

**Scomis User Group
Portsmouth User Group
The Marriott Hotel
2nd May 2018**

Attendees: **Representatives from 11 schools attended**

Scomis Staff: **6 Scomis Staff attended**

Apologies: **Apologies were received from delegates**

Details of the content covered at the User Group can be found in the most recent issue of Scomis' Password Newsletter.

[Password - Scomis Newsletter](#)

1. Welcome and Housekeeping

2. Minutes and Actions of Last Meeting

Delegates were reminded that the minutes were sent out before the meeting and are not in their packs to save paper!

Scomis Desktop

Action: Email a link to the demonstration out to all attendees

Response: This has been emailed out as above.

Action: Can the office message classroom teachers via the Desktop? How would this work?

Response: Not currently – There is a development request for this to be added to the Desktop functionality

WebTrain

Action: Feedback from delegates that the WebTrain webinar was Devon County Council centric and more of a beginner's guide would be more beneficial

Response: The webinar has been reviewed regarding this comment. We do contact the LAs to check whether they have any specific dates or update before the webinars are scripted.

Action: Delegates asked for the meeting to run from 10.30 – 12.30.

Response: You said, we did

New Action: This has been reviewed following the Summer 2018 meeting. At the request of the delegates the timings will be changed to 10.30 – 13.00 with lunch at 13.00.

Action: Scomis to schedule GDPR training for Portsmouth in February 2018 A course was scheduled for 22/02/2018 but this was cancelled due to lack of interest.

No further actions

Chair: Gained agreement to sign off the Minutes.

3. [Customer Service & Annual Satisfaction Report](#)

4. You said, we did

- GDPR Training

As already discussed this was scheduled and cancelled due to lack of take up.

- Change to Timing of Meeting

Update: 2nd May 2018: The group were asked if this has worked for them on this occasion and it was agreed that we would continue with this start at 10.30 but extend the end time for future meetings until 13.00 as the meetings always tend to overrun.

- Scomis Desktop Demo

The link was sent out with last meetings minutes

- <https://www.scomis.org/what-we-do/scomis-desktop/>
- Scomis Live - we said more about Scomis Live later and following the unanimously positive response to running the event, we have a date scheduled for 2019.
- **Passwords resets** – this was covered in the technical update
- **Training offering** – following requests to make training available in more flexible formats we have a prototype to show you later today.

5. SIMs Update

- a. Spring & Summer Term SIMS Upgrades:

An update was provided about the upgrades. More information can be found about the Spring upgrade [here](#) and about the Summer upgrade [here](#).

- b.

Action: Craig to send PowerPoint to delegates and add link to the demo of the Appraisals module - Craig

- c. SIMS & GDPR (including [Parent App Lite](#)) – Please contact Scomis for any questions regarding Parent Lite. (Digital data collection application for parents to use)

Action: How can we demonstrate the app to parents at a parents evening using either a standard letter with step by step guide or using dummy data.

Please contact Scomis – we can help with this.

- Reduce need for paper data collection sheets and manual entry of data:
 - Cost and efficiency savings
 - Allowing parents to easily update their children's and own information
 - Administrators approve before changes are made in SIMS
 - Full audit trail in SIMS of all data collection sheet requests and actions
 - Only Contacts with Parental responsibility AND live at same address as student can access the Data collection sheet
 - SIMS Parent Lite is part of your SIMS Annual Entitlement
- d. [SIMS Primary Update](#)
- e. SIMS Finance Update- Scomis are looking for early adopters of SIMS Finance. Please contact Scomis if you are interested in this product.
- f. SIMS Audit – if you feel you are not making the best of SIMS, you can book one of our consultants to come out and audit your SIMS and produce a report with recommendations.
- g. Training
Scomis have delivered well -received training for schools for many years. Changes to patterns of uptake and expansion of our customer base have led to a decision to review our training offer including topics; delivery methods and audience .We are seeking input from user group delegates to inform the review.

6. Service Desk Update

- a. [New Service Desk Structure and Resource](#)
- b. [Annual Service Report](#) and Portsmouth Specific Report
- c. SDI Accreditation and Awards Finalist - Scomis Service Desk entered the awards and managed to reach the final. Unfortunately, we were unsuccessful and were beaten in the final by Sky Betting and Gaming.

d. Question from Scomis regarding Service Report reporting cycle.

We consulted with customers about changing our reporting cycle.

Options are as follows:

Option 1 – we run the whole year report from the 1st September to 31st August

Option 2 – we run the whole year report from the beginning of the Academic year to the end of the academic year

Option 3 – we keep the reporting cycle how it is now

(If a change is voted then we need to consider whether we do termly or quarterly reports in between)

7. SIMS Reporting – Hints & Tips Demonstration

Creating a Medical report: <https://faq.scomis.org/kb20841/>

Importing a report into SIMS: <https://faq.scomis.org/kb20863/>

Attendance Reports for vulnerable children: <https://faq.scomis.org/kb20844/>

Exporting a SIMS Report as a CSV: <https://faq.scomis.org/kb20792/>

Feedback from the User Group attendees was that these were useful. In future can we demonstrate other subjects – delegates were asked to add a comment to the feedback forms for any subjects they would like training on.

Action: Session on Housekeeping at the November User Group

Delegates can subscribe to alerts on the bulletin to be advised when new items are available.

Password: some people are still not receiving password. Old copies can be found here as well as the update subscription form.

<https://www.scomis.org/publications/password-newsletter/>

To find FAQ's: Scomis, Customer Portal; FAQs – use the search bar to find subjects.

