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## Introduction

With total predictability the weather is glorious for the start of term. I hope that it reflects a spirit of optimism and excitement at the start of a year that we ardently hope will be better and more normal than the last two. You will see that some of this bulletin is devoted to understanding the new arrangements for managing the Covid situation. A lot has changed but we now have more freedom to prioritise education. The government's new strapline is about learning to live with the virus, and that is the driving thought behind our new Risk Assessments too. I think that all of our schools quickly adopted the new RAs and the secondary schools have done a brilliant job of delivering LFTs to pupils in the days leading up to the start of term. We are as ready as we could possibly be.

I am delighted to formally welcome Sharon Roberts to her new post as Director of Education and also Janine Ashman and Isobel George to their new roles in the Centre for Professional Development. In many ways this September marks a new start for us and you will see that the Strategic Plan is now published on the Trust [website](#). We have a big project ahead of us in developing even greater depth to our CPD offer and in our provision for SEND and disadvantaged pupils. I know that we will all work hard and with a real sense of mission to deliver this.

With best wishes for a happy and successful start to term,

Gary Lewis

## Public Health England slide set on COVID-19 Educational and Childcare Settings

Public Health England has produced a really helpful [slide set](#) which captures the current situation.

## Draft COVID-19 risk assessment template for September 2021 & FAQs for staff

A [draft COVID-19 risk assessment template for September 2021](#) has been produced and updated in line with the latest Government guidance and sent to schools. An updated appendix to the RA has also been produced for [Secondary school onsite Asymptomatic Testing](#) as has a [contingency action plan should there be a local outbreak](#).

The Central Team have shared these documents with the Employee Liaison Committee for comment.

All schools should have now updated the risk assessment template to reflect their schools context, consulted with staff and provided their risk assessment on the school website.

[The Central Team have also produced an updated version of the staff FAQs](#) on the homepage of LSP Gateway. Please share this with your staff.

If you have any questions or concerns please contact the Central Team.



## Close contacts and Self-Isolation

The DfE has issued a useful FAQs document on contact tracing and close contacts as it is now very different [Contact Tracing from Step 4 Onwards - Google Drive](#).

The documents mentioned above also covers aspects of the new arrangements for self-isolation. You will know that close contacts no longer have to self-isolate if they are fully vaccinated or under the age of 18 years and 6 months. Those identified as close contacts are advised to take a PCR test. The guidance does not require individuals to self-isolate whilst they wait for their PCR result, unless they have symptoms of Covid-19.

This guidance also provides some useful information on when a school require children to stay at home. This is provided below:

### What is the legal basis for settings to send pupils home to self-isolate?

We are no longer asking education settings to keep children and young people in consistent groups ('bubbles') or to reduce mixing between groups.

As with other diseases, the law allows a setting, in principle, to send particular pupils or groups of pupil's home, or forbid them from attending on a temporary basis if, in the setting's reasonable judgement, this is a necessary measure to protect other pupils and staff from serious infectious disease. This power does not depend on the specific regulations or guidance about coronavirus, though public health advice and the broader picture on coronavirus, including the impact of the pandemic on children's education and wellbeing, will be important factors for the setting to take into account when making a decision.

There is also NHS guidance on when a child should attend or stay off school:

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

For Coronavirus it specifies that a child should not attend school if they have any of the main symptoms of COVID-19:

- a high temperature
- a new, continuous cough
- a loss or change to their sense of smell or taste

There is also [guidance on attendance](#). This clarifies when non-attendance can be recorded as covid related and says that covid related absence should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

## Recording attendance in relation to Covid-19 during the 2021 to 2022 academic year - new guidance

The [attendance guidance](#) has been updated with the addition of a new [addendum](#) on recording attendance in relation Covid-19 in 2021/22. Changes include bringing guidance in line with Step 4 procedures in relation to track and trace, contacts and PCR tests. For example, “Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.”

