

**MINUTES OF THE MEETING OF THE ESCHOOLS PROJECT BOARD HELD ON
THURSDAY, 2ND DECEMBER, 2010, 10.00AM AT
BOARDROOM, C2K HEADQUARTERS, ASHFIELD BOYS HIGH SCHOOL, HOLYWOOD ROAD, BELFAST**

PRESENT: Barry Mulholland (WELB) (Chairman)
Bruce Fitzsimons (DE)
Karen McCullough (DE)
Gordon Jackson (BELB)
Jack Ringland (C2k)
Jimmy Stewart (C2k Director of Services)
Catherine Barr (C2k) (Secretary)
Tim Matchett (C2k)
Pat O'Connor (SEELB)
Mary Mallon (C2k)

175. APOLOGIES

Cyril King (SEELB)
Barry O'Rourke (ETI)
David Knox (Ballyclare High School)
Pat Hughes (WELB)
David Cowan (C2k)
Gerry Byrne (ESA)

176. MINUTES OF LAST MEETING

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

177. MATTERS ARISING

Mr Mulholland requested that Pat Hughes be added to the eSchools Project Board distribution list, to ensure receipt of future meeting requests.

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 158 – Implementation Update

Mrs Barr to email those ELBs yet to nominate power users: Mrs Barr confirmed that all ELB power user nominations have now been received. Action Closed.

eSchools team to review data and reports available: The possible inclusion of information relating to Nursery, Special and Irish Medium units in future reports was

discussed at BCWG. This information should be available within the ad hoc reporting function of eSchools. Action Closed.

Minute 159 – Project Plan

Mr Beattie, Mr Stewart and Mr Fitzsimons to arrange a meeting to review Post Project Evaluations: This meeting took place in July 2010 and was attended by Mr Beattie, Mr Stewart, Mrs Barr, Mr Fitzsimons and Mrs Anne Conaty.

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.

Minute 169 – Implementation Update

Mrs Barr to email Power User Reports list to Mr Jackson: The power user reports are now available on the eSchools portal. Action Closed.

Ms McCullough to liaise with C2k to facilitate power user awareness sessions: Two eSchools awareness sessions for ELB power users took place in November and were well received by attendees. Action Closed.

Ms McCullough to provide a status update in relation to the creation of the Stakeholder Exams Group: This requirement has been reviewed within DENI. It was agreed that such a group would not be established at this time but as and when deemed necessary.

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. Currently awaiting response from ELBs.

178. IMPLEMENTATION UPDATE

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

- School Report Pack (non examination reports)
- Examination Reports
- Power User Access & Reports
- EMS Integration
- Census
- MOLAP
- Enhancements
- Contract Performance Point

Mr Stewart and Mrs Barr referred to comments made by DENI and ELBs users regarding a noticeable improvement to the quality of data in schools. DENI confirmed that the annual census return had been completed more quickly than in previous years. DENI also reported positive feedback regarding the quality of examinations data submitted by schools in September 2010.

Mrs Barr outlined the delivery and completion of the two recent Power User overview sessions and thanked Ms McCullough for DENI participation. The sessions were deemed to be well received by attendees and generated lively debate regarding further enhancements to reporting and analysis capabilities within eSchools. eSchools account details are currently being issued to power users.

Some discussion took place regarding the ongoing update of UPNs in ELB systems. eSchools data extracts have been made available to the BELB and SEELB and can be distributed to the other boards, if requested. Mrs Barr also alluded to an issue accessing EMS systems in some of the ELBs, which is currently under investigation.

Ms O'Connor informed the Board of guidance issued by the Information Commissioner which deems the UPN to be a 'blind number'. The guidance states that "*The UPN should **not** be regarded as an automatic adjunct to the pupil's name, routinely appearing on any record or document relating to them*". This may impact upon the process required to maintain UPNs on ELB systems and requires further review.

ACTION: Ms O'Connor to forward the ICO UPN Guidance document to Mrs Barr and Ms McCullough

ACTION: Mrs Barr to liaise with Mr Nigel McCosker in the WELB, to review the legal position regarding the UPN and paper forms

Significant discussion took place regarding the Contract Performance Point sign off and the encroaching end of the current financial year. Mr Ringland reminded members that the final capital milestone payment of £745k was dependent on satisfactory sign-off of the CPP. This required the contractor to demonstrate that contractual requirements regarding availability and performance were achieved over a rolling three month period. HP had indicated that they were confident that these conditions, and a number of outstanding deliverables from previous implementation milestones, would be met by February. Mr Ringland stated, however, that there remained a risk that the conditions allowing CPP sign-off, and therefore payment for achievement of the milestone, would not be met. Mr Mulholland stressed the importance of closely monitoring the position and highlighted the risk of potentially losing the funding associated with this sign off if service levels were not being met. Mr Ringland stated that the criticality of the situation, bearing in mind the approach of the end of the financial year, had been stressed with HP and meetings were being held at Client Director level to monitor progress and ensure that every effort was being made by HP to meet the sign-off conditions.

ACTION: Mr Mulholland requested that the CPP sign off be added into the revised risk register

ACTION: Mrs Barr to email Ms O'Connor the contractual service credit details

ACTION: Mr Mulholland requested the scheduling of a provisional eSchools Project Board meeting for late January / early February

179. BUSINESS CHANGE WORKING GROUP

Mrs Barr delivered an update in relation to the Business Change Working Group. The previous meeting was held on Wednesday, 24th November, 2010.

The main agenda items were:-

- Implementation Update
- Business Rules including UPN Management and ELB Data Extract

The group discussed the ongoing management of UPNs and the ELB data extract requirements, particularly in light of the end of the current Pupil Services Project and the procurement of a replacement solution.

A discussion also took place regarding the membership of the BCWG as it was noted that general attendance at these meetings has recently declined.

It was agreed that the Chief Admin Officers in the ELBs would be contacted, with a view to reviewing these issues.

The next BCWG meeting will be scheduled to coincide with the eSchools Project Board meeting in early March.

180. RISK REGISTER

Mrs Barr presented the latest version of the eSchools risk register (version 2.8).

Mrs Barr suggested the removal or reduction of status to Risk 9 – Transfer of UPN between Primary to Post Primary. It was agreed that this risk should remain on the register as the same transfer mechanism will be used in 2011 to move the UPN between sectors.

It was also suggested that a new risk be added to the risk register, relating to the procurement of a replacement Pupil Services system.

A new risk will also be added regarding the CPP sign off (See point 178 above).

ACTION: Mrs Barr to update risk register to reflect agreed changes

181. 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.

182. ANY OTHER BUSINESS

Freedom of Information Request (FOI). It was agreed that the eSchools Project Board Minutes would be made publicly available on the C2k website.

ACTION: Mrs Barr to liaise with C2k colleagues to arrange publication of eSchools Project Board minutes.

183. DATE OF NEXT MEETING

Provisional date to be agreed late January/early February, to align with the C2k Project Board (please note that this meeting may not be required)

Otherwise date to be agreed March 2011.