

BOAT *Bulletin*



For all staff

Welcome!

This is our second bulletin for all staff. You should receive these bulletins electronically and a hard copy will be put in a 'BOAT Bulletins' folder in the staffroom.

We are also producing an occasional Staff Briefing on specific issues. For example, we have just published information about how you may be entitled to additional pay or time off in lieu if you missed out on the recent additional bank holidays. These will be added to the back of the BOAT Bulletin folder in your staff room.



Average?

What is this block of colour an average of?

As a trust we recognise that whilst all children are made in the image of God, they are unique, special and individual. We don't want our children to be just 'average'. We need to help them find their gifts and talents, their personalities and character.



Likewise, we want all schools that join our trust to retain their uniqueness. No school should be a bland 'average'. Every school community and ethos is different and that should be respected!

Answers to what this is average of will be in our next BOAT Bulletin for staff!

Staffing Matters

- **Staff Wellbeing** Do check out the wellbeing support provided by our provider, **SAS**. The trust and school is strongly committed to the welfare of staff. That is why we have gone for the 'premium' rather than 'basic' package for all staff. We will monitor the uptake and impact of this service so please make good use of it! We would love to hear anecdotes of how it is going.
- **Union News:** Unison West Sussex Branch Lines (Autumn 2022) recently wrote, 'We're delighted to announce new recognition agreements with... and Bishop Otter Academy Trust. These involve the setting up of a joint consultation and negotiation committee (JCNC), establishing a solid foundation for positive industrial relations.' It goes on to say, 'Recognition agreements, paid facility time to release trade union reps to support academy members and establishing regular JCNCs are much welcomed. This is a positive action that should benefit both the trusts and staff.'
- **Joint Consultation and Negotiation Committee (JCNC)** The trust hosted the first JCNC on 28th September. We discussed how we should share information, policy development, terms and conditions of employment, health and safety, staff training and representation. The unions made some helpful suggestions which we will follow up. The minutes of the JCNC are available upon request. The next meeting will be 10am Tuesday 24th January. If you are a union rep, please let us know and we will see if we can arrange for you to attend.
- **Payroll** – Deadlines for overtime claims: Friday 4th November; Monday 5th December 2022.
- **ePayslips** – Reminder: Don't forget to set up your ePayslips account so that you can access your payslips!

SAS Schools Advisory Service

Support Your Physical & Mental Wellbeing

Confidential wellbeing support complementary to your SAS insurance at no additional cost to you or your school.

SAS Health & Wellbeing Services

- Physiotherapy
- Counselling & Mentoring
- Weight Management
- Menopause Support
- Whole School & Leadership Support
- GP Phone & Video Consultations
- Cancer & Chronic Illness Support
- Private Medical Operations
- Pupil Wellbeing
- Staff Wellbeing Clinics

How to Access

Download the Wellbeing App now at schoolsadvice.co.uk or via the App Store/Android store. Once downloaded click onto the relevant service you require to access more information.

Download our app from... [Google Play](#) [App Store](#)

Medical Operations Enquiries - 01773 816803
 Cancer & Nurse Support Service - 01773 814404
 Counselling - 01773 814402
 Physiotherapy - 01773 816803
 24 hour GP helpline - 0845 4030337

Pupil Wellbeing Services 01773 814 095

SAS

EVERY → Action required for all members of staff

EVERY is a software system to help us manage compliance, training and sharing of documents. This will help us to ensure that all members of staff have undertaken certain training like safeguarding and health and safety. Please follow the attached guide (see below) and complete the required actions. Thank you.

Policy Update

- **Whistleblowing Policy** – Our procedure for staff to raise a whistle-blowing concern can be found here: [Click here](#). It also details how concerns will be managed and how you are protected if you report someone.



