



Software Development Forum (SDF): 4 July 2019

The recorded minutes of the meeting held on 4 July 2019

Meeting minutes

Date of issue: 4 September 2019
Version: 1.0

Audience	Members of the Software Development Forum (SDF), including the 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 Data Collections Team 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
Carys Percy-Denning (CPD)	IMS Programme Manager	School Information Branch
Chloë Harris (CRH)	IMS Officer	School Information Branch
Rachel Shepherd (RS)	Statistical Officer	Workforce Data
Sarah Angel (SA)	Senior Pupil Information Policy Manager	School Information Branch
Steve Hughes (SH)	Head of School Statistics	Knowledge and Analytical Services
Local authorities		
James Boyd (JB)	City of Cardiff Council/Capita SIMS User Group	
Rodel Currie (RC)	City of Cardiff Council	
Jayne Thomas (JT)	Neath Port Talbot Council/Capita SIMS User Group	
Mike Jones (MJ)	City and County of Swansea Council	
Software suppliers		
Luke Pibworth (LP)	Capita One	
Gareth Copeland (GC)	OLM Systems	
Justin Denney (JD)	Teacher Centre/Ceredigion	
Adam Irvine (AI)	Teacher Centre/Ceredigion	
Ruth Vincent (RV)	Capita SIMS	
Sarah Chandler (SC)	Go4Schools	
James Hornby (JH)	Method4	
Paul Walton (PW)	Capita SIMS	

2. Introductions and apologies

GT ran through introductions and housekeeping as well as apologies. The apologies were:

Apologies	
James Dix	Welsh Government
Ian Romeo-Smith	Capita
Phil Jones	Capita
Deborah Green	Capita ONE
Jim Haywood	Capita SIMS
John Ashworth	Capita SIMS
Luke Howells	Carmathenshire Council
Ceri Davies	City of Cardiff Council
Glyn Thomas	City of Cardiff Council/Capita ONE User Group
Neil Tonks	MHR
Sophie Williams	Oracle
Jane Gibson	Selima Limited (Access UK Limited)
Sue Rountree	Sum Total Systems
Alan Morris	Teacher Centre/Ceredigion County Council
Gareth Pritchard	Vale of Glamorgan Council
Beth Hurford	Zellis
Michael White	Zellis

All attendees introduced themselves to the rest of the group.

3. Minutes and matters arising from the meeting on 4 June 2019

The recorded minutes of the meeting held on 4 June 2019 were agreed by all as an accurate record.

RV raised that in the last meeting free school meals (FSM) and transitional protection was discussed and how catering systems would handle the development. RV ran through the 3 possible scenarios that would affect transitional protection and the algorithms that could possibly be used by catering system suppliers.

GE asked how Teacher Centre had implemented the recording of transitional protection. JD confirmed that it was implemented via a Boolean tick box in the same way as it has been for Capita SIMS.

MJ asked whether the algorithm would work with both online payment systems and normal payment systems. RV confirmed that it was made to be generic to work with any system but that it would be up to the catering system supplier to implement the change.

ACTION SDF-409: The Welsh Government to share RV's email with the minutes of the meeting.

4. Updates on outstanding actions

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

- **SDF-267:** Action to be left open as this is ongoing;
- **PR-001:** Ongoing from previous SDF meeting. Steve Hughes has been in contact with Capita and will be covered under the performance reporting agenda item; also covered under the performance reporting item are actions PR-006, PR-010, PR-011, PR-012, PR-013 and PR-014.
- **SDF-354:** Still with policy leads and remains an ongoing action. The work of the EOTAS Delivery Group on pupil registration is still under consideration by the Welsh Government;
- **SDF-358:** Discussions with DfE are still ongoing as per previous meeting and GE explained the LRS has advised that previous advice from the Information Commissioner's Office (ICO) suggested, for data protection reasons, to not process data for anyone below the age of 14;
- **SDF-359:** Action is ongoing;
- **SDF-366, SDF-367, SDF-368 and SDF-369:** All of these actions are related to the ongoing work on attendance arrangements and there is no update yet. An item will be added to an SDF agenda to discuss in near future;

