



For all staff

Merry Christmas!

It's wonderful to see children getting excited in the run up to Christmas and to see the usual nativities, services and other activities getting back into full swing post COVID. In the busyness of it all, we mustn't forget those less fortunate than ourselves and the reasons for the season – Jesus.

So, a massive thank you for all you have done this term and this Christmas!

BOAT Bakes & Banter

Thank you to all staff who spoke with David Etherton in the staff room over a cuppa and a cake. The general view is that joining a trust has not had any negative impact on the school. No concerns were raised and staff were happy that it was 'business as usual'. The biggest 'issue' was remembering a new payroll number!



Information

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Staffing Matters

- **Payroll** – Deadlines for overtime claims: Tuesday 3 January, Thursday 2 February Thursday 2 March 2023.
- **Paydate** – We are pleased that we were able to process the December payroll slightly earlier than the scheduled paydate. We will try and do this every Christmas.



Premises, Health and Safety

Please take action on the following:



- **Cyber security** – Staff are advised to check if your email (school or home) has been compromised in a data breach. Visit: <https://haveibeenpwned.com/>
- **Incident Report Form** – Please note that all staff should be using the trust form to report any accidents (apart from minor accidents that just go in the medical first aid book). For more information, please speak to a member of the Senior Leadership Team.

CEO Spotlight

In our last bulletin we looked at the role of members. This month we look at the role of CEO.

Role of executive leaders

CEO – Main Purpose

- Provide the overall leadership and direction to the Trust and to its established academies within the vision and strategy agreed by the Trust Board, and... process of conversion.
- Ensure ... strong outcomes for all their pupils.
- Ensure that the MAT's financial viability is secure...

Role of executive leaders

CEO – Core Responsibilities

- Strategic leadership - Trust values, culture and strategy
- Quality of Education
- Finance, sustainability and compliance
- People strategy
- Governance and accountability
- System leadership and civic responsibility

The CEO is also the 'Accounting Officer'. This means that they are personally responsible to Parliament for the finances of the trust. Whilst they work with trustees, the Chief Finance Officer (CFO), governors, headteachers and others, the buck stops with them!

And finally...

The trust has been up and running for just over 6 months. It has been hard work but a remarkably smooth journey thanks to all those involved!

I would like to give a special 'shout out' to Wendy Cooke, CFO, who has successfully steered us through our first external audit. As an academy we are under significantly higher levels of financial scrutiny and this generates a huge amount of work. It's not been easy, but to successfully complete our first audit is an amazing achievement!

I would also like to thank Caroline Byrne who has been key to ensuring that the admin side of the trust has been running smoothly. Trustees, Wendy and myself are enormously grateful for her professionalism and going beyond the call of duty!

Finally I would like to thank all staff for your commitment and hard work for the sake of the children in our school. Without your professionalism, patience and friendliness, we would not be as strong as we are. I hope that you all have a well-deserved Christmas holiday! I look forward to seeing you in the New Year.

David Etherton
CEO

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Christmas Pumpkin Latte for Staff!



Bishop Otter Academy Trust – *Wisdom for Life*

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