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## Coronavirus (COVID-19) summer school claim form

The coronavirus (COVID-19) Summer school claim form is now live. The deadline for your submission is 23:59hrs on 01 October 2021. The DfE have published [guidance](#) to help you complete the form.

You can [read more on GOV.UK](#).

## COVID-19 vaccination programme for children and young people: guidance for schools

Public Health England has published the [guidance](#) on the Covid-19 vaccination programme for 12-15 year olds. The guidance should be made available to all members of school teams who need to know about the programme. A briefing note has also be organised by the CST:

[Briefing note on the COVID-19 vaccination of 12-15-year-olds | Stone King](#)

## ANNOUNCEMENTS, INFO & UPDATES

### Introduction

Sharon Roberts and I had a very interesting conversation this morning with governors from Chew Valley School about how we use tracking data to hold leaders to account in a period when all our usual metrics and indicators have been interrupted. In secondary schools we don't currently have our usual starting points in KS2 SAT outcomes and scaled scores, GCSE and A level grades have been inflated and are not nationally moderated, our grade boundaries are not yet known and I could keep listing the difficulties. It feels like the educational equivalent of flying through a magnetic storm, we can't see out the window and the needles on the dials are spinning. It is the same in some ways in primary phase, although NFER tests and our previous habits of cross-Trust moderation will put us in a somewhat better position.

Rather than offer a counsel of despair, we need to place greater reliance on the tools for exploring quality of provision that remain. Our School Improvement Advisors see a great number of schools and they are able to offer evaluation and guidance based on this perspective. It is more important than ever that governors can participate in School Improvement visits so that they can be part of this dialogue. The data on pastoral and SEND provision remain vital indicators of school effectiveness. Qualitative data from pupil discussion and work scrutiny can show the impact of teaching and leadership. Most of all, the ability to work across a number of schools, moderate pupils' work and compare outcomes will stop us becoming too parochial in our view of standards. I left the meeting thinking that we must grasp this opportunity to really think through the validity of the information that we use for self-assessment. Heads, you are on warning that Sharon and I would like to talk about this at our Leaders' Meeting next month!

On a somewhat related theme, you will see later in the bulletin information about changes to the way that we need to conduct monthly budget monitoring. The Academy Trusts Handbook requires us to prepare our monthly accounts on an accruals and prepayments basis to improve accountability and support strong decision-making. This is a new and additional challenge for our Business Managers and Central Team and we thank them in advance for the work and changes that they will need to make to ensure this works well.

### Policy Update

The LSP Code of Conduct has been updated and can be found on the [LSP website](#). Please advise staff and update your records.

## Reminder: Trust SEND Policy for adoption by each Local Governing Body

Following approval by Trustees on 29 June schools need to ensure there is a link to the updated [LSP SEND Policy](#) on your school website once noted by your own governors at a meeting of the local governing body. This policy does not replace the school's own policy and arrangements for SEND. (Those trust schools with new live E4Education websites do not need to do this as the LSP policy page already reflects through onto your website).

Please can you let Jane Norris [jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk) know **by the end of September 2021** that this action has been completed. Thank you to those schools which have already confirmed this.

Schools that are due to be inspected will need to signpost Ofsted to the Trust SEND Policy as well as their own SEND Policy.

## Register of Business & Pecuniary Interest Form

[The Register of Business and Pecuniary Interest Form for 2021-22](#) is now available for senior staff to download and complete via the LSP Gateway on the Policies & Documents page. Please note that, following the update to the Business Ethics Policy, schools only need to maintain a register of business and pecuniary interests for Governors and senior members of staff - for any business interests that they, or any member of their immediate family have.

Senior members of staff include:

- All members of the Schools Leadership Team
- All members of the Schools Finance Team
- Any members of staff that have, or contribute towards, authority to spend - such as budget holders

A copy is also available in Foldr [here](#) to be shared with Governors in your school. Please also click [here](#) to view a form to summarise the responses from Governors and senior staff.

The completed Register of Business and Pecuniary Interests should be reviewed by the Local Governing Body and the summary form then returned to [jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk) by no later than Friday 24 September 2021.

## Reminder - Declaration of Gifts & Hospitality

Please see [here](#) the LSP Business Ethics Policy which sets out our approach to registering gifts and hospitality.

The aim is to prevent people (such as Headteachers or Trustees), who can influence the strategic direction of the Trust or who take key commercial decisions, being compromised through the receipt of gifts.

Teachers and staff receiving end of term gifts from parents do not fall into this category and no end of term declaration is required. The only obvious exception to this would be for a Headteacher or Business Manager receiving a gift of significant monetary value from a family that is also a business supplier.

Please consult the policy and if necessary refer the matter to Louise Malik for advice.

Please return your [declaration of gifts](#) to the central team ([jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk)) by 24th September.

## RPA survey

As part of the risk management process the RPA require each school to complete a Smart Survey questionnaire for the academic year 2021/22 (which can be accessed by clicking on the link below).

This is a requirement of the RPA scheme and allows them to assess if we are meeting the minimum standards required or if we may need additional support. It is also an opportunity to let the RPA know what subjects they should consider for future risk management workshops and guidance.

The survey should take no longer than fifteen minutes to complete and be returned by no later than the 27th September. [Here](#) is a partially completed survey to help you with this. We have highlighted the answers in blue that we think apply to all schools in the Trust (questions 5,6,7,11,12,14,15). However, there are some questions that require a specific answer from each individual school (questions 8,9,10,13,16,17,18)

In the main part of the survey you are given 4 options to choose from. Please select the one that best describes your risk management standards in that area. If you need further guidance on this, please refer to the enclosed worked example.