## Thresholds for instigating the contingency framework

Page 24 of the Public Health England slide set, included in this bulletin, provides some helpful clarification about the thresholds for escalating to the contingency framework. For most education and childcare settings escalation is based on whichever of the thresholds below is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- There are any admissions to hospital for COVID-19.

The grammar and underlining provides helpful clarification that these thresholds apply to the cohort that have mixed closely rather than your whole pupil/staff body.

## Education setting status form

The [educational setting status form](#) reopened for the autumn term on Thursday 26 August. The DfE has asked schools to begin completing the form from the start of term and that they continue to submit attendance data daily throughout September, so attendance in schools and colleges can be monitored after the summer break. From Friday 1 October, the form will move from daily reporting to weekly.

## CO2 monitors

The government has [announced](#) it is funding a roll out of carbon dioxide monitors to education settings. Special schools and Alternative Provision are being prioritised and will start to receive their allocation from September. The expectation is that other schools receive their allocations, or at least part of it, during the autumn term.

There are a number of outstanding questions such as how many devices you can expect to receive, how the devices should be used, how we should respond to particular readings, and any liabilities associated with their use. The Confederation of School Trusts is continuing to talk to DfE about these and other issues with the aim of clarifying these issues in the forthcoming DfE guidance, which we are told will be published when the roll out begins.

## Safeguarding 2021

Trustees have now approved our [Model Safeguarding and Child Protection Policy](#). You will need to adapt and adopt the policy as your own school policy at the first LGB meeting of the term (editable version in Word with notes [here](#)). The Board of Trustees will revisit the policy at their first two meetings. If there is any feedback from schools that necessitates a correction or improvement, we will update and reissue. Please let us know of any feedback.

Please use the Model policy as your policy for staff briefing etc so that we are fully compliant with the new KCSIE. We have produced a [slide deck for safeguarding updates](#) that your DSL may choose to use (there are presenter's notes in the Ppt). Section 7 of the new policy now sets out the duties and procedures for staff in reporting or responding to concerns. This is much clearer and easier for staff to reference.

The [annual declaration](#) needs to be signed and returned to you by all staff (we suggest by the end of Term 1 at the latest). Although the new KCSIE gives us the flexibility for staff who 'do not directly work with children' to read Annex A instead of all of KCSIE Part 1, in our Model Policy we have not taken up this option as there are only a few pages difference and many of our non-teaching staff have very significant interaction with pupils.

There is now a requirement for governors to read the whole of KCSIE. As the document runs to 165 pages this is quite an ask. We will be issuing a declaration for governors to confirm that they have done this but I would like to have some dialogue with Chairs of Governors first, so that this doesn't feel too directive.

There are a great many recommended changes to recruitment processes and Tania is working through our adverts and applications forms to ensure that these are compliant. We have set the goal to be in complete lockstep with KCSIE by the end of this term and hopefully much sooner.

I have updated the [Whistleblowing \(Safeguarding\) Policy](#) - this repeats much of the information from the main policy but also clarifies the protections and support that we have for colleagues if they need to raise a concern or allegation. Once again, if you have suggestions for improvement, let me know and Trustees will amend at their October meeting.

Trustees have reviewed and updated the [Code of Conduct Policy](#) Section A (there were minimal changes and only to improve its readability). Section B is school level. Please ensure that your LGB approves any changes that you wish to make to Section B (dress code etc). If there are none required, you can just splice the two parts together. It would be best to have this done before you issue the Annual Declaration to staff. The link in the declaration is to the model Code of Conduct.

I have not updated the Preventing Extremism and Radicalisation Policy and have removed references to it in the main policy. The new policy covers this topic in some detail, so I will ask the Trustees to rescind the existing Preventing Extremism and Radicalisation Policy (as it is a Trust rather than school policy) when they meet in October.

All the above documents and a few extra bits, including Word versions are on this [link](#) in Foldr.

