

This is a live presentation, **please mute your microphones**. If you have registered anonymously if entering the Q&A option, please introduce yourself and your School. There will be opportunity to chat and network at the end.



Alternative Admin Forum – **Week One April 2020**

Presentation by Donna Flynn
Produced by Kath Ryans c/o **The ICT Service**

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Week One – Important Updates

1. Latest announcements would indicate that the Summer School Census scheduled for **21st May 2020** will **NOT** be going ahead:

<https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>

2. However, the DfE has announced that the School Census Autumn 2020 (collection date 6th October 2020), will be going ahead. So strongly recommend **booking on a workshop**, as there will obviously be some key changes included in this Data Collection.
3. All Data Collections for the rest of this academic year have also been cancelled, including **EYFS**, **KS1** and **KS2** Statutory Assessments.
4. We have been working hard to ensure that we operate a 'Business as Usual' approach during these unprecedented times. All our workshops scheduled for the forthcoming Summer Term 2020, will be offered on-line. In order to participate, please ensure that you have access to **Teams**

Workshops available following the [normal link \(click here\)](#)

Week One – Important Updates (continued)

If you cannot find a workshop that is relevant or would like some support with something not listed; **please do get in touch direct:**

donna.flynn@theictservice.org.uk **Tel: 01223 772917**

kath.ryans@theictservice.org.uk **Tel: 01223 772934**

Items we can help you with (and not limited to):

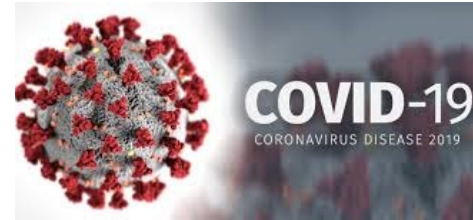
1. Personalising your SIMS systems so that all you need is available at the click of a mouse
2. Setting up Achievement and Behaviour so that it meets your school's needs (think GDPR)
3. Setting up a bespoke tracking system
4. Getting the SEN module 'up to speed'
5. Data Tidying!
6. GDPR Sessions for school groups

All such enquiries will be £75 per hour

Week One – What can you expect

1. Update from Kath with respect to the End of the Financial Year in FMS 2020
2. Espo Catalogue Download 2020 version – **Step One** Kath talking Donna through download
3. Espo Catalogue Importing the 2020 version – **Step Two** Kath talking Donna through the import
4. Budget Input into FMS update by Kath
5. SIMS 'End of Academic Year Live' **Week One** (*criteria covered will be the same regardless of what software provider you use*) - presented by Donna
6. Questions and Answers – over to you (opportunity to unmute your mikes)
7. What we shall be bringing to you in **Week Two**

Despite COVID-19



All schools Year End Submissions were **Done** and **Dusted** by lunch time 15.04.2020



Next Challenge – Espo Catalogue



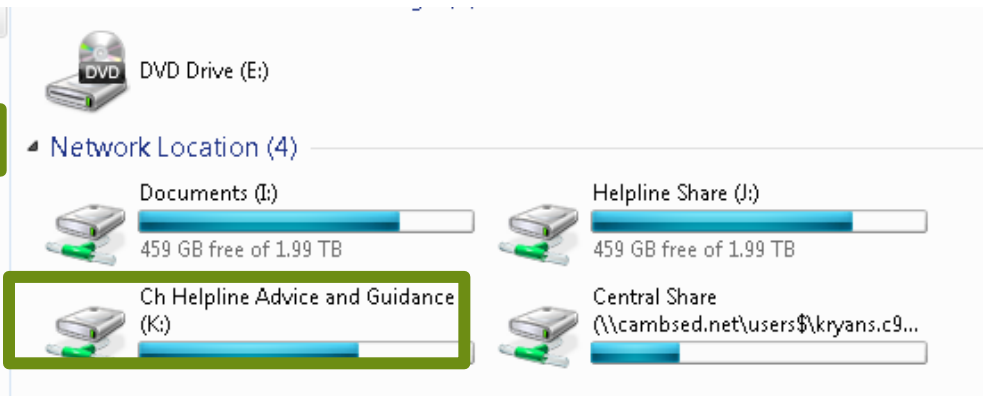
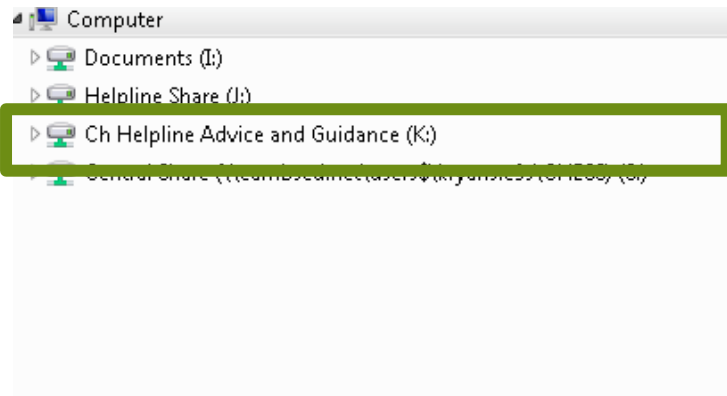
Budget Submission – 7th May



