

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 01: 06 September 2022



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Welcome Back

Dear colleagues,

I really hope that term has started well for you. I know just how much work has gone into getting a good start made in schools. All that can be easily undermined by site or facilities problems and I therefore need to mention with thanks the work of our Head of Trust Services, Tim Monelle, and Mark Middleton, Mark Farley and Neil Harris, our estates leads, who have gone far beyond the second mile in sorting out some frustrating problems of over-run or poorly executed summer works by contractors. Mark Middleton and the Backwell site team have had to work weekends and Bank Holidays to get some of our sites open. It is good that when problems arise, we have the best people on hand to get solutions in place. That said, I really do appreciate how frustrating this has been in a few schools.

Can I remind Heads that we have a Teams drop-in at 2pm this Thursday. You should have had the diary appointment, also [here](#). We will cover money(!) and appraisal. Let me have any other issues.

Lastly, you may have spotted that the new edition of the Academy Trusts Handbook adds a requirement to make available all agendas, minutes and papers of Trustees and LGB meetings. We will be amending our LSP website to explain how such requests can be made, but we suggest that schools do not make any changes to yours. If you have any requests for LGB papers, please refer these to Fizz Forrest who will ensure that confidential items or other sensitive information is excluded. Fizz will also field any questions that you may have.

With best wishes,

Gary

LSP Central Team Single Central Record

The central team are in the process of updating their SCR. Once this is done, lines of staff who work in schools will be sent to all schools to add to your SCR. This will mean you meet KCSIE requirements around safeguarding checks etc. when central team staff come onto your school site.

Reminder: Pupil Surveys

A reminder that Year 6 and Year 11 pupil surveys are due to be completed by 30 September 2022. Clare Giordmaine will send you the results in excel format, during the first week of October.

Staff and Parent Surveys

Just a reminder that LGBs should be reviewing their summer term surveys. We will be issuing Trust mean and range figures to Heads and Chairs this week to help contextualise the scores.

LSP CPD Offer 2022-23

Please click [here](#) to view the LSP CPD offer for this academic year. There is an overview accompanied by an offer document that gives more details about each part of the offer, who the CPD is for and the link to book.

You will see it has our usual networks alongside a series of programmes and events around reading, spelling, curriculum development and leadership. We also have a focus on having the opportunity to visit schools both within our Trust and beyond, as we know this is very valuable and hasn't been possible over the last 3 years.

We are very excited to have Marc Rowlands hosting our AH/DH network this year. There will continue to be a focus on provision for disadvantaged pupils as this continues to be a key priority in the Trust and one which AH/DH usually lead on. If it is another person in your school, please encourage them to attend. We would recommend they read a copy of Marc's book/s [here](#).

A copy of The Essex Way was given to each DH/AH who attended the network last year, so you may already have copies in school.

We are looking forward to our next Trust shared INSET on 31st October. This will be an opportunity for curriculum leaders to work together on the next stage of the development of the LSP curriculum, assessment, and CPD. We will also be giving SENDCos time to work together during the day. I'll be contacting schools to host different events and school leaders, lead teachers and consultant teachers, to facilitate different parts of the day.

A few things to note:

- Some of the English courses are being shared/ funded by English Hub so you will go through to the EH booking form. This means there will be other schools from across the south west joining us
- There are a few dates still missing and I will get these to you in the next few weeks
- Networks that run from 1 - 4pm will be face to face at the teaching School room at St Peter's.
- Twilight networks will be online using Teams.
- Maths networks are all twilight sessions after feedback that all Trust schools work closely with the Boolean Hub and there was some replication of work here. If you are not working with Boolean please let me know.

Next steps:

Thank you to schools who booked for CPD at the end of last term. Please can you do this by the end of this week if you have not had the chance - this also gives us delegates emails so we can contact them directly.

Finally, I'd like to introduce our new administrator, Louisa Hazell, who will be supporting the school improvement team. She will be working on Monday, Tuesday and Thursdays, and I am sure she will be contacting you soon.

Click [here](#) to download the LSP Primary Network and CPD Dates 2022 - 23.

