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News 4 Schools –June 2020



FS4S News

Welcome back to the start of the summer term – and what a different summer term it is! We hope that you are all coping with the varying arrangements that you will have in place, please let us know if you need any advice or assistance and we will be happy to help.

Our own plans are:

*We are working with the team at Nexus Business Centre to ensure that a satisfactory risk assessment has been conducted, ensuring that we follow safe practices in the office to protect our members of staff and the people that we come into contact with;

*Government advice issued on 18th June will be reviewed before returning to the office therefore we will continue to work from home until the review has taken place;

*Unfortunately we will not be attending any school visits or meetings before the end of the summer term on 23rd July.

We really do want to keep in touch with you and maintain our services! To do this:

*Microsoft Teams has been installed that will enable us to hold face to face meetings and discussions with you, including document viewing and sharing screens;

*We have set up SolarWinds Take Control that allows remote access to your computer for finance system checks;

*Please give us a call on our mobile numbers if you have any queries, we would love to hear from you.

Our very best wishes for a safe and healthy return to school!

Payroll Service - Information for June Salaries

As schools will continue to have varying staffing arrangements during June, our intention is to pay June salaries using the information that we have already received. Please, if you can, let us know of leavers or unpaid leave so that we can prevent any overpayments.

In the event of no information received, a flat month's pay will be processed for employees unless we are advised otherwise by means of an email instruction.

Pensions Information

Please remember to let us know your pension audit dates once they are known so we can ensure a swift response to any audit queries that may arise.

If any of your teachers are intending to retire at the end of August, please remind them to start the process as soon as possible via their 'My Pension Online' accounts to ensure there is no delay in benefits payments.

If you have any support staff intending to retire at the end of August, please ensure you send a leaver form into payroll@fs4s.co.uk so that we can notify the pension funds in time, again to ensure there is no delay in payments. Thank you.

Latest Government advice for schools

Like us you will be spending a lot of time checking government advice, here is a link for you to obtain the latest ESFA updates:

<https://www.gov.uk/government/collections/esfa-update>

Dates For Your Diary

Swindon Academies School Business Managers Group	Meeting on 2nd June postponed- awaiting revised date w/b 29th June
Network 4 Schools	Meeting on 10th June postponed – awaiting revised date

Don't Forget To Send In Your Returns

LA Schools: Please ensure that you send in the following returns to the Local Authority:
✓ VAT Submittal Report for May

Academies: Please ensure that transactions to 31st May are complete in readiness for month end:
✓ VAT Online Submittal Report for May (where the Academy is VAT registered)
✓ VAT form 126 with full report (where the Academy is not VAT registered)
✓ The BFRO, usually submitted in May, is not required this year.

HR Consultancy Advice For Schools

A Returning To Work Advice Sheet has been sent to all schools that purchase our HR Services to give you the latest practical information. Lynne, Julie and Lorraine M are continually updating their knowledge as government advice is published and they have already been attending meetings using Teams. Please continue to send in your HR Administration requests through our secure e-mail link to hr@fs4s.co.uk, Claire and Ann are able to maintain confidentiality of your data even though they are working from home.

Academy Internal Reviews

We are able to carry out a shortened version of our Internal Review, conducted off-site, if this will be useful for your Trustees. Please contact Sue Else sue.else@fs4s.co.uk for details.

Looking forward to being able to visit you in your schools again.....

