



*In this week's edition...*

<b>ANNOUNCEMENTS, INFO &amp; UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Message from Gary Lewis	All	Info
Consultation on Scheme of Delegation and Core Services Charge	Heads & Chairs of Governors	Action
Foldr	All	Info
Health and Safety Performance Monitoring - Standard reporting pack for Governors	Heads, SBMs & Chairs of Governors	Action
Primary End of Year/ Summer Term Assessments	Primary Heads	Action
Early Reading and Phonics	Primary Heads	Action
Mindfulness Training Offer for Primary Schools	Primary Heads	Info
Closing the Gap—information report for Trustees and Governors	Trustees and Governors	Info
<b>CPD AND TRAINING OPPORTUNITIES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Governor Training Programme	Governors and Clerks	Info
Boolean Maths Hub—CPD Opportunities	Primary Heads	Info
<b>COVID-19 INFO &amp; UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Amendment to primary testing flow chart for two voids	Heads & SBMs	Info
Staff survey on the implementation of our risk assessments	All	Info
Updating our Risk Assessments	Heads & SBMs	Action
Vaccination Data	Heads & SBMs	Info
<b>FINANCE INFO &amp; UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Pupil Premium - allocation changes from 2021 to 2022	Heads & SBMs	Info
Training on Budgeting and Projecting Income	SBMs & Finance	Info
Review of Financial Reporting - Changes to Orovia for Budget Monitoring	SBMs & Finance	Info
Feedback on Year-End Accounts Closure	SBMs & Finance	Info

## Message from Gary Lewis

It has been quite a term! On behalf of our Board of Trustees I would like to thank school leaders and governors for everything that you have done to make the very best of an incredibly difficult situation. We can reflect back on a very strong response to this phase of the crisis and we are continuing to see good remote provision for pupils and tight mitigation of COVID-19 risks in our schools.

All this comes at some cost and we know that many of our staff are very tired and facing significant pressures. Governors too have been juggling home-working, business pressures, the challenges of remote education for their own children and the responsibilities of school governance. We are also aware of the mounting pressures on our school communities and the desperation that some are feeling about getting children and young people back into school. One chair of governors told me this morning that he will be dropping a note of thanks out to parents to appreciate what they have been doing and to thank them for their support for the school.

I'm sure that in one way or another we will all make sure that the message of thanks and solidarity goes out loud and clear this week.

Next week is half-term and we not be emailing school staff but rather encouraging them to have a complete and very well-deserved break.

With very best wishes

*Gary Lewis*

## Consultation on Scheme of Delegation and Core Services Charge

The consultations on the Scheme of Delegation and Core Services Charge for 2021-22 close at 5.00pm on Friday 12 February.

We would like to encourage all schools to respond to these consultations as this will ensure that the Board of Trustees can make informed decisions when they consider these areas at their meeting on Thursday 25 February.

## Foldr and Anti-Virus Software

It has been brought to our attention that Foldr is not accessible/will not run if your computer does not have up-to-date antivirus software.

Please check that your antivirus protection is current and speak to your IT Team if you have any problems or need an upgrade.

## Health and Safety Performance Monitoring: Standard reporting pack for Governors

As you will know, it is important to report regularly to your Health and Safety Governor/ Committee and we are now introducing a set of standard reports for this purpose.

These reports can be quickly and easily produced from Every, although you may wish to consider if you want to add any of your own narrative. Please produce this set of standard reports at least three times per year to enable your LGB to review this information.

The standard reports are:

- Compliance Matrix Report (within 'Business', 'Activities', 'Trust')
- Compliance by Category and by Staff Member (tabs within the above location)
- Open issues list for specific categories (within 'Issues', 'Summary', filter by category and then run report)

As part of the new standard reporting pack Health and Safety Committees/Local Governing Bodies (LGBs) are asked to monitor and challenge 'open issues' that have been raised against the Activities of their 'Health & Safety Audit' and 'Fire Risk Assessment'. The reports provide details of the outstanding issues/findings from the external auditor (Delegated Services).

LGBs will be reminded that they need to provide the Board of Trustees with a copy of their Health and Safety Committee minutes three times per year, and to ensure that the minutes document their review of the information from the Every reports and any actions agreed.

We will be sharing this information with Governors and Headteachers at our training meeting scheduled for Tuesday 2 March 2021.

If you require assistance in running these reports please contact your Hub Estates Lead:

- Backwell - Mark Middleton [mmiddleton@lsp.org.uk](mailto:mmiddleton@lsp.org.uk)
- Portishead - Neil Harris [nharris@lsp.org.uk](mailto:nharris@lsp.org.uk)
- Chew Valley - Mark Farley [mfarley@lsp.org.uk](mailto:mfarley@lsp.org.uk)



There are two events coming up for Primary Headteachers to attend in order to plan for:

- End of year assessment
- Early reading recovery when we return to school.

Please can you put these dates in your diary and also let your assessment and reading leaders know. There is no need to book; We will send further details nearer the time.

