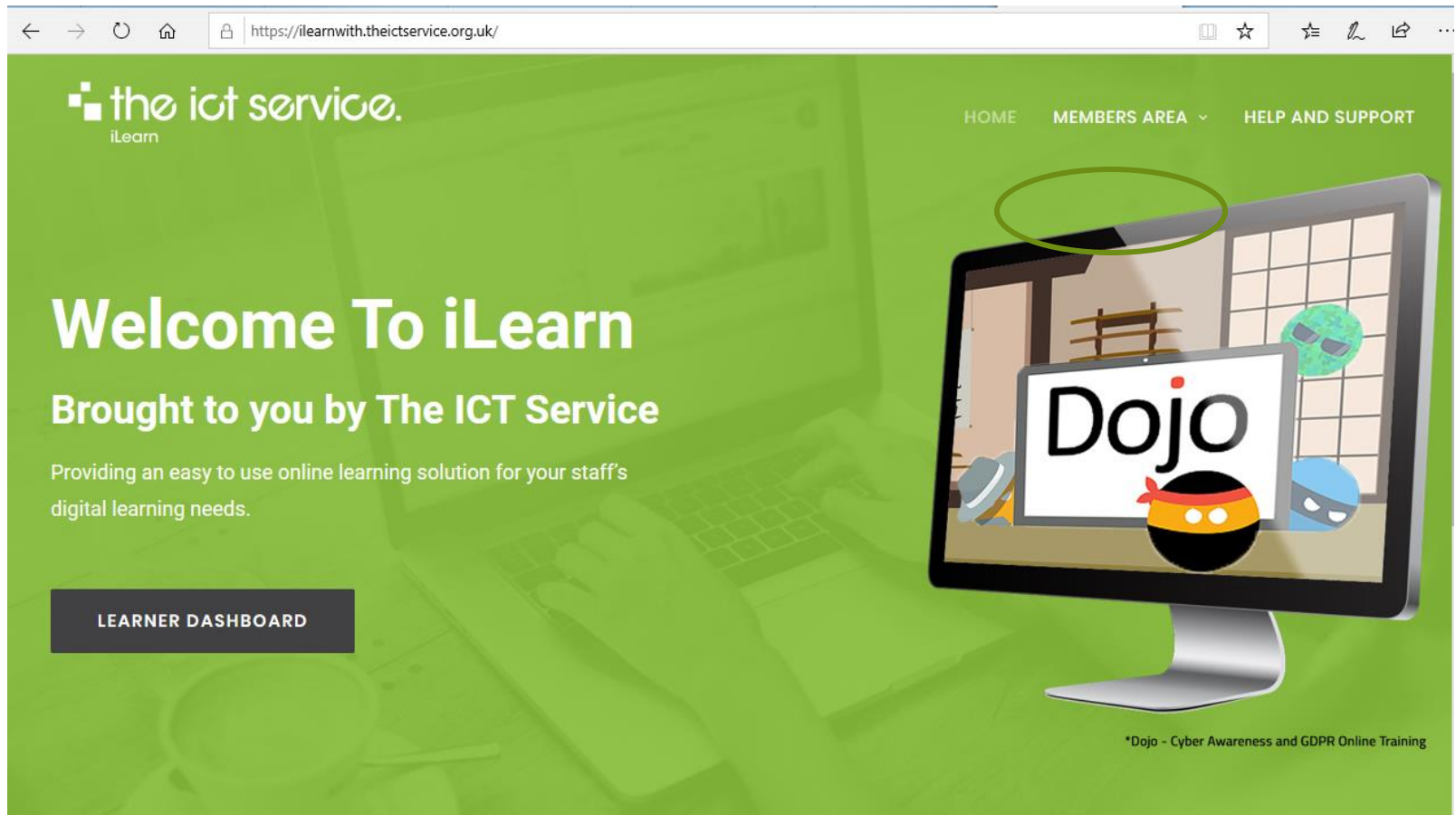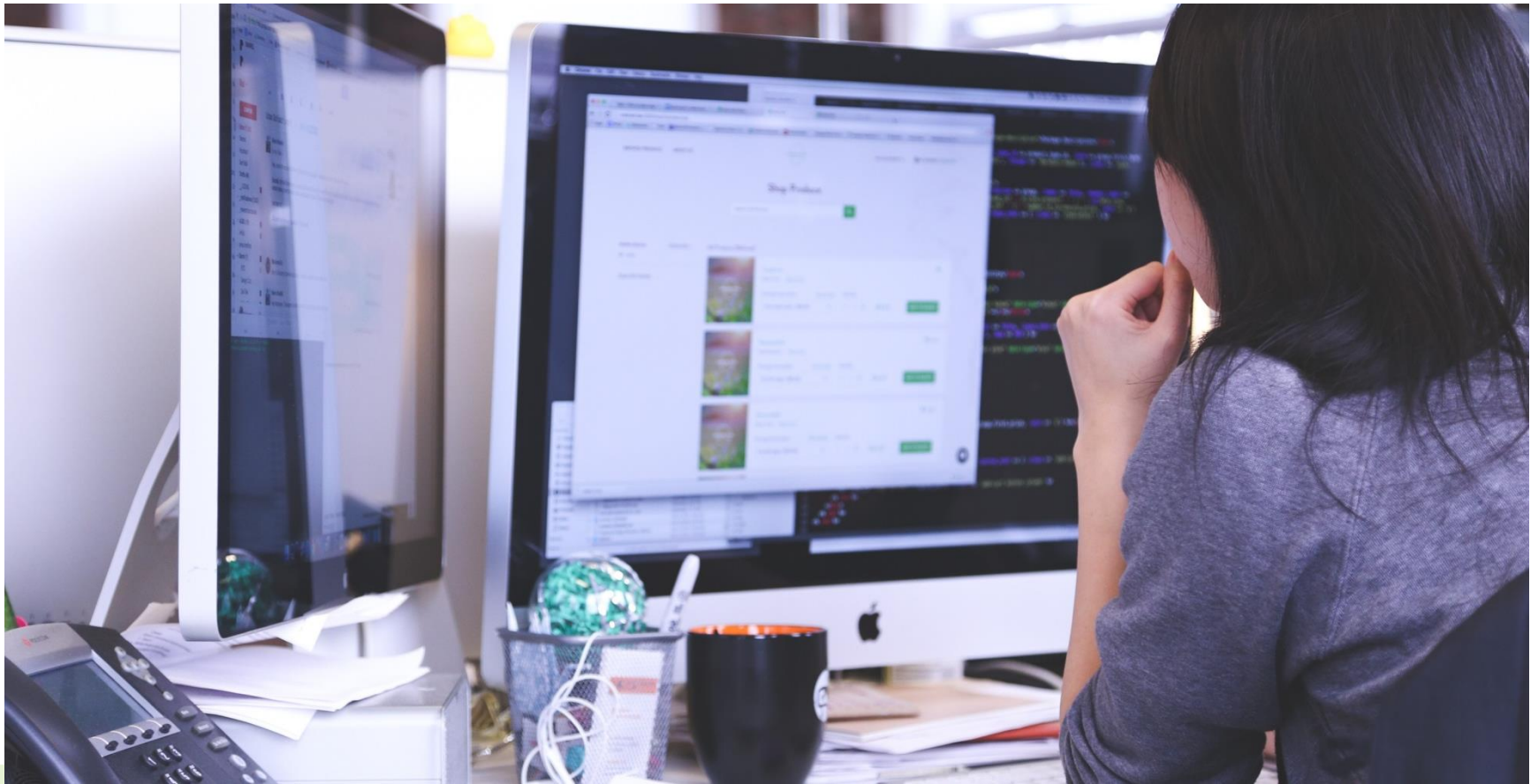# For those of you who missed week one & two

