

Minutes of the meeting of the Project Implementation Group of the NGfL and SRB projects held on Thursday 15th February 2001 at the PDC International House.

PRESENT:

Phil Redman	Lambeth Education
Tom Crowley	RM plc
Tim Downie	Paradigm ICT
Jenny Davies	Turney School
Mayla Hardaker	Lambeth EAZ
Chris Barnes	Lambeth Education
Diana Shepherd	Loughborough Juniors School
Richard Charlton	Lambeth IT (Minutes)
Gary Stevens	IT Learning Exchange
Verna-Jean Gervais	IT Learning Exchange
Nick Sidebottom	Microsoft

APOLOGIES FOR ABSENCE:

Florence Wilson	St Jude's Primary School
Mauricio Sanchez	RM plc
Jeremy Smith	RM plc
John Hogarth	Lambeth EBP
Michael Place	Charles Edward Brooke School
Chris Davies	Lambeth Education
Richard Selwyn	BECTa

1. MEMBERSHIP

Nick Sidebotham of Microsoft, first NGfL/ILS PIG meeting replacing Julian Bailey.

2. RM plc SERVICE PRE-MEETING

- | | |
|---|----------|
| • Draft order sign-off sheet. MS to send to CB | MS/CB |
| • RM to confirm use of permanent engineers for all future Lambeth installations. | JS/CB |
| • MS to email CB dates of pre-site visits and install dates. | Done |
| • Training, TC to provide details of the Newham model for training at Lambeth centre. | TC |
| • Support contracts – TC to provide summary sheet of RM plc's overall services. RC/CB to send details to schools including existing contracts and expiry dates. | TC/RC/CB |
| • MS to provide LEA with school IP address range. | Done |
| • Brockwell Primary requires further installation of 2 admin PC's to Internet TC/CB to provide details/costing to school. | TC/CB |
| • RM to provide Easiteach to Tim Coulson EAZ. | Done |
| • RM to provide details of contacts. PR to pass on to schools. | Done |
| • JS to arrange for network support from Enterprise team. | Done |
| • TC to send compensation details and printers to schools | Done |

3. MINUTES OF THE LAST MEETING

See above. All other items covered in agenda.

4. NGfL DELIVERY PROGRESS REPORT

It was agreed that RM plc were now operating a series of satisfactory measures to address the outstanding problems and any further work yet to be completed. Progress to be monitored by CB and report to future meetings.

CB

PR stressed to all NGfL project suppliers that, **the LEA must receive invoices before 12th March 2001**, or the funding will not cover the services/equipment provided and the invoices cannot be paid. TC agreed to chase RM invoices. **CB to chase all other outstanding invoices with suppliers**

CB/TC

Larkhall Autistic Unit – CB to visit site, to confirm possible NGfL needs. Agreed to fund implementation of NGfL at LAU conditional on sufficient funding being available in the 2000/1 NGfL budget.

CB

Hillmead Primary – CB to chase progress with JNA Consultants before end of Feb 2001 and confirm installation details with RM.

CB

NGfL4 Funding sub-committee – agreed to meet 11am 13th March 2001 – PR to confirm venue to discuss LEA/schools funding options for 2001/2. Members JD, DS, CEB rep (RC to contact), PR, RC and GS or VJG. RC/PR to provide draft schools development plan questionnaire to meeting.

JD/DS/CEB/PR/
RC/GS or VJG

PR/RC

5. ILS DELIVERY PROGRESS REPORT

Report deferred to next meeting.

Turney school not received any contact re ILS CB to pass details to JH. JH to contact Turney

CB/JH

6. LONDON GRID FOR LEARNING

London Learning – Broadband consortium of 33 London boroughs – PR member of content group.

PR confirmed that the procurement for the provision of 34Mb internet nodes for each authority was in progress.

PR confirmed that DfEE was requiring LEAs to subscribe to their regional broadband consortium (LGfL) and to implement the connection of 20% of

schools within first year to the LGfL **or** all category C funding to be devolved to schools with alternative LEA strategy to be provided to DfEE.

PR/RC to attend future meetings and report to group.

PR/RC

7. CLASSROOM CONSULTANTS REPORT

VJG and GS confirmed that they had difficulty with contacting and setting up suitable projects with primary schools included in the borough redevelopment programme.

VJG agreed to move forward Macaulay and St Judes to current round and to delay Crown Lane and Vauxhall to next round.

VJG

GS agreed to contact existing schools to progress current projects to best use surplus days before March 31st.

GS

PR/RC reported that they had met with The Learning Circuit to provide classroom consultant support to 4 secondary schools – report to next meeting.

PR/RC/TLS

8. LAMBETH CR-ED

PR reported that the meeting with Paradigm had taken place at the BETT exhibition. PR/RC to confirm outstanding invoices with Paradigm for 2000/1 before 12th March 2001 – see above.

Done

Report from Paradigm on the use of the CR.ED site by schools was provided to evaluate the worth of project and whether to consider further funding in this aspect of the project in the future.

Done

Plan to provide CR-USE links to CR.ED for literacy at KS2. Any schools wishing to use this facility should contact TD at Paradigm. PR to provide slot for Paradigm at next ICT conference.

PR/TD

9. TECHNICAL SUPPORT FOR SCHOOLS/MANAGED SERVICES

RC outlined the evaluation report providing feedback from schools participating in the pilot and comparing with non-pilot Lea schools to benchmark advantages/disadvantages of the service.

Outline recommendations of report as follows:

- Schools want identified Lambeth contact(s) for help and guidance.
- Lambeth to provide web-based support, advice and guidance.
- Lambeth to act as broker for advice for schools wanting to share an on-site engineer.
- Lambeth to aid IT coordinators to set-up local support groups to share experience, good practice etc.
- Further training needed and to be geared to the individual coordinator and other school based staff.

- Schools need to be informed “what is possible on the network” and “what should they be achieving on the network”.
- Recommend all nursery, primary and special schools to have Telephone helpline service.
- Recommend all secondary schools must have full time onsite technical support.
- PR to put full report and schools/RM responses on the Lambeth Connections website

PR

10. INTERNET/INTRANET STRATEGY

RC confirmed that Lambeth had discussed the proposals to survey schools with potential suppliers, to establish the suitable technologies and the most cost/effective method of connecting each Lambeth school for broadband access to the internet and to provide schools with access to the council intranet. RC to report progress to next meeting

RC

11. SCHOOLS ELECTRONIC MAIL

It was noted that there were still schools waiting for their domain names to be changed to the new DfEE standardised naming convention by RM plc. CB to provide MS with schools current email addresses and report to next meeting.

CB

12. LAMBETH S.W.O.P

PR confirmed that further schools now wanting to develop sites, PR pursuing sponsors. Paradigm interested in development with small group of schools. Also Promethean looking to sponsor group of Lambeth schools. PR to report to next meeting.

PR

13. DATE OF NEXT MEETING

9:30am Thursday 22nd March 2001 at International House, Professional Development Centre, Canterbury Crescent, Brixton SW9 7QE

and

9:30am Thursday 10th May 2001 at International House, Professional Development Centre, Canterbury Crescent, Brixton SW9 7QE