## Primary End of Year/ Summer Term Assessments

Many schools and teachers are starting to look ahead to summer term assessments following confirmation that all statutory assessments for FS, KS1 and KS2 pupils have been cancelled. We know that accurate, robust assessment will be vital to planning for teaching in the next academic year.

To develop a Trust wide plan for 2021 summer term assessment we will work with Headteachers and Assessment Leads to put in place the strongest possible assessments. This will be shared in detail but, in the meantime, please do not use any 2019 statutory test papers (e.g., PSC, KS1 SATs, KS2 SATs).

There will be a twilight session for **Headteachers and Assessment Leads on Tuesday 16 March 4.00 - 5.00pm** to plan for the terms ahead.

## Early Reading and Phonics

Ensuring all pupils have access to high quality phonics and early reading teaching is essential to our work this year and beyond. Following the current lockdown schools will need to ensure they have a phonics and early reading recovery plan in place.

English Hub is putting a full programme of support together for LSP schools that will include:

- Online phonics and early reading provision.
- Planning for return to school and developing an early reading recovery plan.
- Phonics Showcase.
- Fully funded phonics and early reading audits.
- CPD for staff delivering interventions for the lowest 20% of pupils.
- Funding for accredited training and phonics/early reading resources. More details about our offer can be found [here](#).

We have a twilight session on **Thursday 25 February 2.30 -3.45pm for LSP Primary Headteachers and Phonics/Reading Leads** to create their phonics/early reading recovery plan.

If Headteachers and Phonics Lead have not yet attended a phonics showcase, the next online showcase is on 23rd February. Please book [here](#).

## Mindfulness Training Offer for Primary Schools

We are now in a position to support schools who wish to develop mindfulness practice further as Andy Baker has recently been trained to deliver one of the programmes from Mindfulness in Schools Project: [MiSP - Bringing Mindfulness to Schools](#)

This training specifically allows Andy to deliver up to 12 sessions to classes or groups of children aged 8-11. Introductory staff meetings will also be available.

### *Why mindfulness practice?*

There are several ways of exploring this. A key element of the programme is to help children train their attention to be more aware of what is actually happening and understand that attention benefits from exercise and training in the same way their bodies do.

This exploration of the experience of attention supports wellbeing in terms of emotions, social and learning skills. For more information, please see [Mindfulness in Schools Project](#) and contact Andy at [abaker@lsp.org.uk](mailto:abaker@lsp.org.uk) if you would like a further conversation.

## Closing the Gap—information report for Trustees and Governors

The TSC South West and Malcolm Broad, National Leader for Governance, have published a report entitled Pupil Premium - Closing the Gap.

This overview has been written for School Governors and Trustees to understand the current situation in the South West and ways support your schools with their work with Pupil Premium pupils.

[Click here](#) to read the report.



## Governor Training Programme

Please [click here](#) for the updated Governor Training Programme.

Forthcoming events are highlighted in red. For ease of reference they are:

- Training for Heads and Governors: Health & Safety - Tuesday 2 March 6.00-8.00pm: To raise awareness of the role and responsibilities of the governing body for health & safety and to understand the processes and systems within the Trust to enable these responsibilities to be fulfilled.
- Effective Governance: New to LSP - Wednesday 3 March 11.00am-1.00pm and Thursday 4 March 7.00-9.00pm: Overview of the role of school governors, exploring how governors work with headteachers, tips for making a positive difference.
- Role of the Safeguarding Governor - Thursday 18 March 6.00-8.00pm: Enhanced training for named governors to include termly meetings with DSL, checks on SCR, CPOMs and recording, referring to the LADO.

Please book your place by emailing Jane Norris [jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk)

## Boolean Maths Hub—CPD Opportunities

The Boolean Maths hub are continuing to work with schools to make improvements to maths teaching and learning. They have set up a number of work groups, which are being delivered online, which are **fully funded** by the Maths Hubs Programme, so are **free** to participating schools.

- **Starting Wednesday 10 February - all day workshop - SEND & Mathematics** - will have a particular focus on improving the mathematical attainment and progress of SEND students. This academic year in particular it is important that we have Work Groups focusing on SEND (for teachers of mathematics in special schools, alternative provisions, pupil referral units and mainstream schools with specific SEND units or high numbers of SEND students Phases: Early Years, KS1 - KS5). Further information/sign up [BOOK HERE](#)
- **Starting Friday 26 February (am) - COVID Recovery Times Tables Intervention for Years 4 and 5** - for schools working with disadvantaged pupils in Y4 and Y5 classes who are not yet secure in times tables facts. Particularly relevant for NQT, RQT and Teaching Assistants (TAs) (for Primary Teachers in KS1 and KS2). Further information/sign up [BOOK HERE](#)
- **Starting 22nd March (one-hour sessions) - Supporting Covid-19 Recovery - Engaging with the Ready to Progress Guidance** - Co-author Clare Christie & the hub leadership team will take you through key strands of the guidance, for you to consider and explore in your own school (for Primary Teachers/Leads). Further information/sign up [BOOK HERE](#)
- **Starting in the Summer term... Subject Knowledge for Teaching Mathematics (SKTM) for Primary Teachers** - we will be running another cohort of this popular Work Group to support primary teachers in developing specialist knowledge for teaching mathematics. Email: [booleanmathshub@clf.cabot.ac.uk](mailto:booleanmathshub@clf.cabot.ac.uk) to express interest.