<https://www.scomis.org/who-are-we/service-desk/frequently-asked-questions/>

8. Schools Forum

The Schools Forum is your opportunity to ask any questions of Scomis or colleagues from other schools. You can input questions by adding them to the relevant part of the registration form for the User Groups. You can of course ask questions on the day.

None received for Summer Term 2018.

9. Scomis LIVE

Scomis Live will be on Thursday 14th March 2019 at the Exeter Racecourse. All Scomis customers are invited to this Showcase event which will have content of relevance to everyone in schools and MATs including the SLT, Teaching, administrative staff and governors.

We've already had one working session with some customers to help shape the event and consulted with other organisations such as the Institute of School Business Leaders (ISBL) and have gathered some excellent ideas and input. I can promise that it will be a thought provoking, engaging day that will offer innovative ideas and solutions to help address challenges of priority to you and your colleagues. There will be some excellent key note speakers, interactive sessions, an exhibition, lots of opportunity to network, prizes and awards.

Look out for more information in the Summer and Autumn terms when we will publish more information about the content of the day and how to register as well as launching a pre-event competition.

Scomis will organise a free bus for Portsmouth schools if there is sufficient demand.

10. AOB

a. Personnel Update

As a growing organisation we are regularly bringing in new staff to ensure that we have sustainable structures in place.

b. ISBL The Voice Article

The Voice is the Institute of School Business Leaders', national magazine which is published termly. As an ISBL Approved Partner, we are pleased to let you know that we have been invited to write another article for this term's magazine that went to print at the end of April. This follows our first article about effective use of SIMS written by a member of Scomis staff. The article in this term's issue provides advice about how to choose and implement new technologies successfully and is written by another of our Education and Product Specialists. We will make the content available to our customers through our Password newsletter.

We have also been asked to deliver workshops at regional events this summer including in Exeter and Worcestershire and we will this year be exhibiting at the National Conference in November.

c. Academies Show Update

On 25th April we exhibited again at the Academies Show in London and had a very successful day with lots of interest in the Scomis Desktop which we launched and were demoing at the event.

d. ISO 27001 Accreditation

Scomis Education has been ISO27001 certified for the last 2+ years. ISO 27001 is an Information Security Management standard and accredited certification demonstrates that an organisation is following international information security best practice as well as alignment with GDPR compliance. After an extremely rigorous audit of many days earlier last term, we are delighted to let you know that we have now achieved certification as the Scomis Group. This means that Scomis Education and Scomis Corporate IT are now certified to the standard.

e. Service Update

Highlights included:

Scomis GDPR compliance

- May 25th 2018 new law comes into force - no big bang expected on day one
- Terms & conditions have been updated – almost complete and will put a copy on our website

- Scomis Website – public expanded general statement
- More detailed FAQ – document compiled from the many questions asked by customers (to be sent out/made available to customers on request)
- Other work - updating contracts, NDAs in place with suppliers, product documentation
- Training to update on staff responsibilities with general update on changes signposting to Data Owner (school) for SAR, incident reporting back to school or to IG if Scomis issue
- Confirmation that the best practices followed as part of our ISO 27001 are aligned to GDPR
- Confirmation with DCC Information Governance that they are happy with our approach

New Value added services for SLA customers

- Hardware procurement service
- Online safety newsletters from 1st September 2018 – included with all SLA packages for no additional cost.

New Features and functionality for the Scomis Desktop

- The tool we showed you last time to allow teachers easy, quick and secure access to data and to complete their day to day tasks using SIMS
- New features include – classroom layouts, Dinner Money integration; allocation of behaviour and achievement marks to multiple children and analysis and graphical reports so that teachers can easily see key data at a class level including attendance, behaviour and achievement and assessment (if used in SIMS). This is available to schools on a 6-week free trial. Please contact Paul Beavis your account manager at Scomis if you are interested in accessing this trial.
paul.beavis@devon.gov.uk or call 01392 385300

f. Capita National User Group - Scomis Keynote

I don't know whether you are aware, but Capita have a National User Group for Support Units each June. A key event in our calendar and attended by c.300 delegates from other organisation providing SIMS services to schools nationally. This year Scomis has been invited to take to the stage with Debbie delivering a key note address – out of all of the many Support Units, we feel privileged to have been asked. It also speaks volumes about how Capita consider Scomis to be a flagship support unit nationally – the title of the session is “Leading Successful Businesses”.

g. Scomis Charity Work

Again, another fact that you may not be aware of, is that we carry out an enormous amount of activity every year to raise money for charity. Here's a picture of one of the fundraising events we held recently to raise money for Sport's Relief by putting some willing volunteers in a Dragon Boat for the morning on the River Exe. For this particular event we raised more than £300. During the course of last financial year, we raised a total of £1223.01 for a number of very worthwhile causes including Red Nose Day, Exeter Foodbank, MacMillan, Children in Need, Save the Children, Oxfam, Stand Up to Cancer.

h. Scomis T-Shirts in Africa

We also wanted to share with you the some work one of our schools, Plymouth High School for Girls does in Ghana which we also support.

The link between PHSG and Ahantaman High Secondary School for girls in Ghana was established some 14 years ago. The 2 schools were selected due to their respective similarity (Pupil numbers, all girls, distance from the capital, coastal location etc)

At that time a number of further links between UK school and similar schools in Ghana were also established with the aid of British Council funding.

PHSG and Ahantaman is the only relationship that has stood the test of time following the demise of the additional funding.

ScoMIS supported their last trip by donating items of uniform, pens, notepads etc no longer required due to re-branding and were delighted to have the opportunity to contribute.

Next Meeting - 29th November 2018 – Portsmouth Marriott