Gary

## School Condition Allocation (SCA)

As you will know the Central Team have been working on commissioning packages of SCA funded projects across all applicable Trust sites for roofing, fire and windows work. We have been working with Faithful and Gould, as our employers agent, on this and can now confirm that we have commissioned Waterhouse Electrical to deliver a programme of fire projects estimated at £419k and Weatherproofing Advisor Ltd for a programme of roofing and windows work for an estimated value of over £1.2m. Some of this work has already started and the rest is being scheduled over the remainder of this academic year. The Hub Estates Leads will be discussing the projects with the individual schools included over the next few weeks.

In the process of their work, Faithful and Gould have identified increased costs for a number of projects. The increases in costs are due to a number of factors including:

- Additional items that were not identified in our condition surveys,
- Deterioration in condition since the previous condition survey requiring more work to be undertaken,
- Increases in the cost of projects compared to the estimates provided in our condition surveys.

These increased costs and the commissioned projects have been considered in detail by the Hub Estates Leads. In order to ensure that the programme is affordable, the Estates Leads have prioritised the most important projects from a Health and Safety perspective and to support our aims of ensuring that our buildings are safe, warm and dry. As a result, not all of the projects, originally considered as part of the packages, are included in the agreed programme. In addition, it is also necessary to pause any other non-urgent projects, that have already been identified for SCA funding but not been started.

This process has led us to commission a new set of school condition surveys, alongside the mechanical and electrical surveys that are already underway. We have commissioned PHD Property Advisory Limited to undertake the new condition surveys which have now commenced in our secondary schools. We will share a programme for the surveys in other schools in due course. The new surveys will enable us to review our 5 year SCA programme and to plan with improved confidence. The updated 5 year programme will be presented to Trustees on 2nd March 2022 and then shared with all schools.

## Internal audit programme 2021-22

As you will know we are required by the ESFA to have a comprehensive internal audit programme. We contract with One West to provide our programme and are changing our arrangements for the 2021-22 academic year. We are aligning our programme much more closely with items on our risk register and aim to have an agile programme that can respond to risks as the year progresses. As a result, we have only planned audits for terms 1 and 2 and will plan the rest of the programme later in the year.

We have also developed a risk based approach to identifying which schools should form part of the audit programme. This provides a risk based score for each school based on changes in key personnel e.g. Head, Business Manager or Chair of Governors, the number of audits at the school in the last three years and whether the school has a deficit in the current or future years. This risk based approach has identified the following schools for an internal audit in terms 1 & 2:

- Tuesday 19th October 2021 - St Mary's Primary School - Budgetary Control
- Monday 8th November 2021 - Whiteoak Academies - Budgetary Control
- Wednesday 10th November 2021 - East Harptree & Ubley Primary Schools Budgetary Control
- Monday 22nd November 2021 - Whitchurch Primary School - Governance
- Tuesday - 23rd November 2021 - Wraxall Primary School - Governance

One West will be in contact with individual schools ahead of the audit to enable them to prepare.

The programme for the remainder of the 2021-22 year will be determined at the Audit and Risk Committee meeting on 26<sup>th</sup> October 2021.

## Statement of Compliance

As part of the Audit procedures, Lighthouse Schools Partnership are now required to provide a declaration from each school confirming that there has been no regularity or propriety issues identified during the period. An emailed request has been submitted to Business Manager requesting confirmation. Please return the declaration by 07 September 21.

## Director of Education Update

I am very much looking forward to working with you all in the new role. I will be working on Tuesdays, Wednesdays and Thursdays each week. On Tuesdays and Wednesdays I will be out and about in schools and on Thursdays I will be based mainly at the LSP office.

Please note that my email address is now [sroberts@lsp.org.uk](mailto:sroberts@lsp.org.uk) My St Peter's email will remain open for a couple of months so that nothing is lost but I will not be looking at this on a regular basis.