Please inform Jane Norris ([jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk)) when you have completed the survey as the Central Team are required to monitor your responses.

If you have completed a similar survey within the last 12 months you will still need to complete this one, as the RPA say that there have been significant changes to the survey and circumstances may have changed in this period within your school.

<https://www.smartsurvey.co.uk/s/TFAE4X/>

## DfE consultation on Prioritising schools for the School Rebuilding Programme

In June 2020, the Prime Minister announced the next phase of plans for improving the condition of the school estate, focused on a 10-year programme of school rebuilding. The School Rebuilding Programme was launched with a commitment to replace or refurbish buildings at 500 schools over the next decade.

The DfE has already prioritised the first 100 of the 500 schools in the poorest condition in the estate, using the department's Condition Data Collection (CDC). They are now consulting on how they prioritise schools for the next phase of the programme.

We have produced a [summary](#) of the consultation 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 8 October 2021.

## 16 to 19 tuition fund 2021 to 2022 form

The DfE are reminding eligible institutions to complete the [16 to 19 tuition fund form](#).

The deadline for your submission is 11:59pm on 30 September 2021.

You can read the [16 to 19 tuition fund: 2021 to 2022 guidance](#) to help you complete the form.

## HT Briefing

There is a [recording](#) of last Thursday's session on Appraisal led by Gary in Foldr. It is important that all HTs have watched this before undertaking appraisals this term.

This week's briefing will give you an overview of the work of the Science and Assessment networks over the coming year. There will also be some updates on Reading Audits and Safeguarding Audits.

Below is a link to a document you might have missed as it was published by the DFE on 19th July and outlines assessments for 2021/22 and the information that will be published.

<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures>

## RAPPs

Thank you for all your work on these over the last few weeks - it is always so helpful to have a clear map of the journey that we will share together over the year. A gentle reminder that the deadline for your RAPP to be sent to LSP is September 30th. Please send a copy to me, your SILP and to Jane Norris for central records. This document must, of course, also be shared with governing bodies and agreed by them this term. If you make any updates to the document over the year please make sure to send an updated copy through so that central records are accurate.

*Sharon Roberts*

## Data Incident Report Form

To make the reporting of data breaches / potential data breaches easier in future a new [form](#) is to be used.

As a reminder, any breaches / potential breaches need to be reported to the headteacher in the first instance and then emailed to: [DPO@lsp.org.uk](mailto:DPO@lsp.org.uk), which should be within 72 hours whenever possible.

## Business Continuity Plan

So that I can best support schools, please may I ask for those who have a Business Continuity Plan (sometimes otherwise known as a Disaster Recovery Plan) to send me their most up to date copy.

*Neill Bird*

## Support Staff Pay Award and term time only factors

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 have now consulted with our Employee Liaison Committee on our implementation plans and can confirm that we want to go ahead as planned and detailed below:

- 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 now have produced [instructions for schools](#) and template letters for individual members of staff ([letter 1](#) and [letter 2](#)) along with a [tool to produce a statement](#) of the financial implications.
- Schools are asked to go through the process to assess and produce a statement for each staff member between 21st September and 23rd October and share 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.

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.



## Monthly Accruals and Prepayments

As Business Managers will be aware from the presentation at the SBM Away Day on 1<sup>st</sup> July, we are introducing monthly accruals and prepayments for the 2021-22 financial year. The reason for this change is that the ESFA require monthly management accounts to be prepared in line with the accruals concept, and we have, up until now, only actioned accruals and prepayments as part of our year end procedures.

Please be assured that we have considered how to incorporate these proposals into our accounting procedures to ensure that it will both support our decision making and make an effective use of our capacity. For this reason, the Central Finance Team will process monthly journals on school's behalf. Some of these are relatively straightforward for us to identify, including the following income streams:

- Pupil Premium
- Recovery Premium
- Rates relief
- UIFSM funding
- Pupil Growth funding
- PE & Sports Premium

The Central Team will also identify and process monthly journals for some expenditure including:

- Core Services recharges
- Other recharges to or from the Central Team, including Service Level Agreements and secondments
- LGPS pension scheme

We have agreed an annual materiality value of £12k or £1k per month, meaning that accruals and prepayments will only be processed monthly for item or this value or greater. This should reduce the number of accruals and prepayments required at school level. Please be aware that, where accruals and prepayments are processed by the Central Team, we will be consistent across all schools, which may mean that the values for some schools may be less than the material value agreed.

Schools will be required to consider and identify any local income streams and any locally agreed expenditure for contracts that fall into this category and where monthly accruals, or prepayments will be necessary. Schools will need to add these details to a schedule request template that will be supplied for this purpose and the Central Team will then process these monthly journals on your behalf. We are finalising some detailed guidance to share with you in the next Bulletin, but in the meantime, have included the [link](#) to the presentation delivered at the SBM Away Day for your information.

We are aware that due to year end procedures, identifying and processing monthly and accruals in September will be difficult at school level and for the Central Team. The aim will be for the Central Team to start monthly recharges for Core Services and other charges for SLAs and secondments between the Central Team and schools in September, but to implement accruals and prepayment in full by the end of October for both September and October, and on a monthly basis thereafter. Additionally, it is important that Federated Schools undertake recharges between their schools on a monthly basis. This means that the spend to date information from PSF up until end of October and uploaded to Orovia during the first week of November, will include up to date accruals and prepayments. This will mean that schools will be required to advise the Central Team of those areas of income and expenditure that need accrual or prepayment journals to be processed by 22<sup>nd</sup> October. The template for this will be provided alongside the guidance next week.