

**THE HIGHLAND COUNCIL**  
**ADULT & CHILDREN SERVICES COMMITTEE**

**19 February 2014**

Agenda Item	14.
Report No	ACS/28/14

**SEEMIS Implementation update**

**Report by Director of Education, Culture and Sport Service**

**Summary**

This report provides an update on progress with the implementation of SEEMIS, the new Education management information system to replace Pearson e1.

This report contributes towards delivering the following outcomes in **Working Together for the Highlands:-**

- The Council will seek to maintain and build on high educational standards across the Highlands.
- Working with the Scottish Government, the Council will ensure that teachers and Head Teachers have access to the necessary support and resources to continue to deliver the experiences and learning outcomes in a Curriculum for Excellence.
- The Council will continue to support teachers in their efforts to raise attainment levels in literacy and numeracy at all levels.
- The Council will continue to roll out a single 'smart' card to all young people by 2013, allowing access to leisure, libraries, arts & cultural activities, youth information and school meals.

**1. INTRODUCTION**

- 1.1 On 25 September 2013, it was reported to the Adult and Children Services Committee that the Pearson e1 Management Information System (MIS) used currently in Highland schools was being withdrawn by the supplier. The report highlighted the challenges for the ECS Service and schools in particular in migrating to a new Education MIS.
- 1.2 At that Committee meeting, information was provided on the critical necessity for teaching staff, administration teams and senior managers in all sectors to use an education MIS to manage all aspects of school administration and the key information that supports learning and teaching. The use of an effective MIS in educational establishments across Highland underpins and supports a number of policy areas such as meeting learners' needs through the curriculum, quality improvement and efficient and effective management of resources. It is particularly critical in Secondary Schools where it is used extensively by most staff (teaching and non-teaching).
- 1.3 That Committee agreed that the Highland Council should become a member of the SEEMIS Limited Liability Partnership (LLP), subject to the appropriate due diligence requirements being satisfied. Members also agreed that the appropriate resources

should be made available to ensure that the transition from Pearson e1 to SEEMIS was successfully achieved within very challenging timescales.

- 1.4 The SEEMIS board considered and approved The Highland Council application for membership at its meeting on 23 October 2013.

## **2. PROGRESS**

- 2.1 Highland is continuing to engage closely with Pearson, SEEMIS and the other affected local authorities in a monthly steering group.
- 2.2 A Project Board has been established with appropriate representation from ECS management, ICT Services and school-based practitioners. The appropriate governance and planning arrangements are in place to direct the project including managing significant risks. The project will be managed within the corporate governance framework provided by the Project Review Board.

## **3. KEY ACTIVITIES**

- 3.1 **Technical links** - in order for SEEMIS to be accessible for Highland Council users it is necessary to set up a Virtual Private Network link between the SEEMIS Data Centre and the Highland Council network. Fujitsu and ICT Services are involved in liaising with SEEMIS in order to establish this link and assure security requirements. Other technical work will also require software installation.
- 3.2 **Data migration** - Pearson and SEEMIS are collaborating in order to manage the data migration process between the two systems. Pearson has committed resources to this task and this group has already had experience of similar data migration projects in English local authorities.
- 3.3 **Training** - a training plan has been confirmed together with SEEMIS and Pearson. The training model being negotiated with SEEMIS is that schools are trained in Associated School Groups in the summer term with the expectation that all schools will be migrated and trained by 30 June 2014. This date is entirely dependent upon core training which will be led by SEEMIS trainers with the Highland team and Pearson also delivering training for Primary Schools. A training programme with details of dates, locations and the attendees required will be available by the end of February. The training within Highland for teachers will be delivered using the Curriculum and Training (CaT) coaches framework which was successfully deployed for e1 training. Peer group supporters will also be identified for school office staff.
- 3.4 Following initial training and migration, schools in both sectors will be able to access support from both the ECS MIS team and SEEMIS support desks. Ongoing support of the basic training and development of use of the full functionality of SEEMIS will be provided by localised training opportunities throughout session 2014-15.
- 3.5 A dedicated Project Manager is now in post and he is working on the production of the Project Initiation Document as a priority. The Project Outline and Business Case were approved by the corporate ICT Development Board on 21/01/14 and at that meeting it was agreed that the governance arrangements for this project would

transfer to the Project Review Board, in line with all other major ICT projects within the Council.

#### **4. IMPLICATIONS**

- 4.1 **Resources** – the current estimated additional costs associated with this project are £0.308M. It should be noted that this figure may vary marginally up or down as the project progresses. The ICT Development Board approved funding totalling £0.274M in principle. Discussions are on-going with the Director of Finance to identify suitable sources for the amount approved. The funding shortfall (£0.034M) will be met from within the ECS Revenue Budget through management of vacancies and work-load reallocation and sharing.
- 4.2 **Legal** – it has been confirmed that there are no legal impediments to the Highland Council becoming a member of the Limited Liability Partnership.
- 4.3 **Climate change and equalities** – enhanced use of technology should result in a positive impact on climate change.
- 4.4 **Risk** – there are significant risks associated with this project, including cost uncertainty, challenging deadlines, data migration uncertainties and potential double-running system costs for a limited period. A risk register has been established and risks are reviewed at each Project Board meeting together and, where appropriate, mitigating actions identified. The most significant risks are outlined in **Appendix 1**.

#### **5. Recommendations**

5.1 The Committee is asked to:

- Note the good progress to date
- Note the challenging timescales within which the project has to be delivered and the significant interdependencies between establishing technical links, data migration and the delivery of training to the appropriate teaching and non-teaching staff within all Highland Schools during May and June 2014.

Designation: Director of Education, Culture & Sport

Date: 6<sup>th</sup> February 2014

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**Background papers – Appendix 1 – Risk Register**

## Appendix 1 – Major Project Risks

There is a risk that...	...because...	...with the result that...	...but this can be mitigated by...
the VPN connection to SEEMIS will not be in place within projected timescales for migration	timescales are impacted by Fujitsu dependencies	Migration timescales are not achieved	escalating or making it a project from FJS point of view
Key staff are lost to the project	there is extended absence, job changes or diversion to other work.	critical project actions are not fulfilled within planned timescales and quality	identifying alternative resources in case of unexpected absence and ensuring complete records of work are available at any point.
There are insufficient training venues	schools require ICT suites for curricular use	training plan must be extended	ensure that existing training laptops have Aruba wifi hotspot/router and informing Head Teachers well in advance of our requirements
Data Migration timescales may be extended	delays exist with Pearson and SEEMIS work on data migration	existing training and rollout plan cannot be started on the date planned	Contingency training and rollout schedule available
There are double running costs	SEEMIS insist on full annual subscription on 1 April 2014	Budget is exceeded	Negotiation with SEEMIS that payment for each school does not begin until the school is live on SEEMIS
Knowledge and skills gained in training are diminished by August 2014	Break in using the system over the summer holidays	There is a high volume of support calls	Ensuring that the support team have a programme to “floorwalk” in every school as soon as possible in the new session