My phone line in the LSP office is **01275 841396 Ext. 608** and my mobile is: **07941865197**

*Sharon Roberts*



## NEW DATE TO NOTE: School Leaders' Meeting - 6th October

For the first time since January 2020, we are planning an in-person School Leaders' meeting. This will be on the morning of Wednesday 6th October. The planned venue is Hangstones Pavilion (8.30am for 9.00am start with finish at 12.00 noon). This will be an important time for us to gather again and really be able to discuss things together. We will also consider the OFSTED framework and our preparation for inspection. It will be particularly important that all schools expecting to be inspected in the coming year are represented. We do however look forward to seeing everyone at this meeting.

## Headteacher School Improvement update meetings TEAMS meetings

You may have already noticed that there are now weekly drop-in TEAMS meetings for Headteachers on Thursdays at 2pm (starting on 9th September). I don't intend these to be long or a replacement for the bulletin but simply as a way of helping Headteachers to be aware of all that is going on in our CPD offer and general school improvement work. I anticipate that these sessions will not take more than 30 minutes each week.

It certainly isn't possible for any Headteacher to attend absolutely everything and is sometimes hard to keep in mind all that your teachers are receiving on training courses and in networks - so this will be a way of helping you understand what is coming up and what you might need to think about and plan for back in school to make the most out of the training your leaders/teachers have attended. We will often hear from network leaders so that you are clear about the sessions your staff after attending. We will also build in reminders of the upcoming deadlines for work and governors' meetings etc. too. My hope is that this will limit the amount of information we have to give out in our face to fact meetings.

We will also keep in mind the EEF guidance on Implementation. [Putting Evidence to Work - A School's Guide to Implementation | Education Endowment Foundation | EEF](#)

We intend to run these sessions weekly for the first term and then review how this is working. If the sessions are helpful, we will keep them - or we might alter things - nothing is set in stone!

## Chairs Development Group

The next meetings of the Chairs Development Group have been arranged for Tuesday, 5 October 2021 (daytime meeting) at 10:30-11:30 and Thursday, 7 October 2021 (evening meeting) at 19:00-20:00. Both meetings will be held on Teams.

Please can you let Jane Norris ([jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk)) know which meeting you would prefer to join and the link will be sent to you. Please also let Jane have any items for inclusion on the agenda. Thank you.

## Ofsted and Section 48 (SIAMS inspections) updated guidance

Ofsted has made updates to the [guidance](#) it had already published on inspections from September 2021, some of which had already been announced:

*41. Ofsted is required to inspect at prescribed intervals all schools to which section 5 applies. The regulations set the usual interval for section 5 inspections as within 5 school years from the end of the school year in which the last section 5 (or relevant section 8) inspection took place. For the first routine inspection of schools after 4 May 2021 the interval will, instead, be 7 years.*

*61. Section 48 inspections (or the equivalent inspection of an academy) are usually carried out every 3 to 5 years (and usually within 2 to 3 years of a new voluntary-aided school or academy/free school opening). Section 48 inspections have been suspended during the COVID-19 pandemic, and will restart in September 2021. The first inspection will be within 8 years of the last, rather than the usual 3 to 5. The lead inspector on a section 5 inspection will check the section 48 arrangements. This includes when the next inspection is due and when the last inspection was.*

*They will write about this in the inspection report. They will ensure that the required consultation has taken place with the prescribed faith body when a school has a prescribed faith body and decides not to use that body's inspection service but to appoint its own inspector.*

*174. Once a school has received its final report, it is required to take such steps as are reasonably practicable to ensure that every parent of a registered pupil at the school receives a copy of the report within 5 working days. After that time, the report will normally be published on Ofsted's reports website. However, we may publish the report any time after the school has received it. Schools may wish to consider whether emails to parents and/or publication on the school's website can fulfil this requirement.*

## Net Zero Carbon Emissions Target of 2035

As you will know the Trustees have established a target of 2035 to achieve net zero carbon emissions across the Trust. I am pleased to be able to inform you that the Trust has secured additional funding of £55,120 from the Government Low Carbon Skills Fund to enable us to produce our Net Zero plan by 31st March 2022. More information to follow in due course.

