



*In this week's edition...*

<b>ANNOUNCEMENTS, INFO &amp; UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Introduction	All	Info
Health and Safety monitoring by LGBs and Trustees	Headteachers & SBMs	Info
Logging reportable incidents & near misses	Headteachers & SBMs	Action
December pay date	SBMs	Action
CoPD Bulletin	Headteachers & SBMs	Info
LSP Christmas Card Competition	Headteachers	Action
<b>COVID UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Flowchart for events - particularly with Christmas approaching	Headteachers & SBMs	Action
<b>FINANCE UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
New/Amended Supplier Template	SBMs	Info
<b>FOCUS ON GOVERNANCE</b>	<b>AUDIENCE</b>	<b>TASK</b>
Governor Training	Chairs & Clerks	Action
Governance Update	Chairs & Clerks	Info



## Introduction

One of our Headteachers recently described the experience of leading schools this year as being like working with a hangover. While personally I have no idea what that would be like (!), I recognise the analogy as being very valid. The cumulative impact of the COVID disruption is certainly making this year far more complicated: we have less assessment information than we would want; we all feel pressures about 'catch-up' and recovery curriculum; we have had all the worries and disruption of the high COVID rates at the end of Term 1; Ofsted are back in town; and pay settlements are slim or non-existent. These factors must be behind the increase in union challenges that I have seen in recent weeks and a new theme of concern being raised on staff workload and well-being. I am afraid that I have no magic solutions to offer but I do encourage Heads and governors to emphasise the measures that we have in place to manage staff workload and to continue to be very mindful about retaining staff goodwill. I'm sure that this will elicit some feedback from you. Let me have it!

Gary

## Health and Safety monitoring by LGBs and Trustees

Thank you for submitting the minutes from your Health and Safety committee or equivalent. There is some really good practice being demonstrated through the minutes but also some examples where this good practice isn't so clear to see. This could be because the minutes do not detail the consideration that LGBs are giving to this issue, or it could be because the LGB are not covering this area in sufficient detail.

As you will know there are a set of standard reports for LGBs to review that can be easily produced from Every. LGB's are asked to review this information at their Health & Safety Committee, or equivalent, at least three times per year. The Standard reports are:

- Compliance Matrix Report
- Compliance by Category and by Staff Member
- Open issues list for specific categories

A workshop for Governors was held in March and the slides can be accessed [here](#). The slides contain details of roles and responsibilities and examples of the reports detailed above. A further Health and Safety training session for Governors is being planned for the spring and more details will follow.

If you need any help with Health and Safety reporting, please contact your Hub Estates Lead.



## Logging reportable incidents & near misses

In October 2020 we launched a new process to record/escalate reportable incidents and near misses. There have been a relatively small number of incidents and near misses reported in the last year so we would like to take this opportunity to remind you of the arrangements in place.

Please click [here](#) to view guidance notes for this process.

Logging reportable incidents & near misses (events that do not cause harm but do have the potential to cause injury or ill health) in Every not only provides an organised work flow that ensures all relevant parties are kept informed and that the necessary actions are taken, but will also give us a robust audit trail and a tool for reporting on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) at School and Trust level.

When you log an issue for a Reportable Incident in Every you will receive an auto reply to confirm that your Hub Estates Manager has been notified of the incident, they will then forward the information on to Delegated Services for review and/or action.

The issue will be 'completed' by your Hub Estates Manager on Every at such time as Delegated Services have either confirmed that they have reported the incident to the HSE or that it is unnecessary to do so. In the case of near misses, the issue will be closed when any necessary remedial action has been taken.

Delegated Services have provided the following brief reminder of the importance of reporting incidents & near misses:

'Reporting near misses and the more serious incidents is a measure of a sound health and safety system. A near miss can be analysed and, hopefully, the issue successfully addressed, controlled and a serious incident averted in the future. A more serious incident is where external professional medical support is needed, either on site or at, for example, a hospital. It is essential to look at these cases in detail, see what can be done to stop a repeat, and, if needed, capture absence of 3 days or more and report it to the school's health and safety committee. At the most serious end of the scale, in certain given cases a RIDDOR report is necessary to the HSE by law. This covers over 7 day absence, certain injuries through, in the worst case, to death. The HSE will decide if it is in the public interest to investigate. These cases will also need reporting to the school's health and safety committee and to the Trust.'

If you have any questions regarding RIDDOR or the process within Every then please do not hesitate to contact Delegated Services (for RIDDOR) or your Hub Estates Lead (for Every).

