Software Development Forum (SDF): 2 July 2020

The recorded minutes of the meeting held on 2 July 2020 via Microsoft Teams

Meeting minutes

Date of issue: 30 July 2020
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.
Further information	Enquiries about this document should be directed to:

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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 is available on the SDF pages of DEWi.

Contents

1.   Attendees

Welsh Government		
Gareth Thomas (GT) (Chair)	Head of School Workforce Statistics	Workforce Data
Gav Elias (GE)	Senior IMS Programme Manager	School Information and Improvement Branch
Mike Maher (MM)	School Data Officer	School Information and Improvement Branch
James Gilbert (JG)	IMS Programme Manager	School Information and Improvement Branch
Rachel Thomas (RT)	IMS Programme Manager	School Information and Improvement Branch
Lindsay Lewis (LL)	Senior School Improvement Manager	School Information and Improvement Branch
Local authorities and other government departments		
Rhian Rickard-Frost (RRF)	Cardiff Council	
James Boyd (JB)	Cardiff Council	
Rodel Currie (RC)	Cardiff Council	
Mei Wah Farrow (MWF)	Cardiff council	
Luke Howells (LH)	Carmarthenshire County Council / RM User group	
Mike Jones (MJ)	City and County of Swansea Council	
Jayne Thomas (JT)	Neath Port Talbot County Borough Council	
Kevin Price (KP)	Rhondda Cynon Taf County Borough Council	
John Tratnik (JT)	Rhondda Cynon Taf County Borough Council	
Sara Herbert (SH)	Vale of Glamorgan Council	
Software suppliers		
Huseyin Guryel (HG)	Bromcom Computers	
Marcus Le Brocq (MLB)	Caci	
Ruth Howcroft (RH)	Caci	
Marc Radley (MR)	Caci	
Deborah Green (DG)	Capita ONE	
Jim Haywood (JH)	Capita SIMS	
Ruth Vincent (RV)	Capita SIMS	
Yvonne Killick (YK)	Capita SIMS	
Martina Spencer (MS)	Capita SIMS	
Sarah Chandler (SC)	Go4Schools (Hyperspheric Solutions Ltd)	
Neil Tonks (NT)	iTrent	
James Hornby (JHo)	Method4	
Simon Tobias (ST)	OLM Group	
Helen Clark (HC)	OLM Systems	
Allan McMorland (AM)	Oracle	
Justin Denney (JD)	Teacher Centre (Ceredigion County Council)	
Sarah Irvine (SI)	Teacher Centre (Ceredigion County Council)	
Beth Hurford (BH)	Zellis	

2. Introductions and apologies

GT gave introductions of Welsh Government staff and ran through housekeeping.

There were no issues/comments regarding last meeting's minutes, actions and comments.

3. 2021.1.n development update

GE gave an update regarding hold up of the testing due to complications accessing DEWi UAT site that has arisen due to the enforced remote working under the current circumstances. The issue will hopefully be resolved in the next week or so with testing due to start thereafter.

JH requested that any changes are made as clear as possible emphasising where something has been changed (rather than removed) and suggested an additional column. RV agreed.

4. Statutory data collections general update

School Workforcee Annual Census (SWAC) 2020

GT updated the group on the 2019 and 2020 SWAC collection.

2019 data is ready to run the cross-DEWi validations between the SWAC School and SWAC HR returns. Once the validations have been run Welsh Government will provide a summary of outstanding issues to local authorities to action ready in time for the 2020 collection.

The publication date for the 2019 SWAC data has been confirmed as 30 July 2020 with more detailed analysis to be published through August.

The 2020 census date for SWAC remains as 3 November 2020. A decision is yet to be made on half term. Once decision is made we will inform the group of any impact on dates for the collection.

There is further discussion to be had on introducing a SWAC validation period, which is required in order to achieve National Statistics status for the collection.

The group questioned the impact of the use of data from different collections where there is a crossover of the data collected (such as class sizes) and their impact on deriving pupil-teacher ratios (PTR). GT confirmed that class size information will remain in the PLASC collection.

The impact on the calculation of PTRs will be added to future meetings and will require involvement from the school statistics team.

GT stated that following publication of the 2019 data and providing the summaries of issues to local authorities that the Welsh Government are keen

to have discussions with individual local authorities in preparation for the 2020 collection and to get feedback on the 2019 collection and publication.

Post-16 Census 2020

GE said there is no change from the last meeting; expecting to go ahead as normal. The justification is that by not having a collection we may lose two years' worth of performance measures data and it would likely be much more work and more complex to try and create a different and/or simplified return in a different format. Hoping to have a final decision by next SDF.

Once decision made there may be a need to review validations and technical completion notes as some may need to be turned off/amended in light of any decision made.

JH had a query regarding SWAC discount code. GE clarified that he was referring to QWAD discount code and explained there was an ongoing conversation regarding this matter.

Pupil Level Annual School Census (PLASC) and Educated Other Than At School (EOTAS) 2021

PLASC & EOTAS were covered together.

GE confirmed no major changes since last SDF and software specification versio 0.1 has been issued for PLASC and EOTAS 2021. There are some amendments we have identified regarding dates that will be released soon in a version 0.2 update.

JT raised an issue regarding class sizes and asked if the Welsh Government can look at refining and improving the automatic validations around this to minimise the checks local authorities need to make.

5. Any other business

5.1 Next meeting

Following agreement by all attendess, the next SDF will be held on 6 August 2020. The Welsh Government will confirm agenda and timings once arrangements are made and the meeting will be held virtually using Microsoft Teams.