

BOAT *Bulletin*



For all staff

Introduction

Welcome to another 'BOAT Bulletin'! It has been one year since St Nicolas and St Mary's joined the trust and much has been quietly happening behind the scenes with finance, HR, compliance and more. It has been great to start some training and we expect to have much more to offer next year in partnership with others. There are other exciting developments in the pipeline too. Watch this space!



Trustee News

We would like to say thank you to Matt Davis who has now stepped down as a BOAT Trustee. Many of you would have appreciated his thought for the day at an INSET day last year. Matt was a tremendous support when we were working on our St Clement Free School project and helped with our official launch of the trust. We appreciate his words of wisdom and wish him all the best as he takes on other commitments.

Welcome to Mark Brunet, who has been co-opted as a new trustee. Mark has had several disparate careers in different industries including the performing arts, marine engineering, the construction industry and economic development.

Persuaded to apply his financial skills as a governor in a small rural Church of England Primary when schools were first given control of budgets in 1988, Mark has seen increasing professionalism in School Business Management since then.



After working in that field himself, he now supports SBMs across Sussex and Surrey for the Roman Catholic Diocese and has responsibility for ensuring the upkeep of the Diocesan education estate. He also provides professional consultancy advice to both independent and state-funded schools, and is accredited as a School Resource Management Adviser for the DfE.

He has been a Trustee of Multi-Academy Trusts since 2016, firstly for City Education Trust and now for Aurora Academies Trust. Please do say hello if you see him visiting!

New BOAT Member – The Bishop of Lewes

We are delighted to welcome and introduce Bishop Will as the corporate member of Diocese of Chichester Education Trust for the Bishop Otter Academy Trust.

The Bishop of Lewes has pastoral responsibility for the Anglican churches of East Sussex, Brighton and Hove and one parish in Kent.

Will Hazlewood grew up in rural Gloucestershire, leaving school at sixteen to take up an apprenticeship as a motor mechanic with the Ministry of Defence. Bishop Will then took his first degree at De Montfort University Leicester, before spending a year as a pastoral assistant. Having completed his theological training at St Stephen's House, Oxford, he was ordained Deacon (2001) and priest in (2002) in Bristol Cathedral. He served his curacy in a parish in the centre of Bristol before moving to Buckinghamshire to the parish of Iwer Heath on the outskirts of Slough. He moved to the Diocese of Exeter in 2011 to be Incumbent of Dartmouth and Dittisham, a market town and village in the South Hams.



Professional Development

Opportunities to collaborate with colleagues



The trust have recently run a number of professional development sessions this spring/summer hosted by our team at St Nicolas & St Mary's:

Victoria Bishop, along with Jenny Kite and Matt Davies, hosted an **RE Enrichment Morning** in March giving year 5 children the opportunity for deep thinking and discussions and respond in a creative way. The morning was a great success with two schools joining.

Jane Branson visited St Nicolas & St Mary's to deliver training on **Oracy, Writing and vocabulary**, focusing on the use of rich, high quality texts, writing for audience and purpose, and vocabulary and work. We have had some great feedback from the session with Jane and were happy to be able to invite local schools to join us in this session.



We were also excited to host an **Introduction to the RE searchers approach** with Giles Freathy in May.

We are planning to run the NPQLT next year – details to follow!

Staff Wellbeing

Mental Health awareness: We wanted to take a moment to acknowledge that mental health is a critical component of your overall wellbeing. If you are feeling overwhelmed or struggling with your mental health, please know that you are not alone and that there are resources available to provide support. Our Employee Assistance Program is here to provide confidential support, advice and counselling services. [Counselling & Mindfulness - Schools Advisory Service \(schooladvice.co.uk\)](https://www.schooladvice.co.uk). We also encourage you to take breaks, practice self-care, and seek support when needed. Together, we can create a supportive work environment that values and prioritizes mental health. We encourage you to take some time to learn more about mental health, take care of your own well-being, and support your colleagues. Some useful support, guidance and tips can also be found here [Education Support, supporting teachers and education staff](https://www.education-support.org); a UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools, colleges and universities.

Education Support, supporting teachers and education staff: [Education Support, supporting teachers and education staff](https://www.education-support.org)



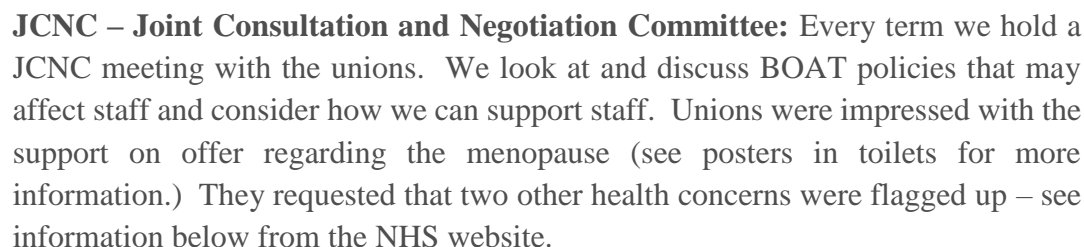
Cycle to Work: By signing up through our Cycle2Work scheme you can save up to 32% on tax! To make your application simply log onto the registration portal here; [Cycle2WorkScheme](https://www.cycle2work.co.uk). If you have any questions regarding the scheme please speak to Wendy or Caroline.