Role of trustees

Charity Commission 'The Essential Trustee'

6 main duties:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

Trustee Spotlight

We have a fantastic team of trustees who serve our trust. Their main responsibilities are outlined by the Charity Commission, DfE Governance Handbook and Academy Trust Handbook (see left). In our 'Otter News' for children, we will shine a spotlight on some of our trustees. You can contact trustees via office@boat.academy

In our next Bulletin, we will look at the role of CEO.

Strategic Priorities

It is the trustees that set the strategic priorities for the trust as a whole. Following a recent strategy afternoon, trustees agreed that our priorities were:

- 1) **Partnership and Growth** – We want to develop our partnerships and grow as a trust for the benefit of all.
- 2) **Educational Excellence** – Our prime goal must be to provide an inspirational, innovative and invovative curriculum.

DfE Governance Handbook – Effective Governance

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

In addition there will be an on-going focus on operational matters e.g. structures, communication, finance and compliance, to ensure that the trust is efficient, effective and fit for purpose.

Premises, Health and Safety

We all have a duty to keep ourselves and others safe. Please take action on the following:

- **Cyber-security reminder** – The DfE just sent out an alert regarding an attempt by a fraudster to request the bank details of an education provider. In this case, the fraudster had created a very similar email address to the correct email address of the supplier, as well as using correct contact names. All staff are required to complete the cyber security training. The 36 minute video can be found at: <https://youtu.be/pP2VKWSagE0>



And finally...

The trust acknowledges that the DfE's proposed pay award for teachers is below the rate of inflation and, in real terms, amounts to a pay cut. According to the NEU, one in eight teachers leave the profession after just a year in the classroom and one in three within five years. Whilst we are very grateful for the commitment and dedication of our staff, we recognise these are financially challenging times. The trust is part of the Confederation of School Trusts (CST) which represents 2/3rds of all academy trusts. Like the unions, they are raising the issue of rising energy costs and low and unfunded pay awards. They recently wrote to our new prime minister and education minister, 'We believe paying teachers, support staff, and leaders well is crucial'. October 5th was 'World Teacher Day' - a day to celebrate the transformative and critical role that teachers play in growing learners' potential. So, thank you, to all of you, for serving our children day in and day out.

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CEO

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Bishop Otter Academy Trust – *Wisdom for Life*

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EVERY is a software system to help us manage compliance, training and sharing of documents.

Logging in

To log into to EVERY please navigate to the following URL www.every.education We recommend bookmarking this for easy access going forward.

