



*In this week's edition...*

<b>ANNOUNCEMENTS, INFO &amp; UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Fair Access Protocol Consultation	Headteachers	Action
Ofsted Webinars	Headteachers	Info
NTP - Academic Mentors	Headteachers & SBMs	Info
NFER Products	SBMS	Info
GDPR Training - iHASCO	SBMS	Action
Aspens Surveys	Headteachers & SBMs	Action
<b>FINANCE UPDATES</b>	<b>AUDIENCE</b>	<b>TASK</b>
Monthly Accruals and Prepayments - Closing periods on PSF	SBMs	Action
Neo People	SBMs	Action
<b>FOCUS ON GOVERNANCE</b>	All	Info



## Fair Access Protocol (FAP) Consultation

The North Somerset Fair Access Protocol (FAP) has been updated to reflect the statutory requirements of the 2021 School Admissions Code that came into force in September 2021, along with updates to the process used in North Somerset to ensure that those pupils without a place who meet the FAP criteria are offered a place and start at a new school with urgency.

The FAP requires the support of at least 50% of schools. As such, can you please return a completed response form to [SchoolAdmissions.Officer@n-somerset.gov.uk](mailto:SchoolAdmissions.Officer@n-somerset.gov.uk) by 27th April 2022.

Click [here](#) to access the draft FAP, summary highlighting the main changes and attached is the response sheet.

## Ofsted Webinars

Ofsted has announced some new webinars. The one on Monday might be helpful if you are in the window.

[Education inspection framework \(EIF\) inspections in primary schools \(Monday 28 March, 4.30pm to 5.30pm\)](#)

[Inspections and the COVID-19 pandemic \(Monday 9 May, 3.30pm to 4.30pm\)](#)

[Inspections and teachers' workload \(Monday 13 June, 4pm to 5pm\)](#)

OFSTED write: We have picked the webinar topics and content carefully to focus on key points and on the areas that can sometimes cause confusion.

We really hope you can attend the live events, but we will also record them and put them on our YouTube channel.

You can [register to join as many of these sessions](#) as you like.

## NTP - Academic

It's not too late to appoint an Academic Mentor for your school. Log into your Tuition Hub platform, select the tab at the top that says "Academic Mentor" and complete the order. Once the order is raised, this prompts the NTP Recruitment Partner to look in their talent pool for an Academic Mentor based near your school. Alternatively, schools can accept a Headteacher nomination for the role.

However, before advertising or making an offer for the Academic Mentor role, could you please seek advice from the HR Team on the contract details to ensure that the correct terms and conditions are applied consistently across the Trust?

Thank you

## NFER Products

Schools in the trust receive a 15% discount on NFER products.

To take advantage of the discount, please process your order online as normal and write a brief note that you are an LSP school and therefore eligible for a 15% discount in the delivery note comment box.

The discount will be applied when the order is processed.

## GDPR Training - iHASCO

Some employees may have received an email from iHASCO recently with the title "Welcome to your online training suite". This email is generated on behalf of our HR team when GDPR training certificates expire.

Please advise employees to click the link in the email to take the training again, which is valid for a further 3 years.

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

## Aspens Surveys

To help improve the service Aspens delivers, we are running satisfaction surveys from the 21st of March up until the Easter Break. Please share the survey links:

Primary schools - please share [this link](#) with parents

Secondaries - please share [this link](#) with staff and students



## Monthly Accruals and Prepayments - Closing periods on PSF

As part of the move towards processing monthly accruals and prepayments, it became apparent as we reviewed journal schedules provided to us by schools, that the fact that we do not currently close and/or restrict processing in periods in PSF is making these journals difficult and has the capacity to allow double entries.

It has now been agreed that we will close periods in PSF. This will be done by amending security settings at key points in the month to allow a period of review before closing periods completely. Although this will not impact on the financial processing carried out at school level, this change will require schools to review when they carry out certain tasks in the month. We will start closing periods **with effect from May 2022**. We have decided to push back until May to avoid introducing a new procedure over the Easter break, especially as we will have a new payroll provider in April as well.

The Guidance for Schools on Monthly Accruals and Prepayments has been updated with timescales on what will be required by certain dates along with actual deadlines for the May to August 2022 period as Appendix C. Thank you to the Business Managers and Finance staff who gave us useful feedback. Please be assured that all feedback received has been considered and we have addressed any queries and concerns arising in the revised guidance.

Additionally, although we previously advised schools that we would require a single journal template request return outlining monthly journals required throughout the year, we are now requesting a monthly return, with the first return due on 6<sup>th</sup> May. A monthly return will give schools more control over accruals and prepayments depending upon the invoices, credit notes and sales invoices processed on PSF before the security settings are changed, but the actual processing will still be carried out by the central team on schools' behalf. The de minimis value £12k per annum remains so, although this adds another monthly task for schools, these journals are likely to be minimal if schools can process invoices/sales invoices on time, and, once established, are likely to be regular journals and values that can be identified easily. We are proposing you use the same form each month, adding new values for the following month - this will help you see the pattern of monthly accruals and prepayments required. We are **not** proposing to process journal schedules already sent to us from schools since September, so schools should consider this when completing the accrual and prepayment journal schedule template for April.

You will find the updated [guidance and timetable](#) as well as the [monthly accrual and prepayment schedule template](#) for completion and return in Foldr. The Monthly Finance Checklist will also be updated shortly to take these changes into account.