- [SDF-371](#): This is ongoing as the Welsh Government are still considering when to have the workshop and what exactly will be covered to make it as constructive as possible;
- [SDF-374](#): This action has been escalated and the options and feasibility for a Welsh S2S equivalent is being explored but is in very early stages;
- [SDF-385](#): The Welsh Government are awaiting a contact to send communications to Fischer Family Trust to invite them to be a part of SDF;
- [SDF-383](#): Action closed;
- [SDF-387](#), [SDF-387](#) and [SDF-388](#): This is still ongoing and there is no update on the ALN-related actions since the previous SDF meeting and therefore they will be discussed at future meetings;
- [SDF-389](#): Ongoing until November 2019. The Welsh Government will the use of the N code for SEN/ALN pupils when issuing the Technical Completion Notes in the winter for PLASC and EOTAS 2020;
- [SDF-391](#): The Welsh Government aim to circulate an SDF development cycle in a Microsoft Project format soon and suppliers agreed to send the Welsh Government their development cycles and release schedules so that the development cycle can be worked around them;
- [SDF-393](#): This is an ongoing action. The Welsh Government will, in time, have discussion with policy and statistics colleagues about the feasibility of moving exclusions data from PLASC and into the Attendance data collection;
- [SDF-394](#): This action is ongoing but the Welsh Government are looking at options to consider whether schools can resolve queries rather than relying solely on local authorities;
- [SDF-396](#): This action remains ongoing for Capita to explore and resolve issue of a bug in the summary reports for PLASC;
- [SDF-397](#): Covered on agenda and will then be closed; and
- [SDF-401](#): Covered on agenda and will then be closed.

5. Performance Reporting

Interim Key Stage 4 measures:

SA advised that since initial guidance on details of the measures was circulated in February, further guidance had been circulated in June providing detail on analyses and provision of data, as well as a worked example of the Capped 9 Points Score (interim). There had been no changes made to the details of the measures themselves in this newer guidance document.

MJ asked about legacy Level 1 and Level 2 inclusive measures and whether they would still be provided. SA explained that they would be included in the All Wales Core Data Sets (AWCDS) for schools and LAs and that there would be two versions of the Level 2 inclusive reported, one with and one without literature, due to varying interpretations on how to calculate the figure for target setting purposes in 2018-19. SC asked about the Welsh Baccalaureate and the Skills Challenge Certificate measures. SA said the single Skills Challenge Certificate measure would be included as a points score measures. MJ asked about subjects such as electronics counting as a science. SA confirmed that only the WJEC suite of six 'traditional' science subject GCSEs will count towards the science indicator and science component of the

Capped 9, but that everything that counts towards the various measures will be identifiable on the [QiW website](#).

SC asked if the interim arrangements will be fixed whilst the new curriculum is being developed. SA responded that the Welsh Government can't confirm an end date for the interim measures as the succession plan is still being outlined, with a thorough and independent review of the existing system being carried out prior to identifying appropriate measures for the future.

QiW:

SA gave an update on QiW developemnet. Some updates to the system have been completed but others are outstanding. SA will confirm which elements have been completed. User guidance for the interrogation of performance information in QiW is yet to be updated as it will need new screenshots of the revised interface.

ACTION SDF-410: SA to confirm which updates to [QiW website](#) are completed.

JT queried some qualifications not having both QWAD and QAN references in base data. SA confirmed that if a qualification is only approved for publicly funded delivery in Wales it may only have a QWAD reference, and that QWAD numbers and QANs are present if a qualification is approved by regulators in both England and Wales. SA said that all subjects approved for learning in Wales must have QWAD number.

SC asked whether QiW will contain lists of syllabus variations of courses as well. SA said it doesn't at present but this is something the Welsh Government has previously requested in order to attach distinct discount codes to each variation where they should differ within the same QAN/QWAD number. WG will need to rely on the separate spreadsheet providing these codes until the functionality is available in QiW.

RV asked that where there are new qualifications is there any particular time of the year that they get added to the QiW database? SA said it happens throughout the year and there is no specific release schedule.

SH suggested that when people are taking extracts it may be sensible for the Welsh Government to have an agreed date(s) for suppliers and local authorities to extract data from QiW so that all parties have matching sets and that there are no potentially conflicting versions in use.

ACTION SDF-411: The Welsh Government, suppliers and local authorities to agree dates to extract data from QiW to ensure harmonisation.

JT informed all that Qualifications Wales has started organising QiW user group workshops and that one of her colleagues went and didn't feel like they gained much from it. The feedback was that Qualifications Wales doesn't appear to understand how local authorities work and use the data, particularly on exam download days. SA said that the Welsh Government don't have any control over the workshops but will raise the matter with Qualifications Wales.

ACTION SDF-412: The Welsh Government to pass feedback on workshops to QiW colleagues.

Discount codes:

SA & SH discussed discount codes and said the Welsh Government has not yet fully established how the base data is being used and whether this single file is essential for the purpose of calculating performance data. If it is, then the Welsh Government will require an update to allow the new format extended discount code field for Wales use. However, QiW should be used as the single source of truth for qualifications' information in Wales to ensure that schools are not mistaking any qualifications not approved for delivery for Wales as eligible options for public funding and as contributing towards school performance measures. SA flagged that the current discounting system in Wales is subject to review as part of reform work and could look very different in a few years' time.

