

MINUTES OF THE ICT STEERING GROUP HELD AT SCE BIELEFELD ON 27 JUN 12

Present	Steve Wallace (SW) Jill Davies (JD) Nigel Groom (NG) Paul Cunningham (PC) Jo Cornelius via VTC (JC) Michael Hope (MH) Gruff Thomas via VTC (GT) Adam Bennett via VTC (AB) Steve Bowden via VTC (SW)	ICT & Facilities Mgr ICT Curriculum Manager ICT Systems Manager H/T Bishopspark School H/T Shackleton School ICT Tech Support – Hohne SIM Hornbill School Hornbill School	Acting Chair
Apologies	Mike Chislett Mark Revell	H/T Ark School Deputy Chief Executive	

Item	Discussion and Decisions	Action
1. Introductions	The Chair welcomed everyone to the meeting. Apologies were received from Mike Chislett and Mark Revell, plus there was no representation from Gütersloh Consortium.	
2. Terms of Reference	Draft Terms of Reference were shared with the group outlining the responsibilities of the ICT Steering Group. It was agreed that frequency (termly) and membership should be included.	SW to update and issue to members
3. ICT Strategy	<p>The ICT Strategy has been developed by both the ICT Curriculum and Technical team in order to provide the Agency with a common approach to ICT issues and priorities in schools. The strategy will be updated and taken to EB for endorsement. The strategy will include a two year action plan, which forms the basis for review at future Steering Group meetings.</p> <p>Although the annual plan is ambitious it was recognised that support must be from a range of sources and not solely from the ICT Adviser.</p> <p>GT expressed the need for a statement within the strategy regarding data transmission.</p> <p>SB expressed the need for disaster recovery and business continuity to be included in the strategy.</p> <p>JD and SW to meet and develop the strategy in order for it to be endorsed and ratified by EB. This will then be shared with consortia chairs in order to gather responses.</p> <p>JD to contact Joy McCormick regarding school based consultant for ICT.</p>	<p>JD & SW</p> <p>JD</p>
4. VLE Update	The contract for Uniservity expires at the end of June 2012. This will be extended for a further two years for all SCE	

	<p>primary schools (apart from Hornbill). Secondary schools and Hornbill have expressed a wish to break away from Uniservity and this has gone to tender. There are still a number of small issues which require clarification; however, an alternative VLE will be ready for the next school year.</p> <p>Gaggle email will continue for all schools regardless of their VLE provider.</p>	
5. ICT Curriculum Update	<p>JD shared with the group the recent news that the Government has scrapped the ICT programme of study together with national curriculum levels for all schools as of September 2012. For primary schools this has meant a much greater emphasis on the role of ICT in other subjects and for secondary schools a move away from teaching how to use applications. There is a draft framework for KS3 currently being developed and this has been shared with all secondary schools.</p> <p>Digital Nursery In light of the previous steering group meeting, a trial of an alternative to the failing plasma screens in Foundation Stage has been ongoing. This has involved using a digital table in FS Blankenhagen School and the findings have been positive. It was suggested that the trial should include more schools and a range of products.</p> <p>JD and SW to arrange consortia day early in the autumn term for FS settings to trial both digital tables and Smart overlays for plasma screens. This will then determine the best product for replacing the current overlays which are almost 10 years old.</p> <p>SB to write an evaluation of the Smart overlays for FS1 children.</p>	<p>JD & SW</p> <p>SB</p>
6. ICT Technical Update	<p>iPad rollout for schools Phase one of the rollout programme has been successful. Some lessons have been learnt and will be implemented for phase two e.g. extending the training schedule and purchasing of Apple TV and Canex Pro cables.</p> <p>The OPBC has been submitted for phase two with the rollout scheduled for Autumn term 2012.</p> <p>Single domain The aim of the single domain is to standardise IP addresses and active directory across all schools to make systems more secure, more supportable and more robust. A discussion ensued where it was felt that the system was being adapted to make it easier for technical support to manage, irrespective of whether or not this makes things easier for schools.</p> <p>At the request of some schools it was agreed that named individuals within a school could be issued with administration rights. A proforma will be distributed after the summer break with a list of admin tasks which can be performed, and those</p>	<p>NG to arrange procurement</p> <p>NG</p>

