzing Bong (M-TB) | Capita One  |  | Glyn Thomas (GTh) | Cardiff/ One user group |
| Joe Dempsey (JoD) | Capita One |  | Alan Morris (AM) | Ceredigion /Teacher Centre |
| Paul Walton (PW) | Capita SIMS |  | Justin Denney (JD) | Ceredigion /Teacher Centre |
| Jim Haywood (JH) | Capita SIMS |  | Lindsay Lewis (LL) | WG – Chair  |
| Andy Jones (AJ) | AT Summit |  | Claire Horton (CHo) | WG |
| Andrew Ferguson (AF) | RM |  | Rhiannon Evans (RE) | WG |
| Mike Jones (MJ) | Swansea / One user group |  | Gareth Thomas (GT) | WG |
| Sara Herbert (SHe) | Vale of Glamorgan / SIMS user group  |  | Craiger Solomons (CS) | WG  |
| Ceri Davies (CD) | Cardiff / SIMS user group |  | Alison Sharp (AS) | WG |

1. **Apologies**

Kenny Barker Advanced Learning

Caryl Harding Capita

John Ashworth Capita

Neil Morris Pembrokeshire LA

Natalie Hughes-Owen WG / Post-16

Andy Milne WG / SIIB

Sian James WG / SIIB

Steve Hughes WG / KAS

1. **Minutes, actions and matters arising from the meeting on 10 February 2015**
	1. It was agreed that the minutes of the meeting on 10 February 2015 were a true record of the meeting subject to spelling corrections on page 7.
	2. LL reviewed the action list. The status for each item had been updated where appropriate. In addition, the following information was provided at the meeting:

Action 139: Has been closed since the last meeting - a spreadsheet with the updated discount codes was sent in March and again in May. LL asked what suppliers had done to integrate the new codes in their systems.

**Action 182: Suppliers to confirm how the new discount codes have been integrated.**

Action 180: Has been closed since the last meeting when the 2015/16 SDF cycle was sent out. JH asked if validation CBDS dates could be included.

**Action 183: WG to add Validation CBDS to the 2015/16 SDF cycle.**

**Action 184: WG to send out PLASC Validation CBDS.**

Actions 100, 104, 123 and 174 had no update to report and will remain open.

Actions 167, 168 and 169 are to remain open following the written update from Jayne Dunn.

As some actions appear to have been duplicated at different meetings, it was agreed that only two actions were needed relating to the National tests. Action 165 will cover the action on import files and Action 166 will cover the action on deleting the 2013 data. Therefore duplicate actions 129 and 156 are to be closed.

Action 173: To be closed following discussion with those LA representatives present who confirmed that the recording of pupils on roll dates will differ between schools and between Local Authorities.

Action 179: MJ asked if the exclusions for the EOTAS collection were just from PRUs. CHo confirmed they were and that it will be reviewed after the 2016 collection.

1. **National Tests Draft Specification 2016**
	1. CHo stated that there were no changes to the National Tests specification. CHo also confirmed that the 2016 test window dates can be found on page 5 of the specification and will therefore be included in validation CBDS.
	2. The import file structure for 2016 has been included as an annex and follows a partial CTF format.
	3. MJ asked how the standardised scores will be shown. GT confirmed that 0 scores were included in the <85 aggregation on the statistical release. This year all scores will be shown as a specific standardised score as there won’t be any less than or greater than figures. AF then asked if the 0 scores will now have an \* but this could not be confirmed, as it is dependent on the standardisation.
2. **Foundation Phase Profile**

CS presented the Foundation Phase Profile (FPP) including its use, structure and the data collection process. He then circulated the draft Foundation Phase Profile Handbook. A number of queries were raised and discussed:

1. JH questioned the meaning of Reception year within the FPP and asked when the baseline assessment for a child joining a setting after the collection in May should be reported. CS confirmed that pupils will be assessed on arrival to Reception or Year 1 even if it is prior to statutory school age but never beyond Year 1. Reception year refers to National Curriculum Year Group R. A discussion then took place regarding the various exceptions e.g. pupils moving schools or arriving from England.