Claire Crawford, teacher, said:

My NPQLTD course was enjoyable because of:

- The quality of the research literature that was flagged up together with the precise direction to specific pages within books and articles
- The quality of the online learning cycles
- The buzz of learning something new.
- The high quality regular feedback from the online tutor and the in-school coach
- The flexibility of the learning path and the flexibility around timings and deadlines.
- The 3 face-to-face days were great because I could chat to other teachers doing the same course





National Cyber Security Centre:



National Cyber
Security Centre

Support Staff Pension Scheme: The LGPS provides valuable benefits for you and your family – did you know you can pay extra contributions now to boost your income in later life? There are two ways you can pay extra contributions in the LGPS. You can pay Additional Pension Contributions, Additional Voluntary Contributions or both. You can also pay extra outside of the LGPS to increase your retirement income. Click on the following link for further information:
<https://www.lgpsmember.org/your-pension/paying-in/paying-more/>

Policies

The following policies have been approved and now available in the [Policies & Advice](#) folder:

- [Parent conduct expectations](#) This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.
- [English as an additional language](#) Setting out the approach to identify and meet the needs of children who have English as an Additional Language (EAL).
- [Anti-Fraud, Bribery and Corruption Policy](#); Setting out the trusts commitment to preventing and detecting fraud, bribery and corruption.
- [Staff discipline, conduct and grievance policy](#) The aim of this policy is to provide a clear procedure for managing issues of misconduct.
- [Security Policy](#) This policy and plan is in place to manage and respond to security related incidents.
- [Menopause Policy](#) Support available to staff affected by the menopause and how the school/trust can help them feel comfortable at work.
- [Pay Policy](#) This policy sets out the framework for making decisions on teachers' pay.



- [Staff code of conduct](#) This policy aims to set and maintain standards of conduct that we expect of all staff. Further guidance will be provided by your Local Governing Board.
- [Driving Policy](#) To provide a clear framework for ensuring that all employees who are required to drive for work are qualified and fit to drive, insured and competent to drive safely. Further guidance provided: [Schools Guidance on the Management of Driving to Work](#) and [Driving Quick Guide](#)
- [Cash Handling Policy](#) It is important that the school has a clear policy on handling cash in the interest of protecting all staff involved and allowing auditing to be carried out efficiently.

Staffing Matters

- **Payroll** – Deadlines for overtime claims: No claims will be processed for the August payroll. Autumn term deadlines: Wednesday 6th September, Wednesday 4th October, Wednesday 1st November, Wednesday 6th December.
- **Payslips** – It is vital that you check your payslip every month, especially your tax code and deductions (only you know what deductions you should have!) If there are any queries please contact Wendy. Any errors can normally be rectified quite quickly but they do need to be raised promptly!



STOP PRESS

The government has just announced a 6.5% payrise for teachers. This has partially been budgetted for by the trust with the rest funded by the DfE. Details to follow.

And finally...

It's been a busy year with much going on. Thank you for all that you have done over the past year.

I know that it has been a tough year for many people for different reasons. However, I would like to say a special thanks to those who are moving on – especially for those whose temporary contracts are coming to an end.

Next year is going to be one of opportunity and challenge. There will be challenges for St Nic's and St Mary's with refurbishment work, but also growing opportunities to work in partnership with other schools and organisations.

Finally, I hope that you all have a well-deserved summer break.

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

St. James chapter 3 verse 18, which is inscribed under Otter's bust in the cathedral, reminds us that, **'The wisdom from above is... full of mercy and good fruits'**. One of the Fruits of the Spirit is **'patience'**. We have had to be patient with growth (other schools joining us) but there is growing interest. Our prayer is that our trust (and staff) would flourish so that our schools and children may flourish and 'sail' together in BOAT.