MJ asked if any discount codes have changed this year. SH confirmed that no codes have changed for existing qualifications but there are some new ones added for new qualifications.

JB said that the newest release of Capita SIMS that resolves the issue where syllabus variations of a single QAN/QWAD code qualification have distinct discount codes and both can count simultaneously towards measures. SA said that not all syllabus variations of a qualification will have a distinct discount codes.

General:

JT asked whether the documents go straight to the schools. SA said no as there is no email distribution list for schools and that WG relies on LAs & consortia to distribute the communications.

MJ asked whether two short courses can still make up a full religious education course. SA said that if they have different discount codes then yes, the two could count. The Welsh Government considers how much overlap there are between two courses when allocating discount codes.

MJ questioned whether FFT is still the WED data collection agency. SH confirmed that it is.

SC asked when the data packs (AWCDS) will go out to schools. SA said KS4 provisional go out early November and final ones towards end of December. Schools do get individual pupil data earlier from the Welsh Government's Knowledge and Analytical Services for validation purposes. MJ said some schools have had issues with BTEC awarding and asked whether they need to raise tickets. SH said there are regular data feeds throughout September and early October but the safer option is for schools to raise tickets and provide evidence as it can then be guaranteed that the qualification gets recognised.

SC questioned whether, in the thirds analysis, the upper, middle and lower thirds will be broken down by FSM and sex. SA said the Welsh Government will provide regression based on FSM levels but the scores and number for each third won't be broken down into other groups of pupils.

SC asked about a review following England's Wolf review. SA reminded the group that the 2012 Review of Qualifications in Wales did follow on from the Wolf review which led to several changes to performance measures in Wales in recent years.

6. SWAC

GT gave all a brief overview of where the Welsh Government are with SWAC.

GT told all that an email was sent out couple of weeks ago informing all of the documentation uploaded onto the [Welsh Government's website](#) and that the next bulletin will be going out after this meeting. GT also informed all that there were a couple of queries on the Technical Completion Notes. All were told that the Welsh Government has also published a [privacy notice](#). The Welsh Government are putting together brief letter to go to local authorities to provide consistent advice on how the privacy notice will be distributed.

One of the most common questions received was, "Is there consent needed for the return?" GT told all that this will be answered in privacy notice as SWAC is a statutory collection so there is a legal obligation to submit the data. The Welsh Government has taken phone calls from individuals whilst completing their data capture form and stated the importance of sharing the privacy notice with individuals when capturing / reviewing the information. The Welsh Government has also been conducting phone conferences with every local authority and has currently spoken to 18 of them and the outcome has been positive overall. The main queries have been about roles undertaken.

One of the main points from previous discussions was around a timetable for data collection and local authorities submitting their HR data first then schools. JT suggested not giving local authorities two whole weeks as it's not fair to compress the schools' window that much and that SWAC will fall into PLASC if not careful. MJ asked whether there could be a situation where local authorities could turn it on for their schools as opposed to all schools in Wales. JH confirmed that this can be done at school level but not local authority level. GT suggested breaking the collection window into a timetable to share with SDF group for comments, then potentially all IMS contacts.

MJ asked when the HR file has been uploaded there will be errors but then how do they correct those; can the local authority re-run the validation on the file once school files have been uploaded. JH told all that when the school uploads the file, it won't have an effect on HR file already uploaded. GT said that cross validations would be minimal and should only includes one or two fundamental data items used for matching, such as NI number. GE said that the local authorities could upload their HR file but ignore errors then spend next 3 weeks uploading school files then re-upload their HR file as then errors should start to drop due to schools having uploaded their returns. JB asked will opted out schools have new user account to cover the HR part of SWAC

return. JH responded that yes they would get account. The local authority HR users would need to drop into SWAC school file validation errors sometimes as there are validations that cross over into school files. RV asked whether some of these scenarios be included in the pilot. GT said yes as it is expected that two local authorities will be uploading HR data during the running of the pilot. GE asked whether validation should automatically refresh per every school file upload within that local authority. JH said that option is not really feasible as it stands, but is something that could be looked at and should be achievable with some development.

GE told all, that one thing the Welsh Government have become aware of is that there is a delay in the Capita SIMS release from 5 July 2019 until some time during the week commencing 8 July 2019. RV said that they have told local authorities that the beta release can be used for the pilot and that they have issued a version 1 of the validation file but it was too late for summer release so will be released as separate file set. GT asked about the data capture form. RV said it could be put on Capita SIMS' MyAccount.