## PAT Testing



We are pleased to inform you that the PAT testing element of our compliance contract has been tendered separately and a 2 year contract (with an option to extend for 1 year) has been awarded to JR Pat Testing. This award has resulted in a £7000 saving across the Trust.

JRPAT testing are used to working within the education sector and offer a flexible service, including visiting sites in twilight hours if that is helpful.

The activity has been reassigned within Every and the JRT operations team will contact you in advance of your anniversary date to make arrangements for the testing to be carried out. If you have any questions about this contract please do not hesitate to contact me or your Hub Estates Manager.

## Staffing changes

There are a few staffing changes in the Central Team to share with you:

- Toni Corp started with us as Finance Administrator on 5th July. Toni is working from 9:00 to 13:00 every day and will be monitoring the LSPFinance and LSPInvoice mailboxes. Toni can be contacted via the LSPFinance email.
- We are delighted that John Tripp, our finance apprentice, has been able to progress his finance career and has now left us for pastures new. We will obviously miss him in the team, but hope to appoint a new apprentice shortly. We are in the process of training our new staff and will be prioritising the banking and LSP Finance queries to ensure continued support. Please let us know if you any unresolved issues that need attention and we will address these at the earliest convenience
- Konstantinos Perdikis, our HR Advisor, is sadly leaving LSP after nearly 2 years. He is taking up a HR Business Advisor post at the National Star College. This is an independent specialist further education college for people with disabilities. We wish him all the very best in his new role. His last working day with us will be 22nd October and Tania has advertised for his replacement.
- We have appointed Neill Bird (also School Business Manager at St Mary's) to a fixed term post of Compliance Officer. The role of Compliance Officer is for 12 months and for 22.5 hours per week. Neill will be starting in the week commencing 13th September. The role of Compliance Officer has been established to improve our practice and support schools (particularly small schools) in areas such as GDPR, risk management and our new target to become net carbon zero by 2035.
- We have advertised for a Governance Professional to act a clerk to the Board of Trustees and to line manage and support our Clerks to Governors. The advert closes on the 26th September.
- We are also advertising for some additional capacity in the HR Team, on a fixed term basis, to support the ongoing implementation of the Civica core HR system and modules.

Once our appointments are made there will be 28 members of the Central Team (albeit many of them part time with an overall FTE of 20) and we no longer have sufficient room in the Central Team offices. We will, therefore, be continuing with a blend of office and remote working for the Central Team. However, this should not impact on the quality or availability of services to schools. We are in the process of introducing new telephony arrangements which should enable schools to contact members of the team seamlessly, regardless of whether they are office based or working remotely.

## Support Staff Pay Award and term time only factors

On 27th July, the National Employers for Local Government Services [wrote](#) to Chief Executives in England, Wales and Northern Ireland increasing their pay offer for NJC support staff, making a final offer of:

- With effect from 1 April 2021, an increase of 2.75 per cent on NJC pay point 1.
- With effect from 1 April 2021, an increase of 1.75 per cent on all NJC pay points 2 and above.

Completion of the outstanding work of the joint Term-Time Only review group.

The NJC unions are urging the National Employers to rethink the offer It is likely to be at least six weeks from when it was issued before the pay award is finalised.

As you will know we are planning to implement the April 2021 pay award alongside corrections to the calculation of the term time only factors. This will ensure that the term time only factors are corrected whilst also ensuring that no staff are at a financial detriment.

We are planning to consult our Employee Liaison Committee with our implementation plans in the next couple of weeks and will confirm arrangements once this is complete. In the meantime this is an outline of our proposed arrangements:

