

For all staff



Welcome!

Welcome to the first staff BOAT Bulletin for 2022-23. If you are a new member of staff, do look out for the who's who 'Team BOAT' posters in school and take a moment to look at our website: www.boat.academy

As we start the new school year, we are excited about seeing the trust become established and hope that other schools will jump on board. However, our core aims are all about 'Wisdom for Life, Educational Excellence and Community and Partnership. Good communication is key for every organisation and this is a priority for our trust. If you have any questions or feedback, please let us know!

Staffing Matters

BOAT recognises that its staff are its most valuable asset. This means that we want to work with you (and your unions) and for you (by providing excellent support and advice). So please do read this section of the BOAT bulletin carefully!

- **Need a life ring?** Do look at the BOAT 'Well-being' poster for useful contacts.
- **What union do you belong to?** The trust has signed up to a Trade Union Recognition Agreement. This means that we can proactively work with the unions and they will represent you. For example, we are required to have a policy around pensions and we want to get their advice. In the Autumn, we will be hosting a Joint Consultation and Negotiation Committee (JCNC) with both trust and union representatives. So far we are aware of staff who belong to the NAHT, NASUWT, NEU and UNISON. If you belong to a different union, please email me their contact details so that they can be invited to the JCNC.
- **ePayslips** – Don't forget to set up your ePayslips account so that you can access your payslips!
- **Payroll** – Deadlines for overtime claims: Monday 3rd October; Friday 4th November; Monday 5th December 2022.
- **Pay date** – Your pay date is the 24th of each month. However, if this falls on a weekend or bank holiday, then your pay date is earlier.
- **Online search** – A new requirement of *Keeping Children Safe In Education* (KCSIE 2022), effectively requires a search be carried out on shortlisted candidates to identify any issues that are publicly available online. You should be aware that if you apply internally or externally for a new job in education then your online presence could be under scrutiny!
- **Part time?** If you are a part-timer you may be entitled to additional pay or time off in lieu if you missed out on the recent additional bank holidays. Please look out for a separate BOAT staff briefing.



Policy Update

There around 35 statutory policies, over 100 non-statutory policies and 100+ 'requirements' that staff need to adhere to. Many policies have been developed by the trust. This includes many finance and HR policies. Some policies are delegated to the school, such as curriculum policies. Some policies will be a mixture of 'trust' and 'school'. For example the trust has developed a uniform policy that meets statutory and health and safety requirements (e.g. we cannot discriminate, it must be affordable) but the school decides the actual uniform (e.g. colour, style and logo).



All staff need to follow trust and school policies. However, we always appreciate feedback on policies – whether out for consultation or just how it is working (or not) in practice. Many policies are on trust or school websites or intranets. If you cannot find a policy or have any questions/suggestions, please ask.

Premises, Health and Safety

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

- **Cyber-security reminder** – All staff are required to complete the cyber security training. The 36 minute video can be found at: <https://youtu.be/pP2VKWSagE0>
- **Safeguarding and Child Protection** – If you have not completed the Safeguard training this team, please speak to a member of your senior leadership team / Designated Safeguard Lead (DSL) as a matter of urgency.
- **Asbestos Awareness** – When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why it is important that you protect yourself now.
 - Do not make holes in any walls, panels, ceilings or floors without permission.
 - Beware of stickers that say ‘Asbestos’ and do not disturb.

Virtually all school buildings older than 20 years (i.e. not newer buildings or extensions) contain asbestos. This is why schools are inspected at least annually and all contractors have to see the asbestos register before doing any works.



Key information

- **Reference Numbers** – When a school becomes an academy and joins a trust it has new reference numbers (e.g. for Ofsted, SATs papers and so on). Please refer to [Get Information About Schools \(GIAS\)](#) and click on ‘Academies’.
- **Emergency Contacts** – All staff should shortly receive a card with BOAT emergency contact details on one side and the school’s on the other.



Trustee News

We would like to express our thanks to Stephen Paynter who is stepping down as trustee due to work commitments. Stephen officially became a trustee in 2020 but was part of the committee which established the trust since 2017, prior to that, he was a governor of St Nicolas & St Mary’s Primary school for many years. We have appreciated Stephen’s financial expertise, commitment and humour. We are very grateful for all that he has done for the school in setting up BOAT. Jenny Barnard-Langston, Chair of Trustees, recognised his key part in the development of BOAT both as a school governor and as a trustee and thanked him for his service and commitment to quality of education for children in the school.



And finally...

Our thoughts and prayers are with the Royal Family at this difficult time. William Otter, like the late Queen Elizabeth II, was described as a ‘diligent and faithful servant’. As a trust we seek to follow the example of such inspirational people as we seek to faithfully serve our communities.

David Etherton
CEO

Email: david.etherton@boat.academy
Tel/Text: 07762263317



Bishop Otter Academy Trust – *Wisdom for Life*
A Company Limited by Guarantee Registered No. 11307754
Web: www.boat.academy Email: c/o_office@boat.academy Tel: 01273 454470
Address: c/o St Nicolas & St Mary CE Primary School, Eastern Avenue, Shoreham, West Sussex BN43 6PE