GE informed the group that there is a list of data items that are required on our website so this could be shared with schools. MJ said that they were planning to get extract from HR but due to GDPR he questioned whether they were allowed. GE said that this is not really a Welsh Government decision but a local decision as the local authority will need to satisfy itself that their processes comply with GDPR. GT suggested keeping a list of people who can view sensitive data for audit purposes.

GE asked Teacher Centre about their schedule. JD said they met with the four local authority users of their software on Monday and are just sorting out any additional data that they don't hold centrally.

GE gave all a quick update on where the Welsh Government are with the pilot. GE told all that local authority staff will clone school data so that schools do not have to participate and that the pilot will be ran using only the Welsh Government and local authorities. MJ asked when the upload will be available. GE said hopefully some point next week. RV asked whether suppliers would be able to take part. GE and GT responded yes that would be good.

The local authorities in attendance said the pilot in general is going well and that they are starting to see progress on payroll and HR side. JT said that for their pilot they would extract it as contingency spreadsheet as the HR software will not be ready to extract abn XML.

7. Post 16

GE told all that version 1.0 of the Technical Completion Notes for 2019 and a draft specification for 2020 has been released earlier this week.

MJ asked for clarification on what does the word "completed" mean as schools have different meaning to local authorities.

ACTION SDF-413: To clarify the meaning of “completed” in the Technical Completion Notes for Post-16.

8. Attendance

GE told all that the draft specification for 2020 has been released and no real changes. GE noted that a few of the current open actions relate to policy colleagues so there may be an impact on specification once these are looked at. It is likely that there may be some amendments to the code sets.

MJ asked whether there was any update on the session issue with late starting pupils.

ACTION SDF-414: GE to discuss registration issue where pupils start late with attendance policy colleagues.

MJ explained that due to pupils on managed moves, a few pupils in secondary school files were flagged as duplicates. They were on managed moves at the time of the collection as they were dual registered to two mainstream schools as they were transitioning. If the trial and transition to the new school is a success the learner move to the new school; if not they go back to their previous school. MJ asked how do we track this and is dual registration the right thing to do for learners on managed moves? JT said that it would be interesting to speak to a school that hasn't got a central MIS system about this.

GE suggested that something like changing the validation to say no duplicate UPN unless pupil is dual registered may be able to help resolve these issues and reduce errors and queries related to this.

9. Welsh National Tests (WNT)

GE told the group that the draft specification for 2020 has been released and that a template of the import file was also released but the dates in there are provisional. The main change is the removal of the paper reading tests as paper tests continue to be phased out.

JT said that the Hwb provisioning tool is a problem for the online personalised assessments. There have been instances where a temporary UPN is created for a pupil on one account, then when a permanent UPN is created another Hwb account is created. This results in local authorities having to go back to the Welsh Government's Hwb team to get them to marry the two accounts.

GE said that one issue we are trying to resolve is pupils name change between them taking the tests and then receiving the results sheet. GE said that this had been raised at the recent Capita SIMS User Group on 5 June and that any feedback or queries were advised to be sent to Alison Tang at the Welsh Government.

MJ asked if there is a way to run off the results sheet in bulk as they don't currently seem to be available. GE said that this could be linked to something

that Method4 are currently running for Geraint Turner within Knowledge and Analytical Services. JH confirmed that it was and the result sheets will be available to download imminently.

JT said Hwb does not appear to be fit for purpose as schools have had children who have left the school but those pupils, instead of being moved to their new school, are still showing on the school's Hwb with scores of 0. Even though there is a move from using scores for accountability, this is something that shows up on the school accounts and that the Headteachers and governing bodies are concerned about.

MJ asked what data for the online personalised assessments should be included in CTF file. GE said he would discuss this with colleagues.

ACTION SDF-415: GE to discuss with colleagues about what online personalised assessment data, if any, could be included within the CTF.

10. National Data Collection (NDC)

GE informed the meeting that the only update on NDC is that the draft specification for 2020 has been released and that if there are no comments and everything is fine, it will shortly be rolled forward to a version 1.0.

11. Any other business

GE asked suppliers in what format they want our annual development cycle and whether they would prefer it to be academic, calendar or financial year based. RV and LP said calendar year would be ideal.

GE asked suppliers to send him their individual development cycles and release schedules so that we can ensure the issued development cycle works around their current release timetables as best as possible.

ACTION SDF-416: Capita ONE, Capita SIMS and Teacher Centre to send GE their release and development schedulese.

GE said that it would be useful to have the development cycle as a standing item on the SDF agenda.

GE noted that the IMS calendars are about to be finalised and should be with schools and local authorities before the start of the new academic year. Suppliers asked if a copy can also be sent to them.

ACTION SDF-417: Suppliers to to be added to the IMS Calendar distribution list.