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## Introduction

The Primary Assessment Gateway gave a few gasps and hiccups as it creaked back into life last week and we got the SATs and other primary outcomes data more or less on schedule. Frustratingly one of our schools was caught up in the lost papers farrago and there are still some marks missing. In spite of these issues and a few other ups and downs, the picture is broadly reassuring. I know that at school and LGB level we will be poring over the detail and our Education Team have been busy with Standards Meetings getting that work going.

Many of us are still trying to process the news of Simon Waller's sudden death. Simon has been chair at Bishop Sutton and Stanton Drew for only a year but had served as a governor for longer. His children are at Bishop Sutton and Chew Valley. I am very grateful to Dieter Cook and Andy Marriott for the superb job they have done in leading their schools under such sad circumstances. I would also like to express public thanks to Philip Gladwin who has temporarily taken the chair. We will keep the school and Simon's family in our thoughts as they prepare for the funeral next week.

Gary

## Safeguarding Policy

Our Trustees will approve the draft Safeguarding and Child Protection Policy at their meeting this evening so we will be issuing the policies and training materials to schools later in the week. The email will go to the Headteacher, so can Heads ensure that the DSL gets it immediately and can Clerks and Chairs please note that LGBs will need to adopt the LSP Policy at school level at their first meeting of the term. The old policy remains in force until that time.

There are relatively few changes but one that may be worth flagging is the requirement to consider screening of social media profiles and 'digital footprints' as an element of Safer Recruitment. We have this on the agenda for the first HTs meeting of next year and will be providing some guidance.

I'm grateful to Janine Ashman for leading the process this year.

## Carbon Reduction Launch



Thank you to everyone that attended the Carbon Reduction Launch last week. It was great to see the passion and creativity for this important area of our work. It was inspiring to hear from members of the Eco Club from Portishead Primary School and it re-enforced the importance of this work for their future and for generations beyond - thank you to Richard, his staff and pupils for their input and particularly to Zahra, the Aspens Chef at the school, for her amazing cake!

Slides from the event are available [here](#), Steph will be arranging to visit you in the Autumn to support you with your individual school carbon reduction plans,



## Register of Business & Pecuniary Interest Form

The Register of Business and Pecuniary Interest Form for 2022-23 is now available for senior staff to download and complete via the [LSP Gateway](#) on the Policies & Documents page. Please note that schools only need to maintain a register of business and pecuniary interests for Governors and senior members of staff - for any business interests that they, or any member of their immediate family, have.

Senior members of staff include:

- All members of the Schools Leadership Team
- All members of the Schools Finance Team
- Any members of staff that have, or contribute towards, authority to spend - such as budget holders

A copy is also available in Foldr [here](#) to be shared with Governors in your school. Please also [click here](#) to view a form to summarise the responses from Governors and senior staff.

The completed Register of Business and Pecuniary Interests should be reviewed by the Local Governing Body and the summary form then returned to [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk) by no later than Friday 23 September 2022.

## Declaration of Gifts & Hospitality

Please [see here](#) the LSP Business Ethics Policy, which sets out our approach to registering gifts and hospitality.

The aim is to prevent people (such as Headteachers or Trustees), who can influence the strategic direction of the Trust or who take key commercial decisions, being compromised through the receipt of gifts.

Teachers and staff receiving end of term gifts from parents do not fall into this category and no end of term declaration is required. The only obvious exception to this would be for a Headteacher or Business Manager receiving a gift of significant monetary value from a family that is also a business supplier.

Please consult the policy and, if necessary, refer the matter to Louise Malik for advice.

The collated submissions should be reviewed by the Local Governing Body and the summary form then returned to [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk) by no later than Friday 23 September 2022.

## Policy Update

Lettings of School Facilities Policy and Regulations Policy has been updated and can be found [here](#) on the LSP website. Please update your school records.



## Internal Audit Programme 2022-23

The internal audit programme for the 2022-23 financial year has been agreed and is detailed below. The programme is devised to help us mitigate risks in our risk register and is potentially subject to change throughout the year in line with our assessment of our risks. Please note, if your school has been identified for an audit, that dates will be issued in the autumn and a summary of the audit and any preparation required will be provided by One West, our internal auditors, in due course.

