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Introduction

When our Trustees met last night, we discussed the amount of time that goes into policy writing, consultation and approval. It is of course very important, but there is an 'opportunity cost' to be paid in the things that we can't do because we are so caught up in 'process'. I hope that Heads and governors would say that of the advantages of being in the Trust is that much of this work goes on in the central team rather than in schools. We have hit that moment in the year when once again some of our key policies come to the top of my 'to do' list. In coming weeks Janine Ashman and I will be working on updating our Safeguarding and Child Protection Policy. We also intend to review our Attendance Policy and there will be a draft on that for comment in a few weeks' time. We will be making only minimal updates to our Complaint Policy (and do not propose to do a consultation on this as it was thoroughly overhauled last year).

The one school level policy that I would like to have some discussion about is the Behaviour Policy. A great deal of a school's ethos is invested in this policy and therefore it is not one that our Trustees would want to standardise. There are however some legal and technical aspects that we all need to have in common and we have also agreed a certain amount of process within the Trust to ensure that SEND concerns are properly assessed and adjustments made in applying this policy. I'll be talking with Heads about this tomorrow and will be suggesting that we offer some agreed text for all LSP Behaviour Policies next year.

The Trustees also agreed changes to our scheme of delegation, following the recent consultation. The new scheme of delegation comes into operation with immediate effect and will be on the LSP website shortly. I would like to highlight that the proposed requirement that an LGB should refer any spending decision outside the budget, that will result in a reduction in reserves of £20,000 or 1% of the school's annual revenue funding (whichever is greater), to the monthly Finance Committee of the Board of Trustees for ratification was agreed. We will put a formal process in place to enable this to operate smoothly but, in the meantime, please email Louise (lmalik@lsp.org.uk) if you are planning a spend that will meet this new requirement.

Gary

Carbon Reduction Launch Event 7th July 16.00 to 17.30pm

As you will know, we have recently launched our Carbon Reduction Plan with the ambition of being carbon neutral by 2035. This launch event is designed to share our ambitions and to discuss how we can start working collaboratively towards it. We are hoping that the meeting will be attended by the Headteacher (or a member of the senior leadership team), a Governor and the School Business Manager, where in post, for every school. Please could we ask you to confirm your attendees with Diane dlogan@lsp.org.uk

Farewell to John Purcell

We are very sad to say goodbye to John Purcell who is retiring as Clerk to Governors at Flax Primary School. John has been a good colleague and his contribution to governance across our Trust, including supporting our network of Clerks and LGBs has been significant and impactful over the years. Flax also wishes to share a personal message of thanks to John:-

'John has guided our governing board for the last eight years with expertise, calm, support, and good humour. He is extremely well organised, highly professional and holds us all to high standards, including himself. He has been a loyal sounding board and very much a dedicated part of the working LGB even sharing his delicious homemade bread for a post Ofsted Thank You lunch for staff. John's departure from Flax is a significant loss to our school and he will be very much missed. We wish him all the best as he steps back to spend more time with his growing number of grandchildren.'

Thank you so much for everything, John. You've made a real difference in your role with us'.

Resourcing our Partnership 23rd June 10.00 to 12.00 and 29th June 16.00 to 18.00 Venues - to be confirmed

In the consultation on the Core Services Charge for the 2022-23 financial year, the Board of Trustees shared their plan to undertake a detailed review of the Scheme of Delegation, the Core Services Charge and the Reserves Policy. They committed to holding workshops in Term 6 to clarify the issues and to identify options for consideration. We would like to encourage your participation in this discussion. The sessions are open but we would particularly encourage attendance from Headteachers, School Business Managers and Chairs of Governors. Please could we ask you to confirm your attendees with Diane dlogan@lsp.org.uk

Risk Assessment Update

With regards to the updated list of risk assessments that was recently published (38 standard ones as per Health and Safety Policy appendix 8) Delegated Services are in the process of updating all of these for us, including using the current template. They have done 8 so far and should have a further 6 completed next week.

As I know from feedback that many of you find it difficult to log onto the Delegated Services website, I will put any risk assessments that are ready for you to use in Foldr (file path: [Foldr / School Business Managers / Trustwide / Health and Safety / Risk Assessments](#))

If you have any queries at all please let either myself or your Hub Manager know.

Apply to join the DfE teacher and headteacher reference groups

The DfE is looking for school leaders and teachers who would like to contribute to national policy through the primary headteacher, secondary headteacher and teacher reference groups.

The reference groups support policy development and implementation by providing feedback to ministers and Department for Education officials. Information on how to apply is in the [teacher reference group](#) and [headteacher reference group](#) guidance.

The deadline for applications is 5pm on Friday 24 June.