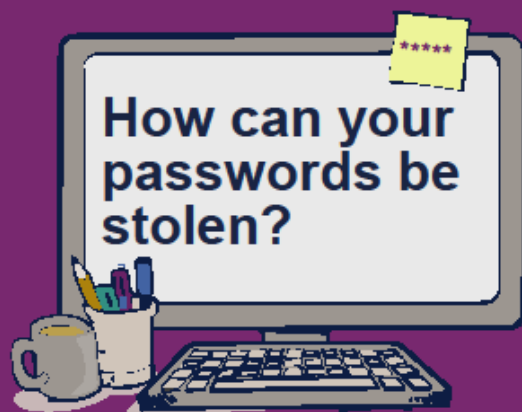
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Do you regularly use a computer or portable device for your role?

Using passwords

To protect your devices & data

Passwords are an effective way to control access to your data, the devices you store it on, and the online services you use. This page contains tips about how to create strong passwords, how to look after them, and what to do if you think they've been stolen. For more information, please refer to www.cyberaware.gov.uk.



Criminals will use the most common passwords to try and access your accounts, or use information from your social media profiles to guess them. If successful, they will use this **same password** to try and access your **other accounts**.

Criminals also try and trick people into revealing their passwords by creating fake 'phishing' emails that **link to dodgy websites**, or by using **persuasive techniques** through social media.

Even if you look after your passwords, they can still be stolen if an organisation containing your details suffers a **data breach**. Criminals will use these stolen customer details (such as user names and passwords) to try and access other systems.

Create strong passwords

Create a strong and memorable password for your email account (and other important accounts).



Avoid using predictable passwords (such as **dates, family and pet names**). Avoid the most common passwords that criminals can easily guess (like 'passw0rd').



Don't re-use the same password across important accounts. If one of your passwords is stolen, you don't want the criminal to also get access to (for example) your banking account.



To create a **memorable password** that's also hard for someone else to guess, you can **combine three random words** to create a single password (for example **cupfishbiro**).

Look after your passwords

If you store your passwords somewhere safe, you won't have to remember them. This allows you to use unique, strong passwords for all your important accounts.



You can write your password down to remember it, but **keep it somewhere safe**, out of sight, and (most importantly) **away from your computer**.



Most web browsers will offer to store your online passwords. **It's safe to do this**. Browsers will also detect 'dodgy' websites that phishing emails try and trick you into visiting.



You can also use a standalone **password manager** app to help you create and store strong passwords.

Use 2FA to protect your account

Many companies allow you to set up two-factor authentication (also known as 2FA) on your accounts. It's called 2FA because it involves signing into your account using **two passwords or codes**; one that you know, and the other usually sent to your phone.



The most common form of 2FA is when a code is sent to your smartphone that you must enter in order to proceed. You should **set up 2FA for important websites** like banking and email.



Even if a criminal knows your passwords, they will struggle to access any accounts that you've protected by turning on 2FA.

TURN IT ON

The website www.telesign.com/turnon2fa contains up-to-date instructions on how to set up 2FA across popular online services such as Gmail, Facebook, Twitter, LinkedIn, Outlook and Instagram.

What to do if your password is stolen?

If you suspect your password has been stolen, you should change it as soon as possible.



If you have used the same password on any other accounts, change these as well.



You can use the website www.haveibeenpwned.com to check if your information has ever been made public in a major data breach.

Symptoms of prostate cancer

Prostate cancer usually develops slowly, so there may be no signs for many years.

Symptoms of prostate cancer do not usually appear until the prostate is large enough to affect the tube that carries urine from the bladder out of the penis (urethra). When this happens, you may notice things like:

- an increased need to pee
- straining while you pee
- a feeling that your bladder has not fully emptied

These symptoms should not be ignored, but they do not mean you have prostate cancer.

For more information visit <https://www.nhs.uk/conditions/prostate-cancer/>

Breast cancer in women

Breast cancer is the most common type of cancer in the UK. Most women diagnosed with breast cancer are over the age of 50, but younger women can also get breast cancer.

About 1 in 7 women are diagnosed with breast cancer during their lifetime. There's a good chance of recovery if it's detected at an early stage. For this reason, it's vital that women check their breasts regularly for any changes and always have any changes examined by a GP. In rare cases, men can also be diagnosed with breast cancer. Find out more about [breast cancer in men](#).

Symptoms of breast cancer

Breast cancer can have several symptoms, but the first noticeable symptom is usually a lump or area of thickened breast tissue. Most [breast lumps](#) are not cancerous, but it's always best to have them checked by a doctor. You should also see a GP if you notice any of these symptoms:

- a change in the size or shape of one or both breasts
- [discharge from either of your nipples](#), which may be streaked with blood
- a lump or swelling in either of your armpits
- dimpling on the skin of your breasts
- a rash on or around your nipple
- a change in the appearance of your nipple, such as becoming sunken into your breast

As the risk of breast cancer increases with age, all women who are 50 to 70 years old are invited for breast cancer screening every 3 years. Breast pain is not usually a symptom of breast cancer. Find out more about the [symptoms of breast cancer](#).