These are now available for ALL delegates of the Alternative Admin Forum to watch at your leisure!

# Follow the link in your email

Does your school know?

DfE offering funded support to provision digital education platforms

- From 24 April, schools and responsible bodies can apply for Department for Education-funded support to get set up on one of two free-to-use digital education platforms: G Suite for Education and Office 365 Education.

- The ICT Service has obtained agreement from both Microsoft and Google to act on behalf of schools and Trusts in their applications to this scheme, including all necessary collaboration with the appointed Microsoft/Google partner organisation while they undertake the implementation. Schools are eligible for this funding if they currently do not have a digital education platform or if they already have Office 365 or GSuite but are not yet set up to assign work and communicate with pupils. Schools are still able to undertake the application process themselves and academies should consult with their ICT provider before requesting assistance from The ICT Service.

- If your school is looking at the differences between, and benefits of, Office365 or GSuite digital education platforms then book to attend one of our FREE webinars to get more information to aid your decision making.

https://theictservice.org.uk/services-solutions/training/

Feedback from Week Two

- A Huge welcome to those of you who have booked on since last Monday – we are now pleased to be welcoming over 70 people to these Forums!

- GDPR Slide made available as a Handout

- Several of you have been in touch re your Bank Holidays being recorded incorrectly! As of now up-to-date. Should be 8th May (VE Day) not 4th

- Pre-Admissions. For those Schools who subscribe - ATF files will be sent to you and they can be imported (once your preadmission group has been set up)
    via Routines – Admission – Import ATF File
    Instructions will be available alongside this presentation
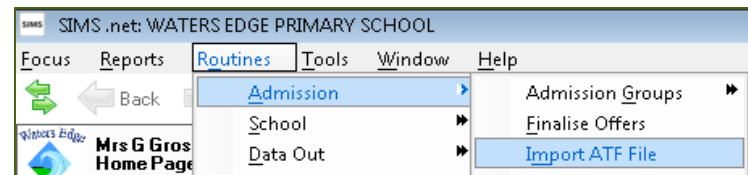
Feedback from Week Two

- Horizontal and Vertical Structures will be demonstrated as part of the SIMS End of Year Processes 'bite sized' session

- We cannot make the screens any bigger, and unfortunately, we are limited to half an hour slots, so apologies to those who have experienced issues with following these presentations: However, as per slide One, ALL of these presentations will be available to ALL delegates signed up for these forums to view at your leisure; accompanied by the power points.

Feedback from Week Two

- Have you ever considered a Summer Season?

- Have you ever considered doing a radio show?

- Are they free?

- Why don't my invoices show purchase order numbers?

- Why could we not log into the presentation when in Central Hosting?

- Are you a double act?

- Why should I pay for training, you have a Helpline?

Reminders

- SIMS GDPR Tidy Up Sessions – Wednesday 24th June am and pm

- SIMS End of Year workshops – various dates, please do book on! Format will change

- FMS Workshops – please ensure you are familiar with the joining instructions as these are on a 1-2-1 basis   - miss it lose it!

  https://theictservice.org.uk/services-solutions/training/

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

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

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

- All pre-booked and pre-agreed remote consultancies will be charged at the rate of £75 per hour or as advertised on the website.

Week Three – Agenda

1. GDPR – How up to date are you?

2. GDPR – Data Breach Alert – reported this week

3. Gentle Reminder and Crystal Ball

4. SIMS End of Academic Year Procedures including reference to Vertical and Horizontal Structures as well as how to deal with Leavers

5. Where instructions and notes are stored

6. Suggested Agenda for week Four

7. Q&A

8. Farewell

GDPR, are you as up to date as you think?

