Meeting of the Schools Forum ICT Provision Group
Thursday 28th January 2010 13:00
Committee Room 3, County Offices, Lincoln

Present

Michael Fellows – Vice Chair of the School's Forum
Jez Bailey – Head of Service, Children's ICT Team, LCC
Alan Mackenzie – Services Manager, Children's ICT Team, LCC
Serle Frazer – Programmes and Projects Manager, Children's ICT Team, LCC
Darren Gelder - CfBT
Pete Thompson – Network Manager, Sir William Robertson
Jenny Wheeldon – Headteacher, Ellison Boulters CE Primary School, Scothern
Nick Smith – SEN ICT Advisory Teacher, St Francis Special School, Lincoln
Wendy Hamilton – Headteacher, Queen Eleanor Technology College, Stamford

1.	**Apologies for absence** **Simon Pickett** – Assistant Headteacher, Welton William Farr CE Comprehensive School **Linda Hayes –** School Bursar, Ruskington Chestnuts	
2.	**Notes of previous meeting and any comments** - Discussion at the start of the meeting about trying to expand the group – need more Primary and Secondary School representatives. - Previous meeting took place in September – no notes were available for comment.	

3.	**Schools ICT Development Project Highlight Reports**
	
	- Project Highlight reports will be sent out monthly to members of the group. Reports will be done at the beginning of the month for previous month.
	Action – these to be sent out 2nd week of each month.
	
	SF discussed the status of current projects, outlining the following:
	- **School's Network Infrastructure –** this project is due to be closed at the end of February. No problems to report on with this project.
	- **Intergris G2 Upgrade -** Risks/issue showing red. This was as of December and was due to a problem that occurred which is outside the scope of the project. Discussion about this took place and key points noted:
	    • JB explained an agreement had been made with Mouchel to provide two days training for staff in schools. Some problems with the financials of the training process occurred which is why the status was highlighted as red.
	    • The cost of training was discussed and is being picked up by Mouchel. It was stated by JB that there will be no additional costs for training as they will be included in the usual admin support cost.
		Reports put together by SF – JB to circulate

4.	**New projects to be commissioned (VLE and ID Management Gateway)** - **ID Management/SSL Gateway –** This is a gateway that allows all learners access to the Lincolnshire Schools Network • JB discussed the building of the new network(LSN) to support all core services that school's receive such as filtering. These services are set to a level that is appropriate to the user (ie adults/children). Where users are unknown, it's not possible to support the provision of such services.	

	- JB explained further how the gateway will allow schools to create accounts for users such as parents. The SSL gateway allows only authorised users access the LSN. These accounts are to be managed by the school. - **VLE/Learning Platform replacement –** JB provided background on the need for a new learning platform which will replace Assimilate. - DG, Senior User on the project board for the new learning platform informed the group on the developments of the project: - CfBT surveyed schools, visited LA's to pick up requirements and identify good working practices. - Draft specification is currently being put together, which will be forwarded to JB and colleagues at St Francis. - A model will be put into schools to test before full implementation. This will help in the development of the product to ensure schools get what they want. - Must try and ensure that the use of VLE is provided to schools free of charge as small rural schools would suffer if there was a charge. - A point was made that the VLE would be a base and that the population of this area within a school would be their responsibility. - DG explained the product would be Becta approved and applications by VLE providers are being considered. - WH enquired about the training/support aspects of the VLE. Although training has been massively highlighted, this will not be part of the initial roll out. - DG proposes an expected rollout for September. SF emphasised the point that this date is an aspiration and is by no means firmly confirmed.	
5.	**Matters arising from Schools' Representatives** - **Home Access Initiative** - DG discussed this project and asked representatives to raise awareness of it within Lincolnshire Schools at Head Teacher's meetings. As parents need to apply themselves, it was suggested a good idea for schools to arrange drop in sessions to support applications. - JB explained some 'looked after' children have already received devices under the HATG project and will not be able to apply. - No end date specified – the project will run until funding has been spent. *Action – Representatives to highlight at Head Teachers meeting* - **George into School** – Discussion by JB about Assimilate and the information that is held on the platform. A proposal is to be put forward by SF that will allow school admin staff/adults to access George (LCC's information source). It is hoped George will act as a communication tool, detailing profiles and contacts of teams and staff within LCC. - **Education City** – NS raised the question about the use of Education City once Assimilate ceases to exists - JB informed the group he would put funds forward to allow the continuation of access to Education City and renew its licence. - JB also explained there are no plans to put Education City onto the new VLE. NS is able to advise how it can be accessed without the need of Assimilate and will feed back this information to JB.	JW, WH
6.	**Any other business** - **Devolved Schools Grant** – MF explained there is some money left within this grant. It was suggested that thoughts were gathered before the next School's Forum Meeting about how this money could be best spent. - **E-Safety** – AM highlighted an increase in the awareness of E-Safety over the last	

	year. Because of this, an e-Safety conference is being arranged which will involve a number of speakers. This links in with the rollout of Securus (Behaviour Management System) into schools. MF suggested Governors are invited to the event as they are least aware. As the event is for staff who spend most time in schools, MF proposed an e-Safety presentation potentially be scheduled into Governor Partner meetings. ***Action – E-Safety presentation to be arranged for Governors.*** - **<u>Lincoln Virtual Academy</u>** – MF questioned the status of the LVA. JB informed schools are responsible for purchasing equipment to allow high-definition video conferencing, which they have apparently already done. Video conferencing runs via EMBC. School's responsibility to get up and running.	To be arranged by CfBT with Dan Hawbrook, E-Safety
7.	**<u>Date of next meeting</u>** Date – 30th March 2010 Location – Lincoln St Francis Special School Time – 1pm	