**Minutes of the Software Development Forum meeting**

**02 February 2016**

**Cathays Park, Cardiff**

**Present:**

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| --- | --- | --- | --- | --- |
| Phil Jones (PJ) | Capita One |  | Mike Jones (MJ) | Swansea / One user group |
| Niranjan Yedamakanti (NY) | Capita One |  | Lindsay Lewis (LL) | WG – Chair |
| Mark Newton (MN) | Capita SIMS |  | Claire Horton (CH) | WG |
| Jim Haywood (JH) | Capita SIMS |  | Rhiannon Evans (RE) | WG |
| John Ashworth (JA) | Capita SMS |  | Madog Williams (MW) | WG |
| James Boyd (JB) | Cardiff / SIMS user group |  | Matthew Skermer (MS) | WG |
| Glyn Thomas (GT) | Cardiff / SIMS user group |  | Carol Mooney (CM) | WG – am only |
| Justin Denney (JDe) | Ceredigion /  Teacher Centre |  | Beth Milton (BM) | WG – am only |
| Alan Morris (AM) | Ceredigion /  Teacher Centre |  | Steve Hughes (SH) | WG – pm only |
| Fiona Tang (FT) | RM |  | Chris Owen (CO) | WG – pm only |
| Simon Chilvers (SC) | RM |  | James Dix (JD) | WG – pm only |

1. **Apologies**

Kenny Barker Advanced Learning

Paul Walton Capita SIMS

Jayne Thomas Neath Port Talbot / SIMS user group

Gareth Thomas WG

1. **Minutes, actions and matters arising from the meeting on 17 November 2015**
   1. It was agreed that the minutes of the meeting on 17 November 2015 were a true record subject to the amendment of Glyn Thomas’ name.
   2. LL reviewed the action list, focusing on the open actions. The status for each item had been updated where appropriate. In addition, actions 173, 211 and 212 were covered under agenda item 4, Post-16 collection 2016 and 2017 update; action 192 under agenda item 6, CTF and Modular CBDS proposed changes for 2016/17; and action 203 under agenda item 8, AOB.

The following information was provided at the meeting:

Action 100 had been closed as there were no changes to school federation data in the 2017 specification. However LL advised that a review of federations was currently taking place. This may lead to new data requirements in the future. SDF will be kept informed.

**Action 202: WG to circulate a link to the letter published online in October 2015 regarding the changes to Key Stage 4 performance measures.**

*Following the meeting, the link is included here:*

<http://gov.wales/docs/dcells/publications/151030-changes-to-the-performance-measures-at-key-stage-4-letter-october-2015-en.pdf>

1. **PLASC 2017 draft specification**
   1. CH highlighted the changes to the PLASC specification as per the issues log and confirmed that the changes relating to SEN needs should be reflected in CTF.
   2. MJ asked if more guidance could be provided for reporting SEN data, especially the differences between major and secondary needs and GLD/MLD.

**Action 218: WG to feedback the need for further guidance on SEN data to the policy team.**

**Action 219: JA to send WG the Northern Irish policy on SEN reporting.**

1. **EOTAS 2017 draft specification**
   1. CH highlighted the changes to the EOTAS specification as per the issues log.
   2. CH asked if all suppliers were content with the new data item introduced within issue 4; <Estab> added to exclusion container in order to see which PRU has excluded the pupil. All suppliers agreed with the change but asked if an LEA tag could also be added to the exclusion container.

**Action 220: CH to add LEA tag above the new Estab tag.**

* 1. A discussion was then held regarding the issues experienced with exclusions in the EOTAS 2016 collection and it was agreed that a separate discussion would be more appropriate. CH confirmed that the requirement for reporting exclusions is that all exclusions from PRUs during the previous academic year (2015/16 for the 2017 collection) should be returned, regardless of whether those pupils are still in EOTAS provision during census week.

**Action 221: WG to arrange a separate meeting to discuss the EOTAS collection exclusions requirement.**

**Action 222: CH to amend the EOTAS specification to include various pupil scenarios for exclusions from PRUs.**

1. **Pupil Referral Units (PRUs)**
   1. LL introduced Carol Mooney (CM), Head of Pupil Wellbeing Branch to discuss the potential changes for PRUs and data collection in Wales.
   2. CM stated that there is an EOTAS task and finish group looking into success rates and attainment of pupils who are currently being educated in a PRU or other EOTAS provisions.
   3. CM identified that the role of the task and finish group was to develop a framework to improve the outcomes for EOTAS pupils. A report is due in the spring, and this will particularly focus on how data could be used to drive improvement. This is likely to require software changes and ensuring that all PRUs have their own MIS. The second phase of the report on the wider provision is due in the summer.
   4. A discussion then took place regarding the differences between PRUs, EOTAS, home education and home tuition. Further work is likely around how dual registered pupils should be recorded and how the census would potentially be handled.
   5. CM confirmed they are looking at changing the regulations around opening and closing PRUs and working towards PRUs making better use of their own data.
2. **Post-16 collection**
   1. LL introduced Beth Milton (BM) to discuss the possibility of matching Post-16 collection data to exam outcome data using QAN codes. BM took the group through the paper she had supplied prior to the meeting.
   2. As part of this discussion JA stated that learning activities can start being delivered by a school before a QAN is allocated making it difficult to match later. JH stated that in DfE the identifier is always the QAN and that they use ‘learning aims’, not learning activities. He suggested that WG could associate QAN codes with activities and then look at what was achieved.
   3. JA identified that in their system, the learning activity is taken from the timetable. This doesn’t include the individual qualifications that may be involved with that activity, with the result that it can then be difficult to later link learning activity completion with exam results. He suggested replacing learning activities with QANs but others disagreed that this would be beneficial.
   4. JH then suggested collecting the data once the exam was taken and MJ suggested that the Post-16 collection should only collect data that isn’t already collected in the WED collection from awarding organisations.
   5. It was agreed that a separate discussion would be needed to come to a suitable conclusion.