- The correction of the term time only factor and the pay award will be implemented at the same time and both backdated to 1st April 2021. The timing of the implementation will be dependent on when the pay award is agreed. The earliest that we expect this to be implemented is in November salaries.
- The Central Team will produce instructions for schools and a template letter for individual members of staff along with a tool to produce a statement of the financial implications. We plan to issue this to schools in the bulletin on 21st September.
- Schools will be asked to go through the process to assess and produce a statement for each staff member between 21st September and 23rd October and sharing it with staff.
- Schools will need to update Civica and Orovia for the new factors but only when the pay award has been agreed. We will provide further advice on when and how to do this. The Central Team update the pay scales in Orovia at the same time.
- The Central Team will raise accruals on schools behalf for the estimated net effect of the April 2021 pay award and the correction of the term time only factors for the period April to August 2021. As the pay award has yet to be agreed, and because the impact of the corrected term time only factor will be different for individual members of staff, this net effect has been estimated at 1%. In reality, the net effect could be different than this in individual schools and any difference between the action cost and the estimated accrual will need to be accounted for in the 2021-22 financial year. The difference is not expected to be material.
- Whilst the arrangements will not be finalised until 21<sup>st</sup> September, schools may wish to share these proposals with effected staff.

Please note that a net increase of 1% for the pay award and the correction of the term time only factors is currently projecting in Orovia in 2021-22 and will remain in place as our 'best guess' for additional cost implications until the pay award is agreed. Please remember that, for budget monitoring purposes in 2021-22, until the pay award is agreed and updated in Orovia, schools will need to add on the estimated 1% increase for those months where staff have been paid in order to project salaries as accurately as possible to year end. This will be particularly important if there ends up being a substantial delay in any pay award being agreed but is no different to most years when pay awards are implemented late and backdated.

## Civica Update

There have been a lot of changes taking place with the Civica Project. Below is an update on where we are and the future plans.

### So far

During the end of last academic year the Central HR team have been working with our payroll provider FS4S to carry out parallel runs for the payroll months January until March. Our pilot schools have worked well with us in entering their data for these months, and the Central team have been adding the data for the remaining schools for these months.

Prior to the end of term 6 we asked schools to enter a few pieces of data into Civica, following the training they had received. This data comprised of: 2 new starters, 2 amendments and 2 leavers, from any of the payroll changes that took place between April until September.

Over the summer the Central HR team have been inputting the remaining payroll changes to the 24 schools, for the months of April until September to get the HR system up to date ready for September 2021.

### What now

Whilst school's have received training on Civica we realise that over the summer this knowledge may need refreshing and so we are looking to arrange face to face training sessions in the 3<sup>rd</sup> week of September. This will enable Business Manager's/Admin to bring along their payroll inputs for October and be able to input this as part of the training session, whilst having the support of the Central HR team on hand.

We will be extracting data from Civica for the October payroll, which means that the data in Civica will affect pay for all staff. We will still require schools to send their payroll forms to FS4S, so they can process payroll should there be any issues with the data. If FS4S identify any errors, you will be informed of this, however because this will be after the deadline date you may incur payroll charges. The Central HR team will also be running reports on the deadline date to identify gaps in data, and we will inform schools of these. However, the accuracy of the Civica input/payroll will ultimately be the responsibility of the school.

We would like school Business Manager's to review the Civica system to ensure that they have all staff entered in the system correctly as directed by the training received and the guidance notes provided ([in Teams](#)), and to raise any queries with the Central HR team. School's have until 30<sup>th</sup> September to complete this task. We are asking schools to check this data as our payroll will be extracted from the Civica system, so it is important that this data is accurate.

### Future plans

During term two we are looking to onboard 'employee self service', which will enable all our employees to check their personal details and update next of kin, changes to their address, etc. We will also be developing Schoolslink, which will allow schools to pull and push data between Sims and Civica, reducing on data entry and enabling additional reporting. During term 2 we will be developing the recruitment module in Civica. Later in the academic year we will be developing the learning and development module, with an aim to launch appraisals via Civica.

A big thank you to everyone that has been working in the Civica system over the past year, we have made huge steps forward with the project, and the future is also looking very exciting too! We look forward to working more with each of the schools over the coming months. Your support will certainly make this project a success and is very much appreciated.

If you have any questions, please contact Tania Newman ([tnewman@lsp.org.uk](mailto:tnewman@lsp.org.uk)).