Please do not hesitate to contact the Finance Team if you have any queries or require further information. We recognise that this is a significant change to our financial procedures that may require some further amendment based on our joint experiences over the coming months.

Thank you.

## Neo People

Earlier this month, schools were sent payroll schedules and examples of the payroll reports they can access. Guidance on the payroll schedule checking and cut off dates was also provided to Business Managers/admin users.

Access to SharePoint has been set up for Business Managers/admin users in each school to access the monthly payroll reports. We have suggested a minimum of 2 users for each school, so there is support/cover for your main user. [Can users please check in advance that they can access this area.](#) Guidance on how to log into SharePoint has been provided. However, if users are experiencing any difficulties in logging into SharePoint these should be directed to Neo People ([admin@neopeople.net](mailto:admin@neopeople.net)).

Access to the payroll system (iTrent) has also been provided to Business Managers/admin users in each school, along with a Quick Start Guide. [Can users please check in advance that they can access the system.](#) If users are experiencing any difficulties in logging into iTrent these should be directed to Neo People ([admin@neopeople.net](mailto:admin@neopeople.net)). Please send details of yourself and the issue you are experiencing together with screenshots in your email.

We will be exporting payroll data from Civica to upload into payroll, as we currently do each month on the payroll cut-off date. The payroll extract includes absences, for those that enter absences into Civica. For those that enter absences (sickness, maternity etc.) only into SIMs you will need to enter [any absences that will affect pay](#), e.g. for long term absences and maternity into Civica until the SchoolsLink is working in Civica. Schools have been asked to continue to send the paper payroll forms for starters, leavers and amendments to Neo People via email at [admin@neopeople.net](mailto:admin@neopeople.net), so payroll can check the extracts from Civica are coming across correctly. We anticipate that this would be for 2 months, after which we should be in a position to cease using the forms for payroll purposes. We will confirm this to schools nearer the time. Any additional forms or additional instructions for payroll are to be emailed to Neo People [admin@neopeople.net](mailto:admin@neopeople.net). Please ensure that egress is used when sending emails to payroll.

Neo People have agreed to input timesheets for April and May, for schools. They have functionality via a "fast input" screen, which schools can use, allowing the input of timesheets after the payroll cut of date.

### Payroll training

We have arranged training sessions for Business Managers/admin users in schools with our new payroll provider Neo People. These sessions will show attendees how to review data for their school(s), run reports and input timesheets (via fast input) in the live payroll system. They will also demonstrate the monthly payroll reports in the SharePoint environment, and guidance on checking these reports. Attendees will also be shown how to access the user guides, check on the payroll schedule dates and contact details for payroll.

In addition to the sessions that took place today, the following sessions are taking place via Teams:

- 23<sup>rd</sup> March 22, 10am
- 23<sup>rd</sup> March 22, 12 noon

If Business Managers/admin users have not booked themselves onto one of these sessions, please contact [HR@lsp.org.uk](mailto:HR@lsp.org.uk) to arrange this.

The Finance team are working with Neo People on a Prepay report that can be imported into Orovia for payroll reconciliation and will update you shortly with details on this.

## Governance Update

### FOR THOSE WHO HOLD A GOVERNANCE OFFICE, SLT, SUBJECT OR DEPARTMENT LEADS

#### New! Teams Groups/Group Chat Facility for LGB Chairs & Link Governors

We have created informal Teams ‘chat’ groups for key LSP Governor groups , primarily to promote networking and sharing of best practice. If you are a LGB Chair, Safeguarding, Health & Safety or SEND Link Governor and have not received a Teams invite to join the ‘LSP Governance Group’, please contact the Governance Lead, [fforrest@lsp.org.uk](mailto:fforrest@lsp.org.uk). We highly recommend installing the free Microsoft Teams app on your PC/Smartphone/tablet [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#) which will enable you to run multiple Teams accounts.

Once you have logged in (using the mail account you use for LSP governance purposes), to ‘chat’ with your fellow Chairs/Link Governors, simply enter the following at the start of each message:-

@Chairs Portishead [space] start typing your message  
@Chairs Backwell  
@Chairs Chew  
@H&S Link  
@Safeguarding Link  
@SEND Link

#### Statutory Policies & Documents Update

The DfE has updated its [‘Statutory policies for schools and academy trusts’](#) page to remove the section on designated teachers for LAC and PLAC, as this is no longer required.

#### Research

**NFER - A new [research report](#)** by NFER seeks to explore evidence and insights about the scale of the Covid gap and whether specific groups of pupils and parts of the curriculum, have been impacted to a different extent by the pandemic. The main focus is on the impact in primary schools, as most of the evidence is drawn from this age group’s attainment.

#### Key findings:

- The progress of the youngest children has been particularly affected, especially in relation to their reading development.
- By the summer of 2021, it was clear that for slightly older pupils, in Key Stage 2, mathematics progress continued to be affected.
- There are clear indications of recovery across both key stages and subjects but the extent varies.
- The disadvantage gap, which had stopped narrowing before Covid-19, has widened during the pandemic.

**The Education Endowment Foundation (EEF) and Youth Endowment Fund (YEF)** have launched a new research project that aims to find, fund and evaluate programmes that reduce absenteeism. The organisations are welcoming applications from schools with “promising initiatives that could improve attendance and reduce exclusions”. Priority areas include anti-bullying and social and emotional learning. Find out more and apply [here](#).