	Amended	
Audit Theme	School	Hub
Budgetary Control	Gordano School	Portishead
	Backwell Junior and West Leigh Infant Schools	Backwell
	Bishop Sutton & Stanton Drew Primary Schools	Chew Valley
	St Andrew's Primary School	Churchill
	Blagdon Primary School	Churchill
	Golden Valley Primary School (but not until term 6)	Backwell
Capital	St Peter's Primary School	Portishead
	Chew Valley School	Chew Valley
	Central Team	n/a
Business Continuity and Risk Management	St Mary's and Wraxall Primary Schools	Portishead
	Flax Bourton Primary School	Backwell
	East Harptree and Ubley Primary Schools	Chew Valley
	Winford Primary School	Chew Valley
Contracts	Central Team	n/a
Cyber Security	To be Confirmed	n/a
Pupil Premium	Churchill Academy and Sixth Form (subject to conversion)	Churchill

## Mandatory training requirements

We have produced a [matrix of mandatory training requirements for all staff](#) that we hope will help to ensure that all staff receive the necessary training. Please note that there is likely to be role specific training that is not included in the matrix. Please use the matrix to inform the training that you make available to staff next academic year.

School Business managers will shortly receive the ELearning courses booking form via email for the Autumn term. With the frequency requirements of the courses in mind, please complete and return the booking form to [bwatts@lsp.org.uk](mailto:bwatts@lsp.org.uk) as and when is convenient and the courses will be assigned so that they are available for staff at the beginning of Term 1.

## Academic Mentoring Programme 2022-23

The National Tutoring Programme is continuing for academic year 2022/23 and schools are eligible for an Academic Mentor.

If you would like a mentor to start in September, please raise a new order on the Tuition Hub by going into 'Request and Review' and then clicking 'New.' Please see the [hub guide](#) to help you with this.

Or, if you already have someone in mind, you can complete this form and the recruitment team will be in touch with the next steps - [https://docs.google.com/forms/d/e/1FAIpQLSeRoQdmLVM6zvQjBdLhBnV6vpw8YS6rqzp\\_rEbaUmdj2MDqGw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeRoQdmLVM6zvQjBdLhBnV6vpw8YS6rqzp_rEbaUmdj2MDqGw/viewform)

## Additional support for staff suffering with stress and/or anxiety

There is a new service, as part of our Employee Assistance Programme (EAP), that is available so we can further support staff members who are suffering with stress and anxiety. This service allows Headteachers/SBMs to make a referral to an 'early intervention' team who will contact the member of staff in order to provide an early support service to them. The service is called 'Active Care Referral' and is to refer those staff members within the first 2 weeks of absence relating to stress and/or anxiety.

How to access this:

1. Gain agreement from the employee that they agree to be referred to the Active Care team to support them.
2. Complete a [referral form](#) and send to Health Assured ([activecare@healthassured.co.uk](mailto:activecare@healthassured.co.uk)).
3. The employee will receive a phone call from the Active Care team (please note this is from a withheld number, so please inform the employee of this).
4. Upon support being given, the person who made the referral will receive a report.

For further information, please view the [Active Care Manager's Guide](#), or contact the LSP Central HR Team ([hr@lsp.org.uk](mailto:hr@lsp.org.uk)).

If the referral is outside of the 2 week Active Care window, please use the link below: [https://pages.healthassured.org/EAP\\_Management\\_Referral\\_Consent\\_Required.html](https://pages.healthassured.org/EAP_Management_Referral_Consent_Required.html)

### Glen invoices

Please do not process Glen's invoice for July when you receive it. Input hours will be reconciled by Litmus at the end of August to ensure that all contract hours have been delivered. We will let you know when this has been completed and when you are able to make payment.

### Alarm Monitoring - new supplier

In order for the alarm monitoring to be transferred smoothly from one provider to another, keyholder information needs to be passed to the new supplier. The deadline for this has now passed so please could any remaining forms be completed and returned to [bwatts@lsp.org.uk](mailto:bwatts@lsp.org.uk) as soon as possible.

Could you please state in the 'Any special instructions' box at the bottom of the form if you have or require police response?

Evo are planning to install the new monitoring devices in the first two days of the Autumn term.

## FINANCE UPDATES

### Budgets for the 3-year period from 2022-23

Thank you to all your hard work in preparing and submitting your 3-year budgets following the approval of your LGB. Schools will have received feedback on their draft budgets as part of pre-submitted budget checks, but the finance team have also reviewed your final budget submissions in preparation for the Trustees to ratify the budget for 2022-23 on 12<sup>th</sup> July. Feedback on the outcome of these reviews can be found in [Foldr](#).

In order to provide the most up to date forecasts to Trustees, where appropriate, we have included schools' Submitted Budgets with the most recent estimate of the 2021-22 revenue balances alongside the projected balances in the Submitted Budgets agreed by LGBs.

## FOCUS ON GOVERNANCE

Governance Training & Events Calendar 2022-23 with links to recorded training and slides are available here [LSP Governance - Home \(sharepoint.com\)](#)