Young Film Makers Competition 2022

Chew Valley Films is launching a new film competition for young people. Please click [here](#) for details and contact Peter Brownle chewvalleyfilms@gmail.com to arrange a school visit.

VACANCY: Nursery LSA, High Down Schools

High Down Schools are seeking a LSA to work in the school nursery from September 2022 on a permanent contract. Click [here](#) for more details.

Senior HR Advisor

We are very pleased to welcome Jackie Miles, who will be joining the Central HR Team as Senior HR Advisor. Jackie joined us on 8th June 2022 from the Olympus Academy Trust and has over 8 years' experience of working within schools and more than 17 years HR experience. Jackie will be picking up some case work and providing HR advice to schools over the coming days, as she settles into LSP life. Please feel free to say hello and contact her should your school require any HR guidance. Jackie's email address is jmiles@lsp.org.uk, but please send HR enquiries to HR@lsp.org.uk.



Payroll Schedule - Academic Year

Please click [here](#) for the payroll schedule for the next academic year. You will notice that December is much earlier than other months, to allow staff members to be paid in advance of Christmas.

You will note on these schedules that we have further clarified the trials and what the expectations are. The first trial should be your main checking process and the second trial should only be used for checking any changes you have requested from the first trial.

We are aware of how busy September can be for all staff and therefore request that new starters and changes already known are input in the next few weeks or over the summer period where applicable to avoid missing your cut off dates for September input.

Points to Note:

1. Any new starters where you already have their full details can be processed at any time ahead of their start date and the system will only start processing them on the payroll from their start date.
2. Any changes to hours, positions, grade/payscale that are already agreed for September can be processed prior to the effective month by ensuring you input the correct **effective date** into the system when completing these changes.
3. Leavers for 31st August - **please only make employees leavers who are actually leaving your service at the end of the school year.** Do not process employees whose contracts have ended but who are likely to receive renewed contracts for the new school year. This will avoid the additional work of you having to process them all as new starters in September. If you have already processed some employees of this nature and wish Neo People to remove the end date then please contact Neo People at admin@neopeople.net with full details of the employees affected.

Support Services for Education

We have received a reminder from SSE highlighting any of last year's buy back packages that have not been renewed this year. Individual schools have been notified in case this is an oversight. The services in question are; FSM eligibility checking service, Education Psychologist, Play equipment safety package.

Microsoft Licences

You may have received renewal reminders for the Microsoft licences. There is no action for schools to take as Microsoft licences are procured centrally and paid for from the core service charge. The order has been placed and we are waiting for confirmation that the renewal has taken place.

Scomis

Many of you will have met or spoken to our account manager, Raksha Greenbank at Scomis in recent years. We wanted to let you know that Raksha has moved to a new role within Scomis and our new account manager is Amy Webber Amy.Webber@devon.gov.uk

If you have any questions regarding any of the contracts above, please contact bwatts@lsp.org.uk



New addition to the Finance Team

We would like to welcome Debs Woodbridge to the Finance Team, providing additional school finance support. Debs already works as a Finance Officer at Blagdon Primary School and Finance Assistant at Flax Bourton Primary School so is well known within the Trust.

Debs will be helping the team deliver high-level finance Service Level Agreements to some of our small schools as part of the Small Schools Strategy, but will also be involved in other aspects of our service delivery to all schools.



Implementing the direct national funding formula - open consultation

The DfE has launched a [consultation](#) seeking views on proposals for the implementation of the direct National Funding Formula (NFF). The direct National Funding Formula means a standard approach across England without the ability for local discretion via local authorities and schools forums. The consultation closes on 9 September 2022.

It focuses on two elements of the high needs funding system. Firstly, it sets out proposals for how continued flexibility to transfer funding to authorities' high needs budgets, by adjusting mainstream schools funding, could work under the direct NFF. Secondly, it sets out proposals on the continuation of notional SEN budgets in the direct NFF - that is, continuing to give mainstream schools an indication of a (non-ringfenced) portion of their core budget for meeting the additional costs of provision for pupils with special educational needs.

The Central Team will be analysing the proposals and producing a draft response which we will share with you in the bulletin on 28th June. We would welcome any comments on the draft response that we received ahead of the consultation closing date. Please feel free to submit your own response if you wish to.

PS Financials Scanning

As we are rapidly approaching the end of the academic year, I would like to send just a gentle reminder that scanning to PS Financials should be completed on a monthly basis. We have identified that there are some schools that have fallen behind with this process. This does cause issues with the annual audit as we are unable to provide supporting evidence immediately and then have to request and wait upon the school to complete the task causing a delay and additional expense to the trust.

Could you please ensure that Purchase Invoices and Staff Expenses with receipts are scanned and uploaded to PSF by 11th July ahead of the interim audit on 03 August 2022.

The PS Financial training next week will cover how to search for documents that require scanning to identify missing items.