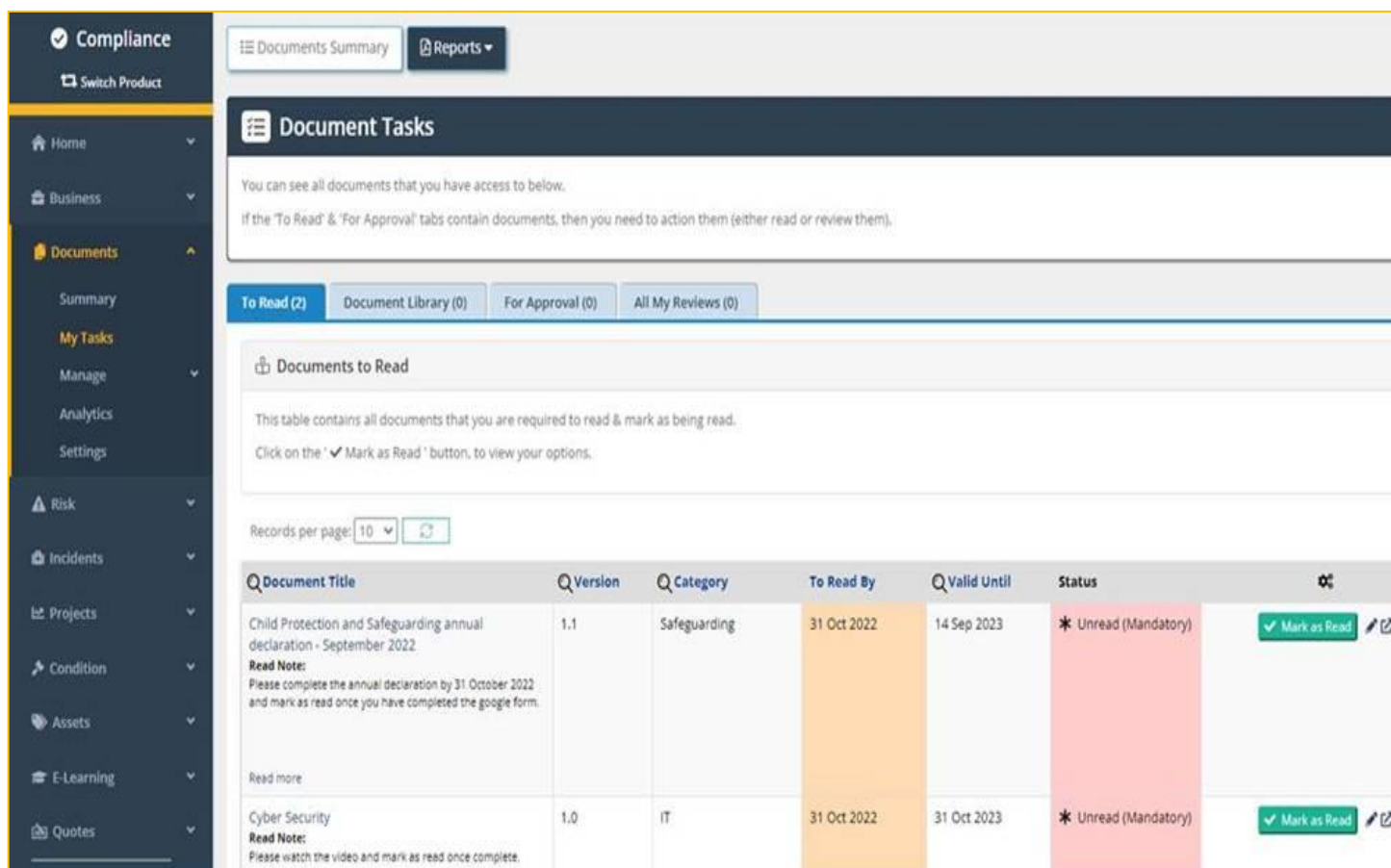
When you access the page you will see the following login screen, please enter your work email address, and select **forgotten password** – you will then receive an email to set your password.



Using EVERY

You will find a number of tasks that you need to do on the system, such as the Child Protection & Safeguarding declaration and the cyber security training.

1. When you receive the notification from Every that there are some tasks for you to complete, please login
2. Select **'Documents'** and then **'My Tasks'**.
3. There you will find a list of document/tasks in the **'To Read'** tab. Click on the document name and it will bring you to the form/video/document to be completed.
4. Once you have completed the item please remember to go back and mark as read; this will remove your name from the list of those who have not completed the training.
5. EVERY will automatically send you a reminder if you have outstanding tasks so the quicker you do it, the less email reminders you will receive!



Document Title	Version	Category	To Read By	Valid Until	Status	Actions
Child Protection and Safeguarding annual declaration - September 2022 Read Note: Please complete the annual declaration by 31 October 2022 and mark as read once you have completed the google form.	1.1	Safeguarding	31 Oct 2022	14 Sep 2023	* Unread (Mandatory)	✓ Mark as Read
Cyber Security Read Note: Please watch the video and mark as read once complete.	1.0	IT	31 Oct 2022	31 Oct 2023	* Unread (Mandatory)	✓ Mark as Read

Thank you for your time and patience, we appreciate this is another system to log into but it will be of great benefit to the school and trust to ensure we are compliant in our statutory requirements.

If you have any issues logging into the system please contact either Caroline Byrne (caroline.byrne@boat.academy) or Wendy Cooke (wendy.cooke@boat.academy).