## December pay date

Please note that the pay date for December salaries will be Friday 17 December. The schedule for the associated deadline dates for processing are as follows:

Month	DEC
Payroll deadline to payroll2@fs4s.co.uk ***	26-Nov
Send CCV Schedule to FS4S	3
Prepay reports sent to secure email for school review and sign off	6
CCV Report sent to LSP Central	6
Prepay confirmation deadline for schools to notify payroll2@fs4s.co.uk	8
<b>Pay day</b>	<b>17</b>
Reports emailed to the secure email address	24-Dec

## CoPD Bulletin

Click [here](#) to read this week's CoPD Bulletin.

## LSP Christmas Card Competition

We would like to invite primary and secondary school pupils to create a festive design for this year's official LSP Christmas card on the theme of Environmentally friendly.

The winning three designs will feature on our website, twitter feed and LSP Gateway where staff will be able to send as an ecard.

Please send entries to [cgiordmaine@lsp.org.uk](mailto:cgiordmaine@lsp.org.uk) by Friday 12 November.



## Flowchart for events - particularly with Christmas approaching

Many schools have been asking if Christmas events, such as nativities, can continue whilst our increased COVID-19 control measures are in place. We think that this is possible as long as social distancing, good hand hygiene and ventilation can be maintained. We have produced a [flowchart](#) to help you to assess your event and whether it can be safely delivered. If you decide that you can go ahead with your event please ensure that you complete a risk assessment for the event so that everyone is clear and can be assured of the arrangements in place.

# FINANCE UPDATES

## New/Amended Supplier Template

The [new/amendment form](#) for setting up suppliers has been amended to include the checks undertaken by schools in relation to IR35.

Please ensure that prior to placing a request for a supplier to be set up that the school making the request has followed the IR35 guidance, received confirmation from the Central Finance Team and also supplied all documentation.

Further detail of the requirements can be found in the guidance [here](#).



## Governor Training

We have now arranged the sessions for new governors “Effective Governance - new to LSP”.

This training will cover the role of School Governors, exploring how Governors work with Headteachers, tips for making a positive difference. These sessions will be held on Microsoft Teams.

Two sessions are available, either: Thursday 25 November 11.00am-1.00pm or Monday, 6 December 7.00pm–9.00pm and are aimed for those new to governance positions at the Lighthouse House Schools Partnership.

To book a place, please email Jane Norris: [jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk)

## Governance Update

### SOURCE: THE KEY:

- 4 out of 10 schools do not expect to use National Tutoring Programme (Schools Week)
- DfE Covid Survey shows 41% of schools would use an extended school day for a mix of enrichment and catch up teaching.
- Education Secretary wants all schools to meet national average of 6.5 hr school days.
- Bill to prevent emergency school closures passes first test. Ed. Sec. says he has “no plans whatsoever to close schools again”. (BBC News)
- New analysis shows how 2<sup>nd</sup> lockdown widened learning loss (Tes)
- South West England worst hit by Covid absences in week before half term (Schools Week)
- Ofqual to consult on improving accessibility of exam questions (Tes)
- “Chronic” lack of investment in primary school libraries (The Guardian)

### SOURCE: NGA:

- Latest DfE School Governance Update Nov 2021: school governance update
- Govt. Spending Review: +£4.7bn over next 3 years = approx. £1500 per school
- £1.8bn in extra recovery funding
- £2.6bn capital funding for SEND education
- 30 hours free childcare guidance has been updated to include resources to assist in promoting equality and inclusion for early years children with SEND.

### SOURCE: DfE:

- In June 2021, the government [announced a £153 million investment for early years](#) and further detail on this funding is now available. The additional funding for early years will provide:

Further information on the previously announced [early years professional development programme](#) is also available on the Education Development Trust website.

- Free of charge access to Nuffield Early Language Intervention (NELI) for 21/22: registration has now closed **BUT** if you want to access then please contact [primary.enquiries@oup.com](mailto:primary.enquiries@oup.com)
- For your school to take part in research into education recovery strategies please contact: [hello@cfey.org](mailto:hello@cfey.org)
- Latest findings in research for pupil progress in 20/21 released: latest findings
- New laptops/ tablets and 4G wireless routers (no SIM cards) available via “Get Help with Technology Service”. Invitation to order emails will be sent to schools through November and December:
  - allocation based
  - school responsible for ensuring appropriate content filters and device management systems are in place before distribution to pupils
- Grants available to support cost of set up/ providing connectivity via [www.gov.uk](http://www.gov.uk)
- Schools have been asked to remind pupils/ staff of the importance of regular Covid testing.
- Climate Leaders Award to be launched. Similar to Duke of Edinburgh scheme, but with climate change focus.

John Purcell

