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## Introduction

We are now feeling our way through higher demand for places for Ukrainian refugees. We are going to ask schools in the Chew Valley to consider their capacity class by class and if there is additional scope to breach beyond PAN (more details to follow). This may be an exercise that your school will want to consider too.

You will see below that we will be holding our AGM on Tuesday 17th May with Hannah Woodhouse (DfE Regional Director) as our keynote speaker. We really want to raise our profile as a trust and be accountable to our local communities. Please share the [invitation](#) with your governors, parish councillors, local clergy and anyone else you think should be there. We are very grateful to Backwell School for their hospitality in hosting this event.

*Gary*

## Annual General Meeting – 17th May 2022

The annual LSP General Meeting is being held on Tuesday 17th May 6.00-7.30pm at Backwell School. The meeting is open to all and we would encourage you to attend and extend the invitation to your school communities, including parish councillors, clergy and Chairs of Sport & Leisure clubs.

We will reflect on some of the successes and highlights over the past year as well as next steps and future developments planned for the trust. Our keynote speaker is Hannah Woodhouse, (DfE Regional Director).

Click [here](#) to download the invitation.

## Recruitment of three new Trustees

The Trust is seeking new Board members and wishes to recruit three new Trustees. We are particularly looking for Trustees who can offer experience / skills in one or more of the following: -

- HR
- Legal
- Education
- SEND

Further information and full details on how to apply can be found on our website [here](#). Please share this webpage link with parents and governors via your communication channels.

## School-led tutoring and the National Tutoring Programme

The Secretary of State [wrote to Heads yesterday](#) (on the Bank Holiday) to exhort schools to engage in tutoring initiatives. You will have seen that he is introducing a retrospective accountability measure that will be shared with Ofsted. Although (or because!) the behaviour is coercive we cannot ignore it. Heads are welcome to seek advice or support from the Education Team if they have concerns about this new pressure.

The final instalment of the school-led tutoring funding, including a 16 percent increase, will be paid to academies on 9 May. In an email to schools on Friday, the DfE reminded leaders that any funding not utilised by the end of August will need to be returned to the department.

[The DfE's school-led tutoring guidance and tracker tool](#) contains details on the expectations and conditions attached to school-led tutoring funding.

## Access to free school meals for families with no recourse to public funds (NRPF)

On Thursday 24 March, following a cross-government review, the DfE confirmed the [permanent extension of eligibility for free school meals to children from all families with NRPF](#), subject to specified income thresholds.

This permanent extension is now in place to ensure children can continue to access healthy, nutritious meals to help them concentrate, learn and achieve in the classroom. The department has published guidance which includes advice on [how schools can check and validate eligibility](#).

## Accident and Incident Reporting

The Trust has decided to purchase the Every Incident Module. This will enable us to easily record and manage accidents/incidents and to quickly view and report on the data. With this data, we will be able to:

- Pre-empt and intervene more effectively by viewing trends in recorded accidents/incidents that may lead to more significant events
- Assign tasks to reduce the likelihood of accidents/incident repetition and track progress

The roll out of the new module will need to take into consideration the needs and resources available to each school. To determine this we are planning to trial the implementation of the module in one hub and will use this experience to determine the most appropriate arrangements to roll the system out across the whole Trust. More information will follow in due course.

## [Amended Health & Safety Policy \(Appendix 7\)](#)

Following on from the Respiratory and Other Infectious Diseases risk assessment that was sent to schools last week, [Appendix 7 of the Health & Safety Policy](#) 'Absence Period for Preventing Infection' has been amended accordingly.

## FS4S Payroll Mailbox

Further to the transfer of the payroll to Neo People on 01 April 2022 we have been advised that the FS4S payroll Outlook emails linked with each school will be suspended on 30 June 2022.

We would therefore advise that you ensure any emails or information that may be required for audit purposes are downloaded securely before this date. This includes information such as School Business Manager approvals sent to approve the prepay reports, ongoing unresolved errors, etc.

If you receive DBS invoices directly to the FS4S inbox, these will be sent directly from Juniper with effect from 01 July 2022, however any queries relating to DBS charges should be made to Chris Gilroy [Chris.Gilroy@fs4s.co.uk](mailto:Chris.Gilroy@fs4s.co.uk)

Please feel free to contact [nfear@lsp.org.uk](mailto:nfear@lsp.org.uk) if you have any queries or would like further information upon the type of information which should be downloaded.

Natalie Fear

## Preparing for the end of the financial year

Preparations are now underway for the closure of the 2021-22 financial year. Audit workbooks will be available from the end of June, but the best thing that you can do to prepare is to be up to date with all of the items on your monthly checklist. Please note that the last day for raising purchase orders in the 2021-22 financial year will be 6<sup>th</sup> July 2022.

## Finance Monthly checklists

Please could you forward your Finance Monthly Checklists to [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk) rather than upload to Foldr as we have previously requested. We will clear and delete the folders previously set up for this purpose. Thank you.

## DfE: Funding to support Ukrainian refugees

We have been asked by a few schools for clarification on funding to schools to support Ukrainian refugees. The Confederation of Schools Trusts (CST) has obtained the following information from the DfE:

*We continue to work across government to ensure we are supporting all families and children arriving in the UK from Ukraine. We have set out the funding tariffs for those arriving on the "Homes for Ukraine" scheme, as below. The funding will be on a per pupil basis for the three phases of education at the following annual rates:*

- Early years (ages 2 to 4) - £3,000
- Primary (ages 5 -11) - £6,580
- Secondary (ages 11-18) - £8,755

*The funding will be allocated to local authorities, who will distribute it to schools. The department is currently working at pace to develop the methodology and mechanism for the allocation of this education funding for children and young people and will write to local authorities once this work is completed.*

We will update you as soon as more information is forthcoming. Thank you.

## Payroll Checks

We would like to clarify the reports provided by Neo People and how they should be used to check the monthly payroll for your school.

Neo People provides 3 reports at Trial 1 (available in SharePoint) that you should use to check the monthly payroll:

- Temp Inputs - use to check the hours, rate of pay and holiday pay rate of any additional hours, supply and other casual work against payroll forms and/or inputs to iTrent that you made.
- Element Differences Report - use the filters to check the differences from the previous month's payroll values. Any differences should be expected and if not, differences should be investigated.
- Budget Report - use this report to complete the Orovia payroll template to carry out your payroll reconciliation before final approval of the payroll. Although this report looks different to the pre-pay report from F54S, it still contains the necessary information to carry out this task and instructions can be found [here](#).

Email any amendments promptly to [Admin@neopeople.net](mailto:Admin@neopeople.net) in accordance with the schedule provided.

At Trial 2, review the elements report to check that any amendments have been made. Only in exceptional circumstances should additional changes be notified to Neo People at this stage.

The next Trial 1 reports will be provided on 16<sup>th</sup> May and any amendments or adjustments must be advised to Neo People by 17<sup>th</sup> May. Trial 2 reports must be checked on 20<sup>th</sup> May. Please ensure that you have the payroll schedule dates in your diary.

If you have difficulty in uploading your Budget Report to Orovia to complete your payroll reconciliation, please contact the Central Finance Team on [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk).

