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Introduction

Our busy summer continues... We have had a further Ofsted call today (the third in three weeks) and we will all be keeping Jo Keeble and her colleagues at Yatton CE Junior School in our thoughts (and supporting in any possible way) over the next couple of days. Although the reports are not yet published, we have been very content with the findings of inspectors at Northleaze and Chew Valley. That said, the two Section 8s that we have had so far felt very different indeed (only one of the Lead inspectors was knowledgeable or interested in governance for example). We are still in learning mode with this framework, and we used last week's Leaders Meeting to share experience and tips - my thanks to Victoria Reyes for being so open and helpful with this. Ofsted's timings so far match the order that we had expected, with the schools that joined in 2018 being prioritised. Stay alert!

I know that there are lots of lovely Platinum Jubilee events planned in our primary phase schools this week. Please share photos and any news stories with Clare Giordmaine so that she can 'do the twitter' etc. It has been a short but eventful term and I hope that everyone is able to enjoy next week's Whitsun half-term and jubilee events.

As ever,

Gary

RSC Virtual Future Leaders Event - 27 June

The RSC's office will be running a virtual Future Leaders event on the **27 June 13:00-17:00**, for those in the education sector with the potential to become future MAT CEOs.

If you have colleagues who may be interested, please forward the Eventbrite link below.

<https://www.eventbrite.co.uk/e/future-leaders-event-south-west-tickets-343025627887>

If you have questions, please reply to RSC.SW@education.gov.uk

Key stage 2: submitting teacher assessment data

Click [here](#) to view Instructions for headteachers and local authorities about submitting key stage 2 teacher assessment data.

Risk Assessments - Update

Following on from agreeing a revised list of 38 standard and 16 optional risk assessments, I am now working with Delegated Services to ensure that these are all up to date and in the right format.

The first tranche of these will be available early next term, and so I will communicate again at that time to let you know where to find them.

Click [here](#) to view Health & Safety Policy Appendix 8 - schedule of risk assessments.

In the meantime, if you have any queries, please let either me, or your Hub Estates Manager know.

Neill Bird

NEW - LSP Planner for 2022/23

If you haven't already done so, you will soon be receiving a link to access the new LSP planner for 2022-23 in SharePoint. Please let us know if you have any difficulty in accessing the planner or any questions about its content.

Increase in Spam Emails

Last week, Business Manager's and Admin teams in each school were emailed relating to a spam email that was received by the Central Team.

Can I please ask schools to be very vigilant with changes to staff details, especially relating to changes in bank details.

The spam email looked as though it was from a senior staff member, asking for their bank account details to be changed in time for this month's payroll.

This was picked up as the employee received an automated notification that their 'bank account details have been updated', to their email address. This is a benefit of the iTrent system in having these workflow notifications as a safety measure, which are sent to the employee's work email address, as identified under 'contact details' in iTrent. Schools are asked to ensure that each employee's record has a work email address in the system, to ensure that they receive such notifications.

You will be aware that we are also looking to implement the Employee Self Service (ESS) module in iTrent. This is another safety measure and will allow the staff member to change their bank details directly via ESS rather than being actioned through admin teams in schools.

Until ESS is in place, can I please ask that admin teams/Business Manager's ensure that any changes to bank details are confirmed ahead of asking payroll to action these changes. I would recommend that if a member of staff personally hands you their new bank details then this is fine, but if you receive the change via email or from a phone call please ask the member of staff to pop in and see you to confirm this change ahead of any changes being sent to payroll.

Last week, schools were emailed (via Egress) with the details of staff members who have changed bank details in iTrent between April and May. I have asked schools to check these changes to ensure they are not fraudulent. If you have experienced a similar issue, please do not hesitate to contact me.

Tania



Guidance on Devolved Capital and Fixed Assets plus reporting Fixed Assets to the Central Team

We have written some comprehensive [guidance](#) to help you understand the restrictions on spending for Devolved Formula Capital funding as well as to ensure that the Trust is compliant with auditor requirements for completion of the Fixed Asset Register.

Please read the guidance thoroughly and consider whether or not the coding for capital expenditure and/or expenditure for projects needing to be recorded as fixed assets is correct. Additionally, please consider whether you have paid for works/projects that would be deemed to be Fixed Assets that have not yet been notified to the Central Finance Team by the monthly fixed asset return.

For any expenditure incurred to date that should be recorded on the Fixed Asset Register, but not yet sent to the Central team, please complete the MS form for **every** item of expenditure via [this](#) link. (NB: the link to the form is also available from the guidance document).

You will need to do multiple entries against the same project reference if there has been expenditure against multiple expenditure codes so that the Central Team will be able to reconcile individual projects and calculate depreciation accurately in line with the Trust's capitalisation policy.

Please could you ensure that we are notified of any Fixed Asset expenditure incurred to date by end of May using the MS form and at least monthly thereafter. Thank you.

Sue Warneford-Thomson



GDPR FOCUS

Data Breaches - Please report all data breaches as soon as possible to the Central Team using this form: [Data Incident Reporting Form](#) and email it to dpo@lsp.org.uk. Please note that the Trust has to report all breaches within 72hrs to our external Data Protection Officer (DPO) and then on to the Information Commissioner's Office (ICO) if the breach meets the thresholds.

GDPR User Tips - Please can all staff double check their emails before sending, this includes checking the recipients, the body of the email and any attachments to ensure they are correct. To help support this, the recommendation is to consider adding a delay of one or two minutes to all sent emails. This is done through 'Manage Rules & Alerts' on Microsoft Outlook and will allow a little extra time once you have pressed send to spot mistakes in attachments or recipients, and things such as forgetting to use BCC.

GDPR Audit Actions - Contracts - If your recent GDPR compliance audit identified areas for improvement around contractor engagement, please refer to the following guidance:-

[GDPR Contractor Agreement](#) - Guidance documents explaining the necessary content of a contractual agreement between your school and a data processor. It is mandatory that the school (as the data controller) instructs the data processor (contractor) regarding their use of personal data on your behalf.

[GDPR 3rd Party Questionnaire](#) - Template non-mandatory document which can be given to any third party which processes personal information on behalf of your school. It helps to ensure the contractor has the appropriate technical and organisational security measures to safeguarding personal data.

DfE Keeping Children Safe in Education (KCSIE) 2022 now released - [Keeping children safe in education 2022](#) The statutory guidance will come into effect from 1 September 2022 and schools should continue to follow the 2021 version until then.

Trustee Recruitment - Please continue to promote our vacancies for Trustees through your school communications via this link [Lighthouse Schools Partnership - Could you be a Trustee?](#)

Term 6 Training

Primary Data - 14th June - CANCELLED

Exclusions Training - Tuesday 14th June, 1.30pm to 3.00pm (Teams) - this session will be led by Adele Haysom, Chair of Trustees and is aimed at both Governors, Trustees and School Leaders

Church Schools Chairs Development Group - Tuesday 14th June - 6.00-7.30pm, Yatton Infant School Hall, BS49 4HJ (led by Bath & North Somerset Diocese)

LSP Clerk Network (Teams) - Monday 20th June - 1.00-2.00pm

Chairs Development Group (Teams) Monday 27th June - 7.00-8.30pm

Please contact the Governance Lead, Fiz Forrest fforrest@lsp.org.uk for further details.