## Future funding arrangements

The DfE has issued a consultation on the hard implementation of the national funding formula. They have also issued the outcome of their review of sparsity funding. The review of sparsity funding is good news for some of our schools in rural communities but not all of the additional funding values are known yet.

We have produced a [summary of the consultation and the sparsity outcomes](#) for your information. We have also drafted [a response to their consultation](#). We would welcome any comments or changes that you would like us to make to our draft response or you may use or amend our draft response if you want to submit your own response. The consultation closes 30 September 2021.

We have also had some information on 22-23 funding for schools. In our budgets we assumed no increases in funding rates but it looks like there will be a 3% increase in the majority of funding factors and 2% in other areas (FSM & the minimum funding level which is going up from £4,180 to £4,265 in primary and from £5,415 to £5,525 in Secondary. This is also positive news for schools. We are producing a tool to enable you to estimate future funding allocations incorporating this information and this will be available in October. Funding beyond 2022-23 will be determined by the next spending review.

## Fixed Asset Registers

Just a polite reminder Fixed Asset Registers were due to be returned prior to the summer break on 21 July 21, to date we have only received 6 schools.

The school templates can be found [here](#) in Foldr. Please ensure these are returned as a matter of urgency please.

## FS4S Outlook - PASSWORD CHANGE

Please be advised that all FS4S Outlook passwords will be reset on the 7<sup>th</sup> September 2021 after the September payroll window has closed. LSP Central Team will contact the Business Manager for each school and advise them on the 8<sup>th</sup> September of the updated password.

Please keep the password confidential. Please contact Natalie Fear if you require any further information. Thank you.

## Monthly Finance Checklist

We have updated the Monthly Finance Checklist to include a request for schools to upload a summary of the May pupil census (19<sup>th</sup> May 2022) as well as the October (7<sup>th</sup> October 2021) and January (20<sup>th</sup> January 2022) censuses. The revised checklist is available [here](#) in Foldr. We aim to keep this checklist under regular review so that it is as helpful as possible, so please do not hesitate to give us feedback on school support visits/calls.

As you are aware, there is a requirement to upload a completed copy of the checklist, along with a completed credit card template for each credit card held by the school, by the 10<sup>th</sup> of each month, or as soon as reasonably practicable should this deadline fall within a school holiday. The receipt of these checklists are reported to our Finance Trustees on a monthly basis, but additionally they help the Central Team ensure that schools are “audit” ready and enable us to better support those schools who need it. Please ensure that these checklists are uploaded on a monthly basis. Thank you.

## 2021-22 Budgets

Your submitted 2021-22 budgets will be uploaded into PSF once the final outturns have been confirmed by the auditors in early November. An earlier upload of the budgets will overwrite the existing approved budget on PSF for 2020-21. Please advise the Central Finance Team if you would like a revised submitted budget uploaded at any time in the future (for those circumstances where the LGB have agreed a change to the budget in-year). However, please be aware that the monthly monitoring reports will be uploaded against your revised budget thereafter unless you advise us that you would like to continue to monitor against your original submitted budget.

## External Audit and Year-end processes

The deadline for completion of your Audit Workbook is **20<sup>th</sup> September**. You do not need to send us your completed workbooks - we will access them from Foldr and they will remain in Foldr for your information. However, please do **not** make any changes to your workbooks after this date.

We are doing as much as possible in the Central Team to ease the burden of the year-end procedures. To ensure consistency between schools for the year-end accruals, we would like to reiterate that the Central Team will calculate either the deferred/accrued income for:

- Rates relief
- UIFSM
- Pupil Premium

The Central Team will also analyse and post entries for accrued rates expenditure and has already calculated and posted entries to PSF for the deferred expenditure for Pension Deficit. We will also produce accruals on the behalf of schools for the estimated net effect of the April 2021 support staff pay award and the corrections to term time only factors (more information on this is provided elsewhere in this bulletin). The Central Team will also enter journals for the year end schedules provided by schools in the audit workbook. Please note that we will also carry out the corresponding adjusting entries in the new year. Please do **not** do these in PSF yourselves. Any changes to coding for entries in the Audit Workbooks will be highlighted on the workbooks themselves. Any additional journals processed by the Central Team will be included on a spreadsheet available for you for information shortly in FoldR under Audit 2020-21.