- When was the last time you looked at the Privacy Notice/s on your school Website?
- What is the date of review for your Data Protection Policy?
- Do you have a designated Data Protection Officer (DPO)?
- Are you positive that you have 'up to date' Consent in place and are all staff aware of who has opted in and opted out?
- When was the last time you had any formal GDPR training? The ICO recommend at least every couple of years.
- Do you have data stored (hard copy and electronic) in your school that is older than your retention schedule?
- Is your retention schedule current and fit for purpose?
- When was your school's Acceptable Use Policy reviewed?

Most especially given the amount and types of on-line working currently taking place between school and home.

If you are at all unsure of any of the above and would like a bit of practical help, why not consider booking onto our GDPR Everyday working practices Workshop, details can be found on our website, alternatively why not contact me direct to book a remote session!

Data Breach Alert!!!!

- When you are holding **confidential** Teams Meetings with parents and professionals (most especially involving SEND and Child Protection children). Please ensure that the conversation is not being taped or shared by the parent.

- More importantly ensure that staff members and professionals present do NOT use this as an opportunity to discuss any other children whilst a parent is still in attendance at the meeting!

- If required request they leave the session and ensure they have left the meeting.

- Preferably, terminate the meeting and create a new one.

- Please be careful!

Gentle Reminder for Finance Officers

Especially at Budget Input times

Finance structure composed of three layers

- Fund Codes - SSCT issue Only

- Cost Centre's - Unique to individual schools.
  Exceptions being:111GEN, CDEV, Catering

- Ledger Codes - SSCT issue ONLY

FUND

CC

LC
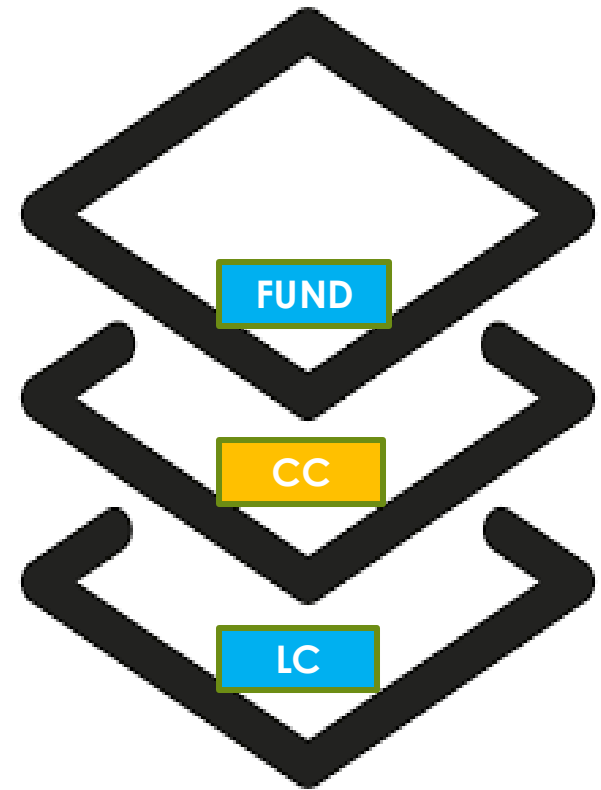
Orovia MUST match FMS Not the other way around

Compliance and Commitment
## Makes you think about BEST Practice

- Financial Regulations 13.8

    Oral (telephone) orders and orders made over the internet must only be made with the prior knowledge and approval of the Budget Holder and should be confirmed immediately afterwards by raising an official order clearly annotated "Confirmatory Order" and signed by the Budget Holder.

How much money do we have?

