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Carbon Reduction Lead

As detailed in last week's bulletin Stephanie Franklin will be working with us to lead the implementation of our Carbon Reduction Plan. Stephanie works as Marketing and Sustainability Manager at Churchill Academy and Sixth Form but will be seconded to us for two days a week from September on a fixed term contract.

Stephanie is also supporting us in the interim and facilitating our carbon reduction launch on 7th July. Stephanie has a wealth of experience in this area and will, I'm sure, be a huge asset to us in achieving our carbon neutral goals.



Staff Travel Expenses

In our current Staff Expenses Policy, we reimburse business mileage at a rate of £0.35 per mile. Given the current cost of fuel we will be increasing this to the HMRC rate of £0.45 per mile for any business mileage undertaken from 1st June. Any claims for business travel that precede this date will be paid at the old rate of £0.35.

Thank you to all of you that responded to our impromptu consultation on this matter - the proposal received overwhelming support. We will put this as a news item on LSP Gateway but please could we also ask you to inform your staff through your normal communication routes.

Claims will need to be calculated at £0.35 for business mileage before 1st June and at £0.45 from 1st June onwards. Please note that the Central Team will not be checking the value of claims submitted.

Public Sector Decarbonisation Scheme

As you will know, we were awarded with a grant to replace ten end of life fossil fuel boilers with low carbon alternatives. Since this point in time, we have been working on the detailed design for the new systems.

We are really disappointed to tell you that we have had to pull out of the scheme and therefore will not be able to progress with our original plans. There are three main reasons for this, all of which have come from the detailed design work that we have been undertaking:

The design work determined that we didn't have enough power going into any of the sites to effectively run the heat pumps.

The costings following the detailed design work, incorporating the additional power requirements, meant that the scheme no longer met the threshold of a cost of no more than £325 per tonne of direct carbon emissions saved over a project's lifetime.

The cost of electricity has increased so much since we made the bid that the projects would now have a negative financial impact on the running costs of the schools as the mitigation of solar panels/insulation would not cover the increased running costs

As the boilers in this project are at the end of their serviceable life, we will now make quick progress with replacement gas fired boilers, prioritising those that will not function through the coming winter. However, we are taking the opportunity to utilise the detailed understanding that we now have of the heating systems to see if there are any carbon reduction initiatives that we can implement as we replace the boilers.

Correction: Dates for the School Leader's Meetings

Please note that the School Leader's Meetings will be held at Nailsea Baptist Church for the academic year 2022-23 and the May date is Wednesday 3rd May, to avoid SATS week. Meetings will begin with breakfast refreshments at 8.30am - 9am and start at 9.00am - until 12 noon.

Term 1 - Wed 5th Oct
Term 2 - Wed 23rd Nov
Term 3 - Wed 18th Jan
Term 4 - Wed 8th Mar
Term 5 - Wed 3rd May
Term 6 - Wed 14th June

Document templates for Headteachers

Following on from Sharon's meeting, please see template links below:

- [LSP Strategic Plan 2022-24 Template](#)
- [LSP Self Evaluation Summary Template](#)
- [LSP Primary Improvement Plan Template](#)

School Improvement Planner dates

Click [here](#) to view the School Improvement Planner dates. These dates are now being added to the Annual Planner.

Standards Meetings and Data deadline

Thank you to all primary HT colleagues and Chairs of Governors who have booked in for the Standards meetings either via TEAMS or in person. For your information this is the [form](#) that we will be using to record our discussions.

Just a gentle reminder that there is an expectation that all data (**including KS2 SATs**) is on INSIGHT by **10.00am on Tuesday 5th July**. This will then be extracted and sent to Trustees; they will be discussing it in their meeting on 12th July and need time to look at this first. Please do everything you can to make sure that data is entered in the right place otherwise it is difficult to locate and will not appear in the reports we create.

We intend to create a table to pull data for the Standards Meetings as well and will let you know about this on July 5th. We can then discuss and let you know how it compares with other schools across the Trust.

Prepare to complete the year-end statement for School-Led tutoring

This is important - we don't want schools to have any money taken back because they failed to do this.

The Education Skills Funding Agency will release the 'School-Led tutoring: year-end statement' shortly.

All schools that received the [School-Led tutoring grant](#) will need to complete and return this.

To complete the statement, you will need the following information:

- total amount of money you have spent on school-led tuition
- total number of hours of school-led tuition you have delivered
- total number of pupils who have received school-led tuition

An optional [tracker and calculator tool](#) is available to help you track School-Led tutoring data during the academic year.

Policies - Board Approval Changes/Delegation to LSP Executive Team

The Trust Board have undertaken a review of our policy approach in order to:-

- a) reduce the number of operational policies being considered at Trustee meetings;
- b) reduce any duplication of effort, and
- c) improve efficiency of policy review processes.

