

BOAT *Bulletin*



Bishop
Otter
Academy
Trust

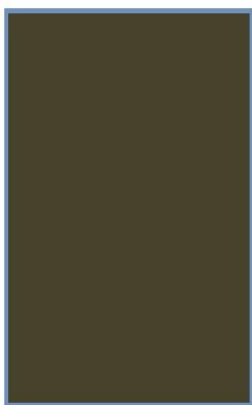
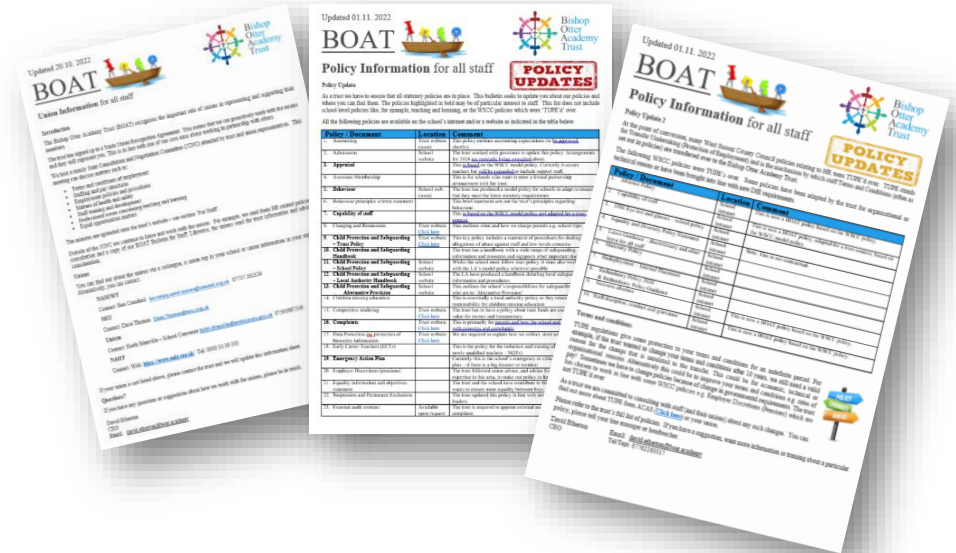
For all staff

Welcome!

Effective communication for any organisation is key, so please do read these bulletins!

Don't forget that a copy of BOAT Bulletins are available in a special folder in the staffroom.

Other BOAT Briefings and Information can also be found in the folder. Recent additions include information about the unions and earnings, a list of trust policies and policies from West Sussex County Council that still apply.



Average?

In the last BOAT Bulletin we considered what the block on the left was an 'average' of. Well done if you spotted the dulcet tones of the Mona Lisa masterpiece!

The Mona Lisa is one portrait made up of many strokes of paint. As a trust we are a palette of 'colours', skills and gifts. Never think of yourself as a small cog in a big machine. Whatever you do is important. That one conversation or kind word could change the life of colleague, parent or, most importantly, child. No-one is 'average', everyone has a unique part to play – for someone special in our community.



Policy Update

- **Credit card:** IMPORTANT Please note that staff are not permitted to use their personal credit card for school purchases. This a DfE requirement for academies.
- **Staff code of conduct:** We are required to have a staff code of conduct. As a trust we want listen to the views of staff on this proposed policy. If you have any feedback please speak to a member of your Senior Leadership Team or email office@boat.academy
- **Trust Policy List** – Please make yourself familiar with the list of trust policies and where you can access them.
- **WSSC Policy List** – Please also look at the list of WSSC policies that were transferred to the trust when the first school joined.



Spotlight on Members – Who are they? What do they do?

Our *Members* are the Bishop of Chichester (see insert), Gabrielle Higgins (Diocesan Secretary), Jenny Barnard-Langston (Chair of Trustees) and The Diocese of Chichester Education Trust (DOCET) which is an umbrella trust. You can find out more about our Members on our website: [Click here](#)



Bishop Martin

The Members are guardians of the trust and ensure it carries out its charitable objectives. The members agree the trust's articles of association (rules), appoint trustees (to run the trust) and appoint the trust's external auditors (to check the finances). The members receive information about the trust's business and receive the annual report and accounts.

Annual General Meeting – Invitation

As an academy trust we are required to have an Annual General Meeting. This will be held on 5 December 2022, 6:00pm at Diocesan Church House, 211 New Church Road, Hove. If you would like the Members of the trust to respond to questions at the AGM, please submit these in writing to the clerk at office@boat.academy by 12 noon, on Monday 28 November 2022. If you want to attend the meeting, please email the clerk as above. All associated documents will be available on request.



BOAT Bakes & Banter

David Etherton, CEO, will be in the staff room on Wednesday, 23 November at breaktime and lunchtime with a plate of biscuits/cake. Please take the opportunity to enjoy a treat and share any feedback or questions about BOAT to David.

Staffing Matters

- **Payroll** – Deadlines for overtime claims: Monday 5 December 2022, Tuesday 3 January, Thursday 2 March

Premises, Health and Safety

Please take action on the following:

- **Online Safeguarding** – Research show the importance of developing online resilience and providing a safe and trusted space for children to disclose information. There are many things online which are 'legal but harmful'. For example, the news on war or climate change is legal but potentially upsetting. We may not be able to block all harmful content (especially outside of schools) but we can offer a listening ear and support.
- **Earrings** – In response to questions safety concerns about earrings, the trust has produce an information sheet which has been circulated to all staff as well as model '*Dear Parent...*' letters. Key points are:
 - No jewellery is worn for PE by the child including earrings.
 - Covering earrings with micropore tape or plasters is not sufficient.
 - Staff should not accept a disclaimer from a parent giving permission for earrings to be worn or covered up by tape or plasters.
 - Staff are not permitted to remove or insert earrings and cannot accept responsibility for the safe keeping of such items.



The trust takes a firm line on this subject because teachers could be legally liable for any injuries if they don't follow the above advice. If a child cannot take part in PE because of earrings, they should not be excluded from the lesson. They could be involved in planning, coaching, umpiring, recording etc.

And finally...

The first week of November is National Trustees Week. We have an excellent board of trustees who really care about great education for our children. They are all very busy people but their commitment and dedication to our children, staff and trust is highly commendable. They have frequent meetings, attended INSET days and are regular in touch with the core team on top of mountains of paperwork! Their expertise, advice and support are much appreciated!

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