For further information on any of these sessions please email the Boolean Team directly:

[booleanmathshub@clf.cabot.ac.uk](mailto:booleanmathshub@clf.cabot.ac.uk)

## Amendment: primary testing flow chart for two voids results

Thank you to Northleaze School for spotting an error in the flowchart that we circulated for Lateral Flow Testing in Primary Schools.

The error related to someone recording two void tests. In this circumstance the member of staff should be referred for a PCR test but is not required to self-isolate unless the PCR test is positive.

The flowchart has been updated accordingly and can be found [here](#).

## Staff survey on the implementation of our risk assessments

Thank you to all of you that circulated the survey to your staff. A [summary of the responses](#) are available for your information.

It demonstrates that our staff feel confident in the arrangements that you have all put in place so, once again, thank you for all the work that you and your teams have put into this. Emails have been sent to Headteachers with any specific comments from staff at your school(s).

The next survey will be issued on Tuesday 23 February and whilst we would encourage staff to respond there is no expectation that every member of staff will respond to every survey.

*Louise Malik*

## Updating our Risk Assessments

Delegated Services have issued an updated risk assessment template, following updated guidance from the Government. We have reviewed the updated guidance and feel that our existing risk assessment template adequately covers the majority of the changes.

As we are expecting another major review of our risk assessments in the next couple of weeks, to enable more pupils to return to our schools, we don't think that it is necessary to issue schools with a new risk assessment template at this stage.

There is, however, one area where we are asking you to change your practice in the meantime and this is recruitment; In light of DfE guidance to limit the number of visitors to school sites, we are recommending that schools utilise alternative options to offering face to face interviews.

## Vaccination Data

We have received a request from Bath and North East Somerset (B&NES) to supply information about how many staff we have and how many have already received their COVID-19 vaccinations. We are just seeking some clarification about legally collecting and storing this information but will then need to come to schools to collect this information.

Whilst this request is currently only for schools in B&NES it is likely that we will get a similar request from North Somerset in due course.

In order for you to prepare to provide this information the template provided by B&NES is provided below for your information.

Staff OVER 50 Years of Age	Group 1	Group 2
<b>Total Number of Staff in your Establishment</b>		
<b>Total Number of Staff who have ALREADY been vaccinated</b>		
<b>Total Number of Staff remaining to be vaccinated</b>		

Staff UNDER 50 Years of Age	Group 1	Group 2
<b>Total Number of Staff in your Establishment</b>		
<b>Total Number of Staff who have ALREADY been vaccinated</b>		
<b>Total Number of Staff remaining to be vaccinated</b>		

Group 1	Those in regular prolonged daily contact with students
Group 2	All other staff (ie administration, office-based, kitchen staff and caretakers)

## Pupil Premium - allocation changes from 2021 to 2022

From 2021 to 2022 onwards, the DfE will be basing pupil premium funding on the October census. Pupil premium funding for the financial year starting on 1st April 2021 will therefore be based on the October 2020 census instead of the January census as would have previously been the case. The DfE have said that:

“This change brings the pupil premium in line with how the rest of the core schools’ budget is calculated and will provide both schools and DfE with greater certainty around future funding levels earlier in the year.”

This information has been added to the [pupil premium guidance](#).

Per pupil funding rates will be the same as in 2020 to 2021. Total pupil premium funding is expected to increase to more than £2.5 billion in 2021 to 2022 as more children have become eligible for free school meals as a result of the impact of the pandemic.

## Training on Budgeting and Projecting Income

For those of you who missed the training session run by the Finance Team on Thursday 4 February on Budgeting and Projecting Income, [the slides](#) and [a recording](#) of the session can be accessed when you are able.

If you have any questions about the session or require any additional support, please do not hesitate to contact the Finance Team: [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk)

## Review of Financial Reporting - Changes to Orovia for Budget Monitoring

Following on from our latest update, we advised you that the ‘calculated remaining’ function was going to be removed at the beginning of February for January monitors.

It now appears that there is more development work required by Orovia than first thought to make this change. However, they will be making an adjustment to the system so that the ‘calculated remaining’ column will still be present for a couple of months (potentially until mid April) but it will show as zero.

This means that all adjustments will now have to be calculated by Business Managers, as requested. Hopefully, this will make the budget monitoring process less cumbersome and more meaningful.

## Feedback on Year-End Accounts Closure

Thank you for the feedback that we have received via the SBM hub meetings on the closure of the 19-20 accounts.

We really value this feedback to ensure that we are able to continue to meet the demands of the year-end audit process and be increasingly responsive to the needs of schools.

We have put together a [summary of the feedback received](#) and how we intend to make improvements for the 20-21 year-end processes.

*Sue Warneford Thompson*



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