The scope of the review involved:-

- a) identifying policies & documents which are **STATUTORY** ([Statutory policies for schools and academy trusts - GOV.UK \(www.gov.uk\)](#)) and *must* be approved by the Board, and cannot be delegated; and
- b) policies and documents which are **NON-STATUTORY (operational policies)** which can be delegated (by the Board) to the Executive team, school leaders and LGBs for approval.

The decision of the Board was to delegate a majority of operational policies, previously allocated to the Board for approval, to the Executive team but to continue the current approach of consultation and of the Board considering and approving all statutory policies and documents.

What does this mean for LGBs/Leaders and SBMs? No change, with a continuation of existing approach to fully consult on all policy changes with relevant stakeholders.

The Annual Planner and Policy Review Schedule have been updated accordingly and the Planner will continue to indicate which policies will be issued for consultation as before.

National Professional Qualifications 2022-2023

Applications for NPQs are now open. The Five Counties Teaching School Hub Alliance website has a new page detailing all the NPQ programmes and an explanation of how to sign up. Please follow this link: <https://fivecountiesalliance.co.uk/npq-courses/>

Deadline for Applications is 13 September

How to sign up

- **Decide which NPQ and Lead Provider**
- [Watch webinar](#) and look at further information to decide which NPQ
- Choose which lead provider you wish to use:
 - LSP Secondary schools: [Ambition Institute](#)
 - LSP Primary schools: [Education Development Trust](#)
- Agree with your school

Apply Using DFE Portal

Participant (not schools) to apply using the [DFE Portal](#) (you will need your Teacher Reference Number).

Notify Five Counties TSHA

- Participant or School to complete the [Five Counties TSHA form](#), selecting which lead provider and NPQs you have signed up to.
- Once you have completed these steps, the lead provider will send the participant an application form to complete.

Internal Vacancies

Admin Assistant - LSP Central Team

We have an exciting opportunity for someone to join our Central Team in the role of Admin Assistant. 15 hours per week. Permanent, term time only to include INSET days. Actual salary £6,966.60 to £7,105.93 per annum. Click [here](#) for more info.

Learning Support Assistant - St Andrew's Primary School

21.25 hours per week, term time only, no INSET days. Fixed Term Contract from 1 Sept 2022 to 31 August 2023. Actual salary £9,486.88 - £9,676.50 per annum. Click [here](#) for more info.

KS2 Learning Support Assistant - St Andrew's Primary School

23.75 hours per week, term time only, no INSET days. Fixed Term Contract from 1 September 2022 to 31 August 2023 or the child's departure from school, whichever is the earliest. Actual Salary £10,602.98 to £10,814.91 per annum. Click [here](#) for more info.

ANNOUNCEMENTS & UPDATES

EYFS Learning Support Assistant - St Andrew's Primary School

7.5 hours per week, term time only, no INSET days. Fixed Term Contract from 1 Sept 2022 to 31 August 2023 or the child's departure from school, whichever is the earliest. Actual Salary £12,277.14 to £12,522.26 per annum. Click [here](#) for more info.

Teaching Assistant Primary Phase - St Peter's CE Primary School

33.75 hours per week, Mon - Friday, 8.30am - 3.45pm (30 minute lunch break) Term time only + 5 INSET days. Actual salary £15,674 - £15,988.

Click [here](#) to view the advert and [here](#) for the job pack.

Learning Support Assistant - St Peter's CE Primary School

32.5 hours per week, Mon - Friday 8.30am - 3.30pm with 30 minutes for lunch. Term time only and 5 INSET days. Actual salary £15,094

Click [here](#) to view the advert and [here](#) for the job pack.



Employee Self Service (ESS)

We are delighted to announce that we will be launching the ESS functionality within the HR system later this week to all employed staff across the Trust.

The functionality will allow employees to view their own pay and employment data, including absence data, using the ESS portal. They will also be able to update their own information directly into the system such as bank details, contact details and emergency contact details. Payslips from April 2022 onwards can be viewed and downloaded, (which is the date we moved to our new payroll provider Neo People).

We are looking to enhance the portal functionality over the coming months to include overtime and holiday claims, and will communicate to schools regarding these developments. An added benefit of the portal allows anyone leaving the trust to be able to access their information for 1 year after leaving.

Golden Hello

We have been looking at ways we can support schools across the trust who are having difficulties in recruiting key posts that have been advertised a number of times. This is only to be used for posts that you are having difficulty recruiting to and not for all vacancies.

As you know, we would normally consult on trust-wide initiatives, however due to the urgency of recruiting staff in readiness for September we have needed to expedite this quickly.

The scheme will allow schools, to utilise a 'Golden Hello', which will be a pro rata cash payment of £1,200 (pro rata), 50% upon the new employee joining the trust, and 50% upon successful probation, to attract applicants into the trust.

Other initiatives we are working on trust wide include:

- share good candidates across the trust for hard to fill posts
- adopt a 'refer a friend' scheme (vouchers) to a member of staff that recommends someone who is successfully recruited and retained
- use LinkedIn and other social media to support recruitment
- review benefits
- establish a preferred suppliers panel for support staff agencies

We are mindful that we wish to retain employees who are already within the trust, and we will continue to review the great benefits we already offer staff.