The Central Finance Team will run a check on the 11th July to identify any missing documents and advise the schools of the required action.

If you have a technical problem, you are new to your role or would like some assistance please contact the Central Team ASAP for support.

Many thanks
Natalie

Education Recovery Funding

Last week, we advised that schools via the Bulletin that the DfE had announced that funding for the education recovery programme to support pupils whose education has been impacted by the pandemic will continue for 2022-23 and 2023-24. However, the rates for eligible schools has since been tweaked and will be £145 per eligible pupil in primary schools and £276 in secondary schools.

As for 2021-22, all schools that are eligible for Pupil Premium are eligible for Recovery Premium and funding will be based on Pupil Premium eligibility including FSM pupils, FSM Ever 6 and LAC and Previously LAC children. Recovery Premium must be spent in the year it is received and will be recovered where the DfE identify that a school has not spent all of the grant.

Funding will be paid in four instalments and will be based on the pupils eligible at the October 2021 pupil census and adjusted for the fourth instalment for those pupils with a FSM record on the October 2022 pupil census. No eligible primary school will receive less than £2,000 a year and no secondary school will receive less than £6,000 per year.

Permitted Use of Recovery Premium Grant (RPG)

In line with the 3-tiered approach in the Education Endowment Foundation's (EEF's) [pupil premium guide](#), activities must be those that:

- support the quality of teaching
- provide targeted academic support, and
- tackle non-academic barriers to academic success, such as attendance, behaviour and social and emotional support

To support schools to use RPG in line with the 3 tiers outlined above, DfE have published a 'menu of approaches', which has been informed by evidence of effective practice. All eligible schools must use their RPG (and their pupil premium grant (PPG) funding - see the [PPG conditions of grant](#) in line with this menu from the start of the 2022 to 2023 academic year. Schools are not required to allocate RPG to every approach on the menu, but any activity funded by RPG must fall under one of the approaches listed.

The menu of approaches is in the [Using Pupil Premium](#) guidance.

Schools must not use RPG to meet their portion of the costs of tuition provided through the National Tutoring Programme (NTP). Schools are required to meet those costs from their existing sources of income, such as core funding and PPG. RPG is additional funding to provide further education recovery support on top of the subsidised NTP offer.

Budget Monitoring

Thank you again to School Business Managers, and any other staff involved, for producing your budget monitoring report as at 30th April. The Central Team have now checked your final submissions for reasonableness and have collated the information for the Board of Trustees meeting on 21st June. The outcome of our checks can be found on Foldr [here](#).

Please enter your LA and DfE number to find the information for your school. Please be aware that we do not have sufficient information to determine whether your projections are completely accurate or not. Checks have been carried out for reasonableness, and feedback has been provided to indicate any areas that may need further investigation to ensure that your projections are accurate. If you need any further information, please do not hesitate to contact the Central Team.

Budgets for the 3-year period from 2022-23

Thank you to all of you that have already submitted your budgets following the approval of your LGB in advance of the deadline of 17th June. In preparation for the Trustees to ratify the budget for 2021-22, we will now be reviewing your submissions and will provide feedback on the outcome of our review. Please don't forget to mark your approved budgets as submitted on Orovia once you have LGB approval, but it would be worth making sure that the value of your Employee, Income and Expenditure Scenario and Funding Scenarios used for budget planning do match those in your budget forecast before submitting. It is then good practice to save working copies of each scenario for future use.

Please could you email lspfinance@lsp.org.uk to advise us when your budget has been submitted and ready for review. Thank you.

FOCUS ON GOVERNANCE

Annual Election of LGB Chair & Vice Chair

Guidance available here [LSP Election of Chair & Vice Chair LGBs.docx](#)

The election can be undertaken either in Term 6 or first LGB meeting in Term 1. Please ensure the process is clearly noted in your minutes, many thanks.

LSP Planner

If you have not yet received an invitation to join the LSP Planner Sharepoint, please contact the Governance Officer on fforrest@lsp.org.uk

[LSP Communications - Home \(sharepoint.com\)](#)

We recommend that once you have accessed this site, save as a favourite/shortcut on your browser.

LSP Governance Portal

Invitations to access this new site have been sent out to all Governors, Trustees and Clerks. It has now been populated with training and events dates for 22/23 which can be automatically added to Governor Calendars plus an electronic 'Governor Update Form' which can be used to update the LSP Central Team with Governor membership changes.

[LSP Governance - Home \(sharepoint.com\)](#)

Risk Registers & Health & Safety Minutes

Please can all schools review their risk schedules and H&S minutes and return copies to enquires@lsp.org.uk by Monday 20th June - many thanks!

Governance Events

LSP Chairs' Development Group - Monday 27th June @ 7.00-8.30-pm - joining details here [Event \(sharepoint.com\)](#)