Coming Soon
Budget Input from Orovia into FMS ----- Directed
by 



Did you know?



Folder Name	Created	Type	Size
FINANCE	23/04/2020 13:24	File folder	
SIMS	21/10/2019 12:53	File folder	
Advice and Guidance Documentation	14/01/2020 11:40	Text Document	1 KB
Remote Support	24/04/2020 13:55	Internet Shortcut	1 KB

Folder Name	Created	Type	Size
FMS	27/04/2020 12:36	File folder	
HINTS AND TIPS	13/03/2020 12:23	File folder	
SIMSPAY	24/03/2020 09:20	File folder	
SSCT - BANK ACCOUNT TEAMS	10/03/2020 15:37	File folder	

Folder Name	Created	Type	Size
COMING SOON BUDGET INTO FMS 2020	27/04/2020 12:35	File folder	
ESPO CATALOGUE 2020	27/04/2020 12:35	File folder	
Finance Matters - Sep 2019 (2) VAT Reconciliation	27/04/2020 12:36	File folder	
Financial Regulations and Requirements	19/11/2019 14:30	File folder	
Month End Check lists	08/11/2019 15:09	File folder	
Preparing for Barclays Three Day Payments	08/11/2019 15:30	File folder	

Cambridgeshire County Council

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education

Importing the 2020 ESPO catalogue into FMS

Author(s): Helpline
 Reviewed by: Robert Garst
 Publication date: 14th April 2020
 Version: 1.0
 Review date: 13th April 2021

Budget Input from Orovia into FMS -----

- There will be a short guide within the **Finance | FMS** folder taking you through the initial steps to add the budget into FMS.
- Alternatively we are offering a series of **1-2-1** sessions, bookable in the normal way, via the ICT Service website **Workshops available following the normal link (click here)**
- Remember The ICT Service **do not support** Orovia

For your entertainment



Things you can't do

- Visit a Garden Centre 
- Visit a DIY shop 
- Visit a clothes shop 
- Go to the park 
- Go to a country park / Stately home / zoo 
- Be with family not in your home 
- Travel to your normal place of work 
- Go to a restaurant 
- Socialise with your friends 

Things you can do

- Go on-line & order what you need
Click and Collect
- Enjoy your back garden
- Explore the rural areas nearby!
- Be Imaginative
Use Technology
- Use your travelling time more creatively
- Get a cook book out and try something new
- FaceTime, Zoom, Messenger, and telephone!

Result!

You will only buy what you actually need rather than purchase all the rubbish you think you need!

Less opportunity for you to get stressed by other peoples behaviours!!!

Put the money saved towards a treat for a loved one!

Plan something together that you all like to do!

Your health and wellbeing will be vastly improved

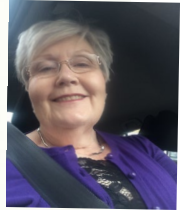
You might find skills you never knew you had

You'll definitely be more mindful of who your true friends are!

Agenda for week 2

- **Feedback from Session One**
- **Key updates you need to be aware of** *(if anything crops up between now and next Monday)*
- **End of SIMS Academic Year part 2 – Pupil leavers and new arrivals**
(items you still need to consider whatever software package you use)
- **Budget Input made easy** Donna directed by Kath
- **Topics requested by you**

With a Goodbye for now – stay safe



We look forward to welcoming you to the next instalment