

**School Business Managers' Briefing  
Virtual via MS Teams  
16 November 2022  
9am to 12 noon**

*(Teams will open at 8.55am to ensure we can start straight away at 9am)*

To book a place email: [SpecialistSupport@derby.gov.uk](mailto:SpecialistSupport@derby.gov.uk)

Cost: £30

## **Agenda**

- 9am**                      **Welcome and introduction – Jayne Hadfield**
- 9.00 – 9.10**              **Finance update – Janet Bowlzer**
- 9.10 – 9.30**              **New FMS system – Lynda Innocent**
- 9.30 – 10.00**            **HR Policy update:**
- Attendance Management Policy – Amy Stevens
  - Disciplinary Policy – Anj Nath
  - Grievance Policy – Hanna Prince
- 10.00 – 10.10**            **Comfort Break and Academy colleagues may wish to join – Jayne to welcome**
- 10.10 – 10.25**            **Families Information Service (FIS) – Heather Ryder-Carrington and Judith Allbutt**
- In these difficult times, costs of living rising we are hoping that we can work with schools to be advocates for ensuring families get to know about all options possible to help with childcare, perhaps having a link to the [childcare choices](#) on their websites and give a quick update on the services of the Families Information Service (FIS)*
- 10.25 – 10.35**            **Public Health update – Marie Cowie**
- 10.35 – 10.40**            **Health & safety – Darren Allsobrook**
- 10.40 – 11.15**            **Networking Activity – Topic: Lockdown procedures and emergency plans**
- Lockdown procedures and emergency plans have been called into action in several Derby schools recently, whether dealing with devastating fires or hoax bomb threats. Some schools will be more advanced in these areas than others, so it would be a good opportunity Please can you come along prepared to discuss this:*
- *Share what you do in your school – good practice and lessons learned*
  - *What would you like to find out from other schools? What help do you need?*
- 11.15 – 12.00**            **PACE update – Jo Ward**

