



Department  
for Education

# **Information management partnership for schools (IMPS) board**

**Terms of reference**

**5 October 2012**

## **1. Purpose**

- 1.1 To provide a forum to discuss the strategic impact of changes to Government policy on management information systems, and the wider management of information in schools.
- 1.2 To provide a forum to discuss the strategic impact of any new data standards underpinning school/local authority management information systems, in particular the move towards Information Standards Board (ISB) for Education, Skills and Children's Service (ESCS) sector data standards.
- 1.3 To refer to the MIS Core Software Supplier Group as necessary, for further discussion/investigation on the operational impact of implementing changes to data requirements on management information systems.
- 1.4 To maximise opportunities for partnership working, networking and information sharing about data requirements; providing a collective view on how best to exploit the management and use of data within schools to reduce administrative burdens.
- 1.5 The Terms of Reference will support the Service Charter between the Department for Education and suppliers of schools management information systems.

## **2. Membership**

- 2.1 The membership of the IMPS Board shall include any supplier organisation which provides a full management information system that is currently in use in schools, or has been awarded onto the Information Management and Learning Services (IMLS) Framework Lot 1 (Information Management Systems). Individual members from eligible organisations must have the ability to focus on strategic issues, rather than operational detail. The Chair function will be provided by DfE Chief Information Officer Group (CIOG) with permanent DfE representation from CIOG and Data and Statistics Division (DSD).
- 2.2 The secretariat function for IMPS Board will be provided by DfE Data and Statistics Division.
- 2.3 Other DfE representatives will be invited to attend meetings as and when required, to lead or provide advice and assistance considered necessary to support an agenda item

### **3. DfE's Responsibility**

- 3.1 Prepare agendas, schedule and issue notices for meetings, chase up and update action points where necessary.
- 3.2 Distribute the final agenda and any supporting documentation for discussion. or comment no later than one week prior to the meeting.
- 3.3 Take minutes of the meeting, record actions and agreed decisions. These shall be checked and signed off by the chairperson and circulated to members within 2 weeks from the date of the meeting along with any additional supporting documentation.
- 3.4 To bring to the group items for discussion/ consultation relating to statutory and other electronic data returns and transfers from schools and local authorities.
- 3.5 To bring to the attention of the group any changes in its policies and operational practices which are likely to have a bearing on the responsibilities of software suppliers.
- 3.6 To invite specialists to the meeting as and when required to lead or provide advice and assistance considered necessary to support an agenda item.

### **4. Software Suppliers' Responsibility**

- 4.1 To confirm attendance at meetings as requested by the agreed deadline.
- 4.2 To provide updates to actions discussed at the meeting, by the agreed deadline.
- 4.3 To provide any appropriate additional agenda items for discussion by the agreed deadline.
- 4.4 To actively engage in the discussions/consultations relating to statutory and other electronic data returns and transfer from schools and local authorities and their strategic impact.
- 4.5 To bring to the attention of the group any changes in policy and operational practices which are likely to have a bearing on the responsibilities of the Department.

### **5. Frequency of Meetings**

Meetings will be held quarterly, and will last for a period of two hours, at the DfE offices in Sanctuary Buildings, Great Smith Street, London. Scheduled meetings will be published on the Departmental website:

<http://www.education.gov.uk/researchandstatistics/datatdatam/a0064003/meetings-with-suppliers-of-school-and-la-management-information-systems-mis>.

### **6. Review**

This Terms of Reference shall be reviewed annually from the date of approval by members of the IMPS Board, in alignment with the review of the Service Charter between Department for Education and MIS software suppliers. They may be amended to meet the current needs of all committee members as required.



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Reference: DFE-00310-2013