	<p>that should not. It was agreed that if a school breaches this agreement the admin rights will be withdrawn. This process will then be in place for October half term, by which time the helpdesk will have the capacity to monitor and audit jobs.</p> <p>Windows 7 upgrade This is scheduled for next school year and the technical team are currently testing the existing SCE software to ensure there are no conflicts. Where schools have bought their own software, there will be an amnesty so that they can go through the T and I process for Windows 7. It was agreed that this process will need to be expanded to include hardware and peripherals such as flip cameras, webcams, scanners etc.</p> <p>The aim is to produce a new catalogue of compatible and licensed software and devices which work within Windows 7.</p> <p>Other technical issues MH shared with the group the new procedure for T & I. For future purchases, schools will need to send the software to their TSO. This process has already started to be used with greatly improved turnaround times.</p> <p>The helpdesk job closure procedure was discussed, as jobs are often closed when they are not completed to the satisfaction of the school. NG advised the meeting that customer surveys have now been activated on the helpdesk, 5% of calls now receive a questionnaire to provide feedback on how they feel their call was handled and explained</p> <p>It was agreed that jobs can be closed if no response is received to a request for closure within 3 days.</p> <p>Websense and internet security Hornbill School expressed that they felt vulnerable with the level of filtering and internet security currently on their system (Surf Sentinel). This was discussed at great length and it was felt that although schools have a good programme for e-safety in place, children still can access inappropriate material.</p> <p>An alternative product was suggested (Websense), which is currently in place in SCE secondary schools especially as children are now more advanced from a younger age in terms of technical capability. SW agreed to take comments on board, but no actions were established until the TSO visit to Brunei in the Autumn term.</p>	NG
7 AOB	<p>ROW schools - A request that training and CPD be made available via VTC and time differences accounted for.</p> <p>GT requested further information regarding where is an appropriate place to store information, especially for HQ staff. SW explained that the SCE Web will be released in September. NG recommended the use of secure areas on the single domain which can be shared between schools and</p>	

	<p>HQ as required. For those schools not on the single domain, the secure FTP (File Transfer Protocol) server should be used.</p> <p>JC requested further information for the new classroom at Slim. SW responded and this will be fed back.</p> <p>JC raised the possibility of accessing the school server from home however this is not possible at the moment. Teacher laptops do not currently have admin rights; however NG has no problem with 'sand pitting' an area for testing purposes on the proviso that problem swill not be investigated in depth, but the sandpit PC will be re-imaged to a base build should issues arise.</p> <p>SB – Has the single domain been tested in terms of business continuity? Live and real test in Naples which operated without a domain controller for 10 days but system continued to work well.</p> <p>PC raised the issue that 2 out of the 5 network cabinets in Bishopspark have been declared unsafe, with one falling off the wall completely. NG to task NG Bailey to check cabinet security in all settings.</p> <p>NG – DII now have multipoint broadband which means that DII laptops can be connected to SCENET network points in schools. This will give fast access to HRMS and other MoD applications such as P2P (Purchase to Payment) and EBIS (online travel booking). More on this next term.</p> <p>SW – Use of unencrypted memory sticks and portable hard drives is not permitted. 2GB memory sticks can be obtained via a OPBC. Only @scschools.com email accounts are to be used when communicating with staff.</p>	<p>SW</p> <p>NG</p> <p>NG</p> <p>NG</p>
8. Date for next meeting	Early Oct 12 – TBC	All

Steve Wallace

S R Wallace
Chair

Distribution:

All attendees

CEO (Lynda Fisher)
DoE (Kathryn Forsyth)
AEO Cyprus (Doug Munro)
Acting DCE (Paul Niedzwiedzki)
Secondary Schools Rep (Brian Davies)
Gutersloh Consortia Chair (Ben Turner)
Paderborn Consortia Chair (Wilma Simpson)
RoW Consortia Chair (Val Cook)
Secondary ICT Consultant (Dave Lowe)