Invoice Date	Trans ID		Status	Order Number	Year
27/03/2020	00009916	150.00	Reconciled	Non-Order	
07/11/2019	00009616	3,830.00	Reconciled	Non-Order	
23/10/2019	00009573	53.94	Reconciled	Non-Order	
11/04/2019	00009203	250.00	Reconciled	Non-Order	
26/06/2019	00009472	3,333.55	Reconciled	Non-Order	
28/08/2019	00009463	28.50	Reconciled	Non-Order	
30/09/2019	00009528	306.27	Reconciled	Non-Order	
17/12/2019	00009759	13.13	Reconciled	Non-Order	
27/11/2019	00009687	29.98	Reconciled	Non-Order	
30/01/2020	00009797	250.00	Reconciled	Non-Order	
31/03/2019	00009218	51.12	Reconciled	Non-Order	
30/05/2019	00009489	700.56	Reconciled	Non-Order	
01/07/2019	00009362	464.00	Reconciled	Non-Order	
31/05/2019	00009320	584.76	Reconciled	Non-Order	
30/08/2019	00009446	67.92	Reconciled	Non-Order	
31/08/2019	00009460	43.32	Reconciled	Non-Order	
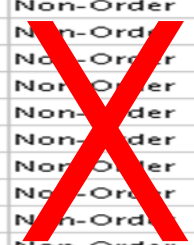
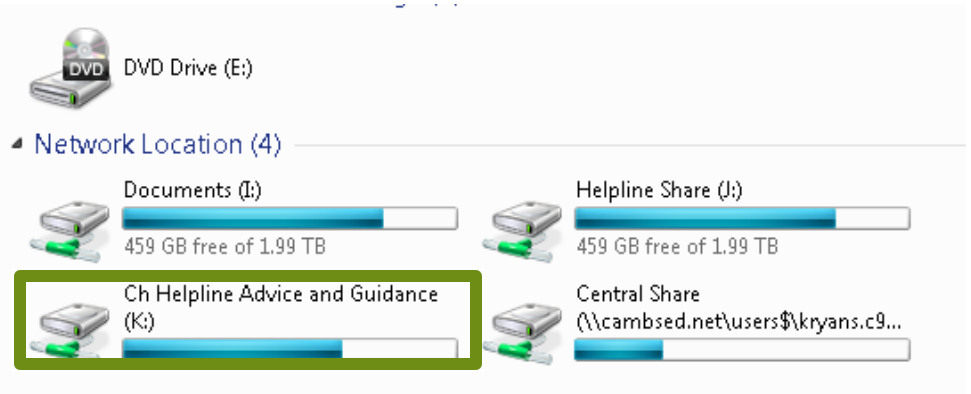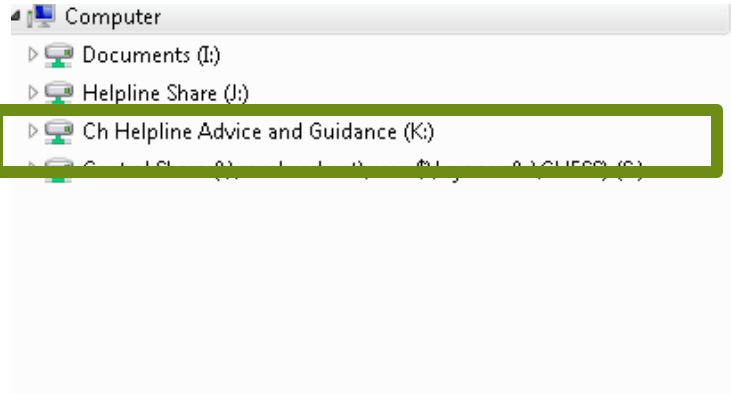# Leavers - September 2020 - A Demonstration

Reminder to SIMS School, are you using or introducing Parent-Lite: It's FREE
https://www.capita-sims.co.uk/resources/videos/sims-parent-lite-demo

Did you know?

Week Four – Suggested Agenda

- Feedback from Session Three

- Key updates and breaking news that you need to be aware of (if you have something you would like to share with colleagues – please do let us know)

- End of SIMS Academic Year part 4 – Dates

- Topics requested by you – as we now have over 70+ delegates signed up, let's here what you have to say!

Questions

&

Answers

With a Goodbye for now – stay safe

We look forward to welcoming you to the next instalment