

**MINUTES OF THE MEETING OF THE ESCHOOLS PROJECT BOARD HELD ON
FRIDAY, 18TH FEBRUARY, 2011, AT 2.30PM
BOARDROOM, C2K HEADQUARTERS, ASHFIELD BOYS HIGH SCHOOL, HOLYWOOD ROAD, BELFAST**

PRESENT: Barry Mulholland (WELB) (Chairman)
Karen McCullough (DE)
Jack Ringland (C2k)
Jimmy Stewart (C2k Director of Services)
Catherine Barr (C2k) (Secretary)
Tim Matchett (C2k)
Pat O'Connor (SEELB)
David Cowan (C2k)

184. APOLOGIES

Cyril King (SEELB)
Barry O'Rourke (ETI)
David Knox (Ballyclare High School)
Pat Hughes (WELB)
Gerry Byrne (ESA)
Bruce Fitzsimons (DE)
Gordon Jackson (BELB)
Mary Mallon (C2k)

185. MINUTES OF LAST MEETING

The minutes of the last meeting were reviewed and agreed as an accurate account of the meeting.

186. MATTERS ARISING

Minute 151 – Effective Use of Data

DE to provide an update on Effective Use of Data: Ms McCullough advised that the Effective Use of Data Action Plan has been submitted to the Education Minister and is under review. Ms McCullough again indicated that there has been no further change to status at this time.

Minute 162 - Data Sharing Protocol

Ms McCullough to arrange an ELB and DE security meeting: Ms McCullough indicated that data protection roles are currently under review by the Information Commissioner and a response is expected shortly. To date, no response has been received from the ICO.

Minute 171 - Risk Register

Mrs Barr to email WELB and SEELB to confirm EMS backup schedules: Mrs Barr confirmed that all ELBs had been recently emailed, to confirm the time of their EMS backups. 4 out of 5 ELBs have confirmed that their backup schedule has been amended. The NEELB has confirmed that they will amend their backup schedule if they can be given a smaller timeframe in which eSchools will extract data from their system.

Minute 177 – Implementation Update

Ms O'Connor to forward the ICO UPN Guidance document to Mrs Barr and Ms McCullough: This was actioned and is now closed.

Mrs Barr to liaise with Mr Nigel McCosker in the WELB, to review the legal position regarding the UPN and paper forms: Mr McCosker spoke with the ELB Chief Legal Adviser, who concurs that the UPN is a 'blind number' which can only be used as an electronic system identifier.

Mr Mulholland requested that the CPP sign off be added into the revised risk register: This risk register has been updated to include this risk and a risk relating to the replacement of the Pupil Services Project. Action is closed.

Mrs Barr to email Ms O'Connor the contractual service credit details: This was actioned and is now closed.

Mrs Barr to liaise with C2k colleagues to arrange publication of eSchools Project Board minutes: The C2k website has been updated to include Project Board minutes. Action is closed.

187. IMPLEMENTATION UPDATE

Mrs Barr presented an overview of the current implementation status. The key areas discussed were:-

- Reports
- EMS & ELB Access
- Census
- MOLAP
- Contract Performance Point 1 & 2

Ms O'Connor outlined the position in relation to the eSchools UPN Management & Data Extracts queries which were emailed to the Chief Admin Officers in February. Nicky McBride has agreed to progress the issues through the ELB Business Managers and then ultimately through the Pupil Services Project Board. Ms O'Connor indicated that missing pupil UPNs may be attributed to the management of pupil starters and leavers within EMS. eSchools can provide ELBs with the appropriate information when the ELB data requirements are finalised.

A demonstration of the MOLAP solution was suggested by Mr Mulholland. It was proposed that this demo could be provided on the morning of the next eSchools Project Board meeting in May.

ACTION: Mrs Barr and Mr Cowan to arrange a MOLAP demonstration for the next Project Board meeting

Significant discussion took place regarding the Contract Performance Point sign off and the encroaching end of the current financial year. Mr Ringland confirmed that the rolling three month service levels for performance and availability had been satisfactorily achieved but that a small number of deliverables remain outstanding. In reference to the implementation update presentation, Mrs Barr summarised these as primarily associated

with census, data load and EMS extract. It was anticipated by HP that the remaining deliverables will be completed by the end of the current financial year. However, as an additional protection, Mr Ringland explained that C2k would be seeking a contract change by which a performance bond would be reinstated to cover a period beyond March during which a Rectification Plan could be established for any remaining outstanding aspects. This would mean that the final capital milestone payment of £745k could be paid in the current financial year but with the protection that in CPP could not be signed off after a rectification period, then the performance bond could be invoked to recover all milestone payments in a termination situation.

ACTION: Mr Ringland to proceed to put a contract change in place during March if circumstances around status of outstanding deliverables required this.

ACTION: An update on the status of the outstanding deliverables to be provided by Mrs Barr and Mr Cowan at the next Project Board meeting

Ms O'Connor enquired as to extent of sign off testing proposed for the EMS extracts. It was confirmed that the importing of eSchools data into EMS falls outside the scope of the eSchools CPP sign-off requirements. Testing will be carried out to ensure that the extracts can be downloaded from ELB sites.

188. RISK REGISTER

Mrs Barr presented the latest version of the eSchools risk register (version 2.9).

Ms O'Connor queried the risk status associated with Risk 8 – currently 12 (amber). It was agreed to reduce the risk status to 6 (amber). This has been reflected in the latest risk register (v2.10). Mr Mulholland indicated that a further review may be required based upon the impact of voluntary severance.

189. FINANCIAL REPORT

Mr Ringland referred members to the updated Projected Expenditure Report in the Implementation Update slides. The remaining capital milestone payment of £745k had already been discussed and the projection was still on the basis that this would be paid by the end of the financial year. The projected expenditure for the monthly charge was showing an underspend of £35k against original budget reflecting the delay at the start of the year in achieving the milestone allowing commencement of these charges. There were other relatively small underspends in areas such as e-School team costs and Microsoft licensing which enabled additional spend on service enhancements addressing new user requirements. Mrs Barr had already referred to the more significant enhancements in the implementation update.

190. ANY OTHER BUSINESS

Mr Mulholland congratulated Mr Matchett on his recent appointment as C2k Integration and Development Manager.

191. DATE OF NEXT MEETING

Date to be agreed for the beginning of May 2011.