As one employer we need to ensure that staff are paid at the same grade for doing the same job across the trust. We have a range of standard job descriptions available but if you wish to create a new role, or have a concern about the grade for a role that you wish to recruit to, please contact the Central HR Team.

Further details of the Golden Hello scheme are available [here](#).

Bug Club

Last year, schools were encouraged to purchase Bug Club to enhance the remote learning offering. This year the measure is not necessarily required and therefore please could schools email bwatts@lsp.org.uk by Friday 1st July to either confirm or cancel their subscription for 2022-23.

Charanga

Please could schools currently subscribing to Charanga confirm to bwatts@lsp.org.uk by Friday 1st July whether or not they would like to renew next year.

Jigsaw

Existing customers may have received notification that the Jigsaw website will cease to exist in its current format from July 31st 2022.

Please let bwatts@lsp.org.uk know if you want to buy the new online version by Friday, July 1st, so that any group purchases can be made before the end of term.

If you are not going to subscribe, you may wish to ensure that any information you would like access to is downloaded and saved locally before the website expires. It is my understanding that, as legacy customers, you would still receive notifications/a PDF update of resources should there be statutory changes that necessitate changes.

Firemark

Please be reminded that for planning purposes it would be helpful to handover an up to date list of assets to Firemark before the start of the contract (01.09.22). All extinguishers would also need to remain in date up until the anticipated 2022-23 visit date i.e. the anniversary of this year's fire extinguisher visit. We therefore suggest that following the 2021-22 fire extinguisher visit from KIS, which you may have already had, you satisfy yourself that:

- your asset list is in Every (KIS should be uploading this following their visits)
- your asset list is up to date & accurately reflecting what is being held on site, including locations and dates.
- that any expired extinguishers have been replaced.

In the meantime, Firemark will be given the month of your 2021-22 visit so that they can begin to schedule visits for 2022-23.

Consortium

A number of schools are experiencing fulfilment issues with orders placed through Consortium. We would advise schools to use an alternative supplier as Consortium are unable to guarantee delivery before the of term.

Implementing the direct national funding formula - open consultation

The DfE has launched a [consultation](#) on proposals for the implementation of the direct National Funding Formula (NFF). It closes on 9 September 2022.

We have produced a high-level [summary](#) of the proposals and draft consultation responses. We would welcome your input into our draft responses before we submit it at the start of next financial year. Please also feel free to use/adapt our draft responses to submit your response if you wish.

2022-23 Financial Year - Schedule for Monthly Accruals and Prepayments and Closing Periods

Please download a [schedule](#) for closing periods on PSF for the 2022-23 financial year, including dates for processing transactions, monthly accruals and prepayments and the dates of uploading budget monitoring data. Where the deadlines for accruals and prepayments falls in a school holiday, please send your template to lspfinance@lsp.org.uk in advance.

School leaders and governors should be aware that one of the consequences of moving to processing accruals and prepayments on a monthly basis is that the Central Finance Team is a week later in uploading financial data for budget monitoring. Depending upon dates of governor meetings, this may affect the date of the budget monitor that School Business Managers are able to prepare for a meeting.

Audit WorkBook

The Audit Workbook is in the final stages of completion before being released. A template will be placed in Foldr (School Business Managers > Trust Wide > Audit 2021-22) no later than 30th June 2022. The copy template should be uploaded to your individual schools folders within the Audit 21-22 Folders (one workbook for each location).

Audit WorkBook Workshops

A series of Audit Workbook Drop In Sessions have been released along with an invite to either the 6th or the 7th July sessions which are introductory sessions. Following a request from the trust auditor, Bishop Fleming, a member of the finance team for each school must attend one of these 2 sessions. Please ensure you respond to the email and advise tcorp@lsp.org.uk of your preferred session.

BACS Payment Run w/c 18th July 2022

The Schools and the Central Team will be closed on the 22nd July due to the deferred Bank Holiday. As a result, there is a requirement to bring forward the payroll deadline for the week commencing the 18th July. The new deadline will be Tuesday 19th July at 5 pm. This is the last payment run for primary schools before the end of term. This payroll should include any payments and invoices that are required prior to September. Any paylists that miss the deadline will be picked up the following week commencing 25th July '22.

Purchase Order Book Closure

The final deadline for placing Purchase Orders is the 7th July 2022, please contact the Central Finance Team if an urgent Purchase Order is required after closure. Please do not continue to use the Credit Card or Amazon Account as a substitute to a Purchase Order, these purchase methods should only be used for emergency purchases until the Purchase Order Book reopens on the 14th September 2022. Should you have any queries relating to purchases through the period of closure, please contact LSPFinance@lsp.org.uk.

FOCUS ON GOVERNANCE

LSP Scheme of Delegation - Updated for 22/23 available [here](#)

Chew Valley Governors - Sharing our Ofsted Experience, Wednesday 6th July - 18:00-19:00
(Teams Virtual Meeting)

[Click here to join the meeting](#)