**Action 185: WG to consider how the baseline assessment of children entering a setting after the NDC in May will be recorded for 2016/17 onwards.**

**Action 186: WG to update the Specification to reflect the Handbook’s definition of ‘reception’.**

 **Action 187: WG to clarify whether pupils joining from another education system have to have a baseline assessment.**

1. CS highlighted that the use of the FPP is not statutory for the end of Phase assessment.
2. The current statutory end of Foundation Phase assessment and the collection of this assessment data will remain unchanged in 2015/16. AOL outcome statements for LLC (LCE/LCW) and MD (MDT) will be revised in 2015/16 and will apply to NCY R only. The FPP will use these new outcome statements.
3. AF asked if there will be a baseline assessment when a child arrives in Year 2. AS confirmed that any such pupils would not have a baseline assessment.
4. MJ questioned whether there would be an expected outcome for the baseline. CS confirmed that outcomes would be broadly aligned to expected ages of development, but the exact alignment is yet to be confirmed.
5. AF asked if WG wanted suppliers’ systems to match the record forms and if they should be transferable between schools. CS stated that the baseline assessment outcomes need to be transferable and that other information such as the ladder outcomes and observations would be desirable within the transfer. He also confirmed that the system can be designed by the supplier.
6. A discussion then took place about the planned use of the result date. It was highlighted that without the date WG cannot conduct age standardisation.

**Action 188: WG to review the requirement for ‘result date’ and consult with SDF.**

1. The inclusion of FPP in CTF was then discussed. Suppliers confirmed that this would not be possible before September 2016. Suppliers could not yet confirm when their systems would be ready to record and collect FPP data. Suppliers advised that there is usually a 6 month lead in time to introduce a new development. Suppliers also confirmed that they could not guarantee that by September 2015 they would be able to provide a temporary way to record FPP assessments within their systems.

**Action 189: WG to consider creating a temporary solution for recording the baseline assessment for data collection in September 2015.**

**Action 190: WG to release final A\_Comp.**

1. **NDC Draft Specification 2016**

AS highlighted the key changes to the NDC Specification as marked in yellow. The following actions were agreed:

**Action 191: WG to use a different colour to identify changes from the previous version of the May 2016 specification and to explain the colour coding.**

Suppliers advised that due to the late finalisation of the detail of data fields it does not look feasible to include baseline assessment data in CTF in time to transfer 2015/16 data.

**Action 192: WG to consider the transfer of FPP data and to indicate in A\_Comp, or elsewhere, if possible, which data schools may want to transfer via CTF (in advance of the CTF specification being available).**

**Action 193: WG to clarify in 2.1.2 that the end of FP assessment remains unchanged.**

**Action 194: WG to be explicit in A\_Comp, for the avoidance of doubt, about which fields should have a value or be null.**

GTh identified that the Specification contradicts the Handbook regarding recording definitions for Year 1 and Reception.

**Action 195: WG to update the Specification to identify that the FEWBES item in the KS4/KS5 container only relates to KS4.**

It was also identified that on page 9 it refers to data reporting in NCyear 11 and/or aged 15 which will no longer be relevant.

**Action 196: WG to consider whether NCyear 11 and/or aged 15 are both required and amend specification if necessary.**

**Action 197: WG to provide a spreadsheet with a full list of ladders separately to the A\_Comp and handbook.**

CS confirmed that communications to circulate the handbook and training for schools will start next week.

**Action 198: WG to circulate the handbook and presentation to suppliers.**

1. **AOB**
	1. JH reported that the DfE is looking at reporting from National Curriculum Year N -1.
	2. LL circulated the most recent copy of the Terms of Reference (ToR), and these were agreed unchanged by the group, subject to the timings to state up to 5 times a year. AF asked if a flag could be introduced onto the SDF cycle to highlight meetings which may be cancelled.

**Action 199: SDF cycle to flag any meetings that may be cancelled.**

* 1. LL circulated the document “Measuring secondary school performance in Wales”. Under the Review of Qualifications in Wales the intention is to use the number of pupils in Year 11 for secondary school reporting from summer 2016 onwards, rather than learners aged 15 at the start of the year. It is not yet decided whether to use the count of year 11 pupils from the January school census or the data collected as part of the NDC return in May.

**Action 200: WG to advise whether the pupil count will use January or May data for KS4 reporting.**

**Action 201: WG to electronically circulate the document “Measuring secondary school performance in Wales”.**

1. **Date of next meeting**

06 October 2015 – Cathays Park, Cardiff