**Action 223: WG to organise a separate meeting / telephone conference to discuss the Post-16 collection.**

1. **Post-16 2016 Specification**
   1. CH highlighted the changes to version 3.0 of the Post-16 2016 specification as per the issues log.
   2. JH questioned issue 3 from version 1.0 of the spec and asked if the date of birth could be added to section 2.1.

**Action 224: CH to amend specification to include DOB in section 2.1.**

* 1. CH presented the mapping table which had recently been circulated to SDF colleagues and asked for feedback.
  2. JH asked if the second column only included GCSEs or if it included equivalents. He queried whether we would want equivalents to be included to try and increase mapping to cover more than 70% of pupils’ programmes of study. CH noted that pages 4 and 5 of the planning framework document explain equivalent programmes and BM explained that the intention is to include guidance on dealing with all of the programmes that could not be mapped within the completion notes.

**Action 225: BM to send draft completion notes to SDF for comment prior to the collection.**

* 1. MJ asked why the programme level data included on the mapping table could not be derived centrally once all the data has been collected, using the learning activity level data. As incentive usually drives data quality, JH queried if there was any incentive for schools to work out the programmes as it was currently data not required by the schools themselves.

**Action 226: BM to feedback these thoughts to the rest of the policy team.**

**Action 227: Suppliers to provide specific data items they suggest should be added to the mapping table.**

1. **Key Stage 4** 
   1. LL introduced SH to provide an update to action 202 in relation to the collection of KS4 cohort data.
   2. SH confirmed that for the 2016 summer collection there are three main changes:

* School performance will be reported on a year 11 cohort basis rather than for learners aged 15 at the start of the year;
* There will be a maximum of two GCSE equivalence value applied to any single qualification; and
* There will be different discount codes from England.

**Action 228: Wales is now diverging further from England at KS4. Suppliers to confirm that their systems are ready to implement these changes and differences.**

1. **Attendance 2017 draft specification** 
   1. CH confirmed that there are no changes within the 2017 attendance specification.
2. **CTF** 
   1. FT presented a paper from RM giving proposed options for transferring FPP data. A discussion was held on the content of the paper and these options. It was agreed that suppliers would consider the proposal and feedback their comments and counter proposals to WG.
   2. CH confirmed that rules have not yet been provided for the new Foundation Phase profile data that should be transferred but the specification is due imminently and she will endeavour to include these rules in time for its release.

**Action 229: Suppliers to consider paper from RM and provide feedback.**

**Action 230: WG to provide SDF with rules for the transfer of FPP data.**

* 1. CH drew suppliers’ attention to three new items being collected through the school census in England: Nationality, Country of Birth and Proficiency in English. CH confirmed that these data items should be transferred to Welsh schools with the exception of Nationality as this has the potential to be confused with the existing National Identity item. This has been agreed with the DFE and will be explicit in the CTF16 specification.

1. **Hwb**
   1. LL introduced Chris Owen (CO), Head of Digital Learning for Wales; and James Dix (JD), Senior Education Portal Manager who delivered a presentation on Hwb.
   2. JA asked if pupils’ assessment results, such as test reports within the schools section, can be exported to their MIS. CO confirmed that they can be transferred as a CSV file.
   3. JB asked if/how Consortia access Hwb. JD confirmed this was done through a manually provisioned user account as for dual registered pupils for their subsidiary school. These accounts are then managed by the LA. JD also confirmed that if you are a governor at more than one school you only have one login with access to all of your schools.
   4. PJ asked if the system demonstrated was the school’s own system as Capita doesn’t hold all of the information displayed on Hwb, and this was confirmed by CO.

**Action 231: Hwb presentation and documents to be sent to SDF colleagues.**

1. **Modular CBDS**
   1. CH raised an issue with the data item ‘pupils who took free breakfasts in week prior to census’. The policy team has noticed that schools are submitting the number of breakfasts not the number of pupils. CH asked if it was possible to change the data item to say ‘the number of free breakfasts provided in the week prior to census’. A discussion was held on the use of this data item and why it is required. MJ asked if this would apply to FSM pupils as well.

**Action 232: WG to feedback to policy team and identify what the data is used for.**

1. **AOB**
   1. CH stated that there has been a minor change to the WNT specification, in that the 07 June has now been added as the submission deadline. This has been supplied in v1.1 of the spec. CH also informed the group that WG are still discussing the introduction of a validation period.
   2. CH confirmed that the National Test score ranges are now supplied in a new tab in A\_Comp. Version 1516.3.0 is now on DEWi.
   3. CH raised an issue with the XSLT schedule, which is released as version 0, 1, 2, 3 but DEWi is released as 0, 2, 3, 1. A discussion then took place on how this could be solved and everyone agreed that DEWi should be amended to match XSLT not the other way around.

**Action 233: WG to keep the XSLT release schedule as 0, 1, 2, 3.**

* 1. RE confirmed the next meeting will start at 10.30am with tea and coffee from 10.00am.