Our External Auditors are planning to visit the follow schools as part of their audit field work:

- Bishop Sutton
- Yatton Infants
- Yatton Juniors
- Portishead Primary
- Gordano School

The Auditors will be beginning their work with us on 4<sup>th</sup> October and expect to be with us until 25<sup>th</sup> October. The second week, commencing on 11<sup>th</sup> October is when the school visits will be undertaken. Dates and arrangements will be provided nearer the time, although it is anticipated that much of the work will be undertaken remotely as long as information is available.

Please remember that the deadline for 2020/21 entries to PSF is **13<sup>th</sup> September**. You will be able to make journal entries up to and including this date, but any adjustments thereafter will need to be made by the Central Team on your behalf.

The Central Finance Team will be producing an Orovia monitoring report for you in early September, once the August payroll is in PSF. We are planning to input all schedules from the audit workbooks by **4<sup>th</sup> October** and will produce a new monitoring report for schools on the **6<sup>th</sup> October**. This will give schools an initial indication of the year-end outturn but this will still be subject to change by the auditor's adjustments. If you have any journals to be processed after 13<sup>th</sup> September, please complete the csv journal template provided [here](#) in Foldr, and send to [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk) by **4<sup>th</sup> October**. Please do not send the template to individual email addresses as this could result in double-entries. Journals received by **4<sup>th</sup> October** will be included on the Orovia monitoring report produced on **6<sup>th</sup> October**.

**For all audit enquiries/submissions could we please ask that the subject field starts with "AUDIT" - these will make the Audit queries and documentation easily identifiable. Please do not send to individual email addresses.**

Schools will then have a two-week period, until **15<sup>th</sup> October**, to review your projected outturn and raise any queries. The Finance team will be supporting schools with this process. Any journal adjustments needed, when you have reviewed your outturn need to be sent to the Finance Team by no later than 19 October (again using the template and sending to [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk)). It is our intention that the finalised outturn position will be confirmed in early November.

## Claiming Gift Aid on donations

We have been asked by a few schools about claiming gift aid on voluntary donations received. The Finance Team have therefore registered with HMRC for this purpose. You will need to ensure that any donations received are eligible for gift aid and we have produced the a sheet for your information. You will also need to ensure that a declaration form is completed (either hard copy or electronically if you prefer) for each donation and these declarations must be retained by schools as a clear auditable record. A copy of the declaration form is available to download.

The Finance Team propose to do an annual claim on behalf of all schools in September for the previous financial year. Schools will need to add details of their donations to the template available to download. The gift aid income received will be apportioned back to schools as appropriate, but may take a few months to be processed by HMRC.

If you think you may have received eligible donations and have the appropriate declarations in place, please complete the template and return to [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk) by 20<sup>th</sup> September 2021. Once their template has been sent to the Central Team, schools should ensure that they include the expected gift aid reimbursement as accrued income on their Audit Workbook.

You can find all the gift aid documents in [here](#) in Foldr.

## Fischer Family Trust

A recharge has been posted to each of the schools 9316 Income Control accounts, please be advised this covers the period of 01/04/21 - 31/08/22 therefore the schools will need to provide a schedule on their audit workbooks for 12/18's of the expense as a prepayment.

# DfE/OFSTED INFO AND UPDATES

## EYFS updates from DFE and OFSTED

[Changes to the early years foundation stage \(EYFS\) framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/ofsted-eif-inspections-and-the-eyfs/the-eyfs-in-schools)

<https://www.gov.uk/government/publications/ofsted-eif-inspections-and-the-eyfs/the-eyfs-in-schools>

## School Inspection Handbook

Click the link for updates to the School Inspection Handbook: <https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook>