

This is a live presentation. 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. If you can't hear us – plug in your headphones!



Alternative Admin Forum – **Week Two May 2020**

Presentation by Donna Flynn
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Week Two – Important Updates & Reminders

A Huge welcome to those of you who have booked on since last Wednesday



- Definitely NO Data Collection for the rest of this Academic Year (Summer School Census, EYFS, KS1, and KS2) – *still getting emails*
 - <https://news.sky.com/story/coronavirus-phased-reopening-of-schools-will-see-not-all-pupils-return-at-the-same-time-11980449>
 - Dinner Money Payments during school closures (**recap**)
 - Attendance recording during school closures (**recap**)
 - Do you have the correct Bank Holiday date recorded?
-
- Online** - *Date change for SIMS GDPR Tidy up – now 12th May 2020*
 - SIMS End of Year workshops** – almost all dates fully booked: *please note current format / agenda may change, all delegates will be advised as required.*
 - FMS Workshops** – are filling up quickly – book soon to avoid disappointment

Week Two – Reminders

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 Two – What can you expect

1. Thank you! **51+** delegates logged on or participated on week one.
2. **Feedback** has been really positive, however, no 'suggestions' from you? Although, lots of you let us know that you have updated your reports and imported your Espo Catalogues!
3. **GDPR** issues that you and your school staff need to be aware of
4. **New Cost Centre - Cost Centre** and **Ledger Code** Linking
5. Known SIMS Issue following Summer Upgrade (*which affect key support staff*)
6. An overview of actions you need to take when adding your Pre-Admission children (*dealing with student leavers next **Monday***)
7. **Budget 2020** update on guides from both ICT and SSCT
8. Questions and Answers – over to you
9. What we shall be bringing you in **Week Three**



Week Two – GDPR Issues reported during Covid-19

- ❑ Emails containing confidential / sensitive information going to the incorrect recipient
- ❑ School staff acting upon scam / bogus emails and changing their passwords. Opening suspicious links!
- ❑ Posted items containing 'additional' documents being sent the wrong school
- ❑ Photographs being displayed without consent on Facebook / Twitter
- ❑ Use of Personal Mobiles for Work purposes – reminder to block number
- ❑ Staff receiving confidential data from other services and not raising concerns.
- ❑ Parents not being bcc'd into emails
- ❑ Emails containing sensitive / confidential information being sent to the incorrect parent
- ❑ Staff members responding inappropriately to social media 'chat' (Instagram chat)

Creating a New Cost Centre and Linking the Required Ledger Codes

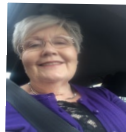
- **Think!**

Do you really need a Cost Centre when a ledger code currently exists?

- **What are you hoping to achieve?**

Are you hoping to monitor and report the movement of monies?

- ❖ *Trips*
- ❖ *Clubs*
- ❖ *Covid 19**



The Principal is the same - presentation on the way!

Since the **Sims.net upgrade from 7.190 to 7.192**, some users will find that they can no longer open contact records from the student record in Panel 5 Family/Home and/or **can no longer scroll from left to right for the contacts within Panel 5. Users may find this obscures the contacts telephone numbers when attempting this.**

This is an issue with the standard permission templates and Capita are currently working on a permanent fix for this issue.

The following permission groups have not been affected:

- Administration Assistant
- Admission Officer
- Partnership Server Agent
- Partnership Server Manager
- School Administrator

If affected users do not have one of the above permission groups, they are likely to encounter this issue.

As a temporary work around, we suggest viewing the name of the contact associated with the student via menu route:

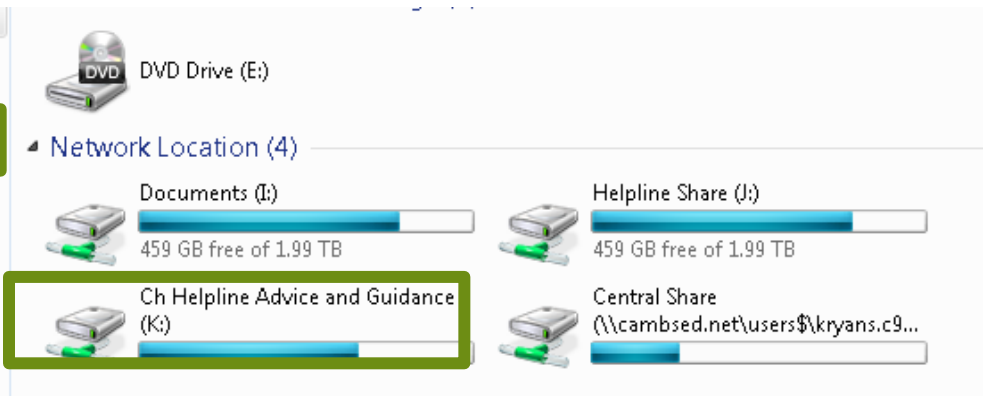
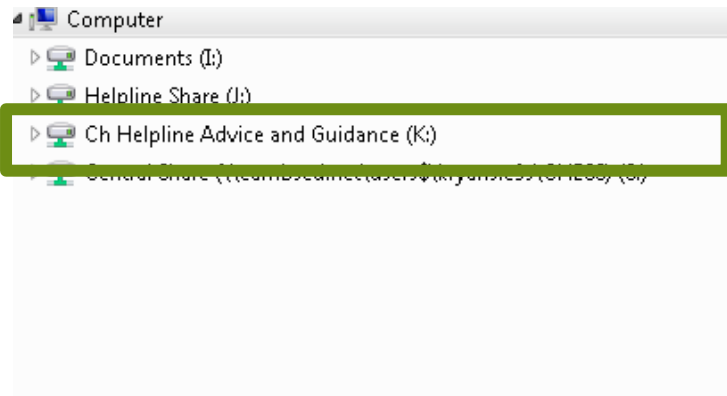
- **Focus| Student| Student Details| Search| Panel 5 Family/Home**
- **Once you have the name of the contact you would like to view, follow menu route:**
- **Focus| Person| Contact| Search**
- **Then search for that contact by name, this should allow the user to view the contacts information**

Preadmissions – 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?



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	

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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



**BREAKING
NEWS**

Budget Submission into FMS



Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current forecast
2020-21 Draft Budget Forecast							

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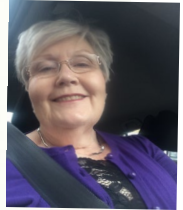
- Please ensure you have submitted your Budget to County within Orovia
- Do not attempt to add the budget into FMS if it has not been verified and submitted via Orovia to CCC
- Ensure the budget that you are inputting:
 - Is fully balanced
 - Includes both Income and Expenditure
 - Includes all your Funding and Carry Forwards including Capita if it applies to you
 - Remember : **If the budget is not balanced in Orovia then it won't balance in FMS**

Thursday 7th May is Budget Submission Day

Agenda for week 3

- **Feedback from Session Two** (please don't be shy)
- **Key updates you need to be aware of** (if you have something you would like to share with colleagues – please do let us know)
- **Budget Input made easy** - video to be made available
- **End of SIMS Academic Year part 3** – *Pupil leavers*
- *Topics requested by you*

With a Goodbye for now – stay safe



We look forward to welcoming you to the next instalment