

Minutes of the meeting of the Project Implementation Group of the NGfL and SRB projects held on Thursday 28<sup>th</sup> June 2001 at the PDC International House.

PRESENT:

Chris Davies	Lambeth Education
Chris Barnes	Lambeth Education
Richard Charlton	Lambeth IT
John Hogarth	ILS Manager
Tom Crowley	RMplc
Jenny Davies	Turney School
Di Shepherd	Loughborough School
Richard Selwyn	BECTa
Sue Blake	Lambeth (Minutes)

APOLOGIES FOR ABSENCE:

Phil Redman	Lambeth Education
Tim Downie	Paradigm ICT
Mayla Hardaker	Lambeth EAZ
Wayne Smith	RMplc
Verna-Jean Gervais	IT Learning Exchange
Gary Stevens	IT Learning Exchange

1. MEMBERSHIP

It was recognised that these project steering groups need more schools involved. It was agreed to bring proposals to next meeting.

ALL

2. MATTERS ARISING

Minutes were read, discussed and agreed.

3. NGfL 3 DELIVERY PROGRESS REPORT

Copies of progress report discussed. RC drew attention to:

-Hillmead – PC equipment delivery has been put on hold – launch scheduled in July.

-Corpus Christi: – RM has provided a quote – school looking at quote. RC confirmed that there had been payments with RMplc of £17,091.00. WS is checking the position. TC to check this.

RM plc

-Holy Trinity: – installing wireless network with 3C in July, see [www.lambeth.futureclass.net](http://www.lambeth.futureclass.net) for full details.

4. NGfL CATEGORY A ALLOCATION PROGRESS REPORT

NGfL 4 panel met 23rd May 01 – re the options of allocating Category A funding – Minutes of this sub meeting on [www.lambeth-connections.org.uk](http://www.lambeth-connections.org.uk) website

RC handed out spreadsheets detailing the payments of Category A Fund to schools and went through the main points. Only 8 schools had not returned their forms. The details have been sent through to finance and the cheque run to schools is in August.

DfES NGfL4 electronic progress report to be completed and submitted by 30<sup>th</sup> June 2001 – RC/PR to report to next meeting

RC/PR

JD wanted to know about the special units – RC pointed out that although NGfL funding did not cover special units – we were looking to see what we might be able to give them at the end of the year.

#### 5. NGfL CATEGORY B

CD proposed to invite schools to put in proposals to develop content for areas of the websites e.g. SEN co-ordinators want an area – primary and secondary areas. Proposals from schools to develop content areas of the website would be invited.

It was agreed CD/RC/PR would draft a letter to schools for beginning of autumn term.

CD/PR/RC

#### 6. ILS DELIVERY PROGRESS REPORT

JH reported that he was mopping up the last remaining school installations. Some schools have come along too late for funding. JH looking into what can be done for these schools

JH

Next terms course details are published and JH is writing to schools now.

JH explained the support package re basic level of support. A school can ring RM direct and book their own training. CD wanted to know how long licences last – JH confirmed they last forever.

#### 7. CLASSROOM CONSULTANTS – REPORT

Progress report to be provided at next meeting

GS/VJG

JH and PR to meet to formalise secondary support arrangements, report to next meeting.

JH/PR

#### 8. LONDON GRID FOR LEARNING - UPDATE

CD briefed the group on the launch of the LGfL portal at the IMax on 27<sup>th</sup> June 01.

CD has written to all headteachers to agree to one person in every school as an email contact for ICT issues, so that they can quickly be kept up to date with all ICT initiatives.

All schools need to register each pupil and member of staff on the LGfL portal for email and webspace, RC to report on this process at next meeting.

RC

Brian Durrant, of the LGfL will be speaking at ICT Conference 13<sup>th</sup> July 01

9. IMS

RC reported on the additional funding available to all Lambeth schools and PRU's - letter to be sent to schools before end of summer term confirming funding and providing details of how the DfES recommends the expenditure to be used at schools

RC

10. LAMBETH CR-ed

Schools applying to PR to use web content in 2001/2 - TD to do presentation of new features and content at conference 13 July. PR to report on the take up by schools at next meeting

PR

11. INTERNET/INTRANET STRATEGY - UPDATE

Waiting for LGfL to announce result of infrastructure tenders in July 01, to provide 2Mb link to each school and provide link to central node. In the meantime we have been looking at different technology options ADSL, Learning stream, wireless etc and meeting with potential suppliers to discuss the implementation requirements.

12. SCHOOLS ELECTRONIC MAIL/DOMAIN NAMES -UPDATE

As required by Nominet all schools have agreed and registered domains/websites – Larkhall Junior headteacher to contact Nominet direct to authorise change. RC gave list to TC of all the schools' domain names for RMplc to fill in all passwords and confirm that web space for the domain names have been set up.

RM plc

CB to email all schools to see whether Admin and Headteacher addresses have been set-up as recommended by DfES. CD to give CB additional text for emails.

CD/CB

13. DATE OF NEXT MEETING

9:30am Thursday 27<sup>th</sup> September 2001 at International House, Professional Development Centre, Canterbury Crescent, Brixton SW9 7QE

Date, frequency and format of future meetings to be discussed at next meeting.

ALL

14. AOB

This is the last meeting Di Shepherd will be attending. Appreciation and thanks were given to her for all her help, support and good work as part of the PIG.