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Education & Skills  
Funding Agency

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# 1. Action: November school workforce census 2017

The November school workforce census 2017 is open.

The deadline for submitting data is 1 December 2017. Please submit your data as soon as possible. You will find all the [guidance you need to submit the school workforce census]\*<https://www.gov.uk/guidance/school-workforce-census>) on GOV.UK.

If you do not have a management information system, or you cannot provide data in the correct format for [COLLECT](#), you can ask for XML generator tools from the [data collections helpdesk](#). Please advise whether you require the local authority central generator or the academy generator.

## 1.1 Important checks:

- academies are responsible for returning their data direct to the department via COLLECT, please submit your return once the data has been loaded
- every school return, apart from those for special schools, should include a teacher with a role of SENCo. More than one role can be added to each contract

- please ensure that there is at least one contract for each staff member in the individual level return
- if you get the message 7240Q, please use the [minimum notepad entry guide](#)

If you have any queries about COLLECT or school workforce census, please use the [data collections service request form](#).

## 2. Action: user research – funding allocation statements

Many thanks to everyone we have spoken to so far. We are still looking to talk to colleagues in academies, SATs and MATs who analyse and act on funding statements, making business decisions based on the content. We would like to speak with established and new academies, from primary to post 16 delivery.

### 2.1 Meeting times:

#### Wednesday 15 November

10am - 11am

11.30am – 12.30pm

1pm - 2pm

2.30pm – 3.30pm

4pm - 5pm

#### Tuesday 21 November

10am - 11am

12pm –1pm

#### Friday 24 November

10am - 11am

12pm –1pm

To join us for a one-hour web meeting, email [PDS.MAILBOX@education.gov.uk](mailto:PDS.MAILBOX@education.gov.uk) stating your preferred slot and we will confirm your place.

If you can't make these times but would like to participate – please email and we'll arrange a suitable time with you.

This research will help us identify what works well for you and where improvements can be made.

I hope you are able to join us and share your insights.

## 3. Reminder: Information Exchange - document exchange file expiry

All files held in document exchange are automatically removed 13 months after they are uploaded. Please ensure you check [Information Exchange](#) regularly to download and save any documents you need before they expire.

Please be aware that 2014 to 2015 folders will be deleted by the end of November.

## 4. Information: academy trust financial returns update

We'd like to thank all the trusts that have submitted their land and buildings collection (LBCT) returns to us. For the small number yet to do so, please make your submission as soon as possible.

## 4.1 Additional accounts return webinar

Due to demand, you can [register now for an additional accounts return webinar](#) we're hosting on Monday 18 December. The webinar will discuss the most challenging aspects of the accounts return including a live question and answer session. You can submit questions in advance when you register.

## 4.2 Accounts return weekly Skype conferencing Q&A sessions

We're hosting weekly Skype conferencing Q&A sessions from 4pm to 5pm every Thursday to answer your questions about the accounts return and any residual questions about the land and buildings collection tool return.

Please use this [Join Skype Meeting](#) link to access the conference and download the web app if necessary. If you don't use Skype, you can join by phone. Call 02033 215238 and, when instructed, enter the conference ID (2081 9375).

If you have any questions about the LBCT or the accounts return, please contact us using our [enquiry form](#). Please put either "LBCT question" or "AR question" at the top of the form.

## 5. Information: FE residential accommodation - national minimum standards consultation

The Department for Education is proposing revisions to the national minimum standards for residential accommodation for 16- to 18-year-olds in the further education (FE) sector and 16 to 19 academies, to bring the minimum standards up to date.

A [consultation was launched on 7 November 2017](#) inviting views on the proposals. The consultation is open until 26 January 2018.

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