Janine Ashman

LSP Curriculum

We are in the process of creating a new cross trust SharePoint that all members of staff will be able to access - more on this exciting development to follow.

In the meantime, LSP curriculum resources will continue to be on our LSP Curriculum Share-Point hosted by St Peter's. Headteachers and Curriculum Leaders have access to this in order to share with teachers.

We know there are some missing units or resources. Some of these are in the process of being completed (art and design). Others are finished but documents and resources have unfortunately been deleted (I think when people have accessed them). We will audit what is there and replace any missing files as soon possible.

If you have any questions, please contact me janineashman@spps.school.uk

Thrive Approach Open Day - September 27th, St Andrew's Primary

St Andrew's Primary have been approached by the regional Thrive Relationship manager to open their school to share their Thrive journey and practice.

Thrive is a systematic approach to the early identification of emotional developmental needs in children and young people so that differentiated provision can be put in place quickly by the adults working most closely with the child or young person. It is preventative, reparative, pragmatic and easy to use.

It is used because addressing emotional developmental needs builds resilience and resourcefulness, lowers the risk of mental illness, revitalises learning provision, and encourages children at risk of underachieving or exclusion to stay in school and re-engage with learning.

If you are interested in finding out more about the Thrive approach, we are hosting arrivals on Tuesday, September 27th, at 1 pm for a 1:30 pm start. If you wish to attend, please send confirmation to fran.martin@standrewsprimary.org.uk

More details will follow and be sent to schools directly.

Updates from the DfE

Schools to share daily attendance data and take part in research

Over 65% of schools in England are now [sharing their daily attendance data](#) with the DfE. Sharing data means you, your local authority and trust (if applicable) get [access to daily attendance reports](#). To follow later in September, you will also be able to compare data from the previous academic year, for a school or an individual.

These reports can help to identify pupils needing support earlier, save you time building attendance reports and offer trend insights for different groups, helping you meet new guidance expectations around [working together to improve school attendance](#).

Wonde, has contacted all schools with instructions on how to share data. Check your junk folder or [email Wonde](#) for support You can also find out [how the data is used](#).

School Risk Protection Arrangement (RPA) members to meet the cyber cover conditions

To ensure your school is covered for cyber incidents you must meet the following four conditions:

- have offline backups
- all employees or governors who have access to the member's information technology system must undertake [National Cyber Security Centre training](#)
- register with [Police CyberAlarm](#)
- have a cyber response plan in place

For more information, see the [cyber guidance](#) note.

Schools to no longer use code X in the attendance register to record COVID-19 related absence

Last year, the DfE temporarily changed the law to allow schools to record absence related to COVID-19 in the attendance register using code X. This legal amendment has now expired, so please no longer use code X ('not attending in circumstances related to coronavirus') to record any COVID-19 related absence.

They have withdrawn the guidance addendum: recording attendance in relation to coronavirus and the associated sub-codes guidance. Where a child is unable to attend school because they are ill with suspected COVID-19, their absence should be recorded as code I 'illness'. Pupils and schools should continue to follow relevant [public health advice relating to COVID-19](#).

Closure of the educational setting status (EdSet) form for schools, colleges and local authorities

Schools and colleges no longer need to complete the educational setting status form every Thursday.

The DfE will continue to monitor the COVID-19 context and any other emerging issues and will be in touch should further data collections be required in the future.

New careers guidance requirements from year 7 for secondary schools, academies and other educational settings

[The Education \(Careers Guidance in Schools\) Act 2022](#) came into force on Thursday 1 September 2022. The Act means that schools must now secure independent careers guidance for pupils from year 7.

This amends the existing duty, [to secure independent careers guidance to pupils in school years 8 to 13](#). The Act also establishes consistency across education settings by extending the statutory duty to academy schools and alternative provision academies in England.

TRUST SERVICES UPDATES

Cyber Security

As previously communicated RPA insurance now covers this, providing that schools meet a number of criteria.

Some schools may have already completed what is necessary, but in case you have not these [two documents should assist](#), as this all needs to be completed by the end of term 1 (example of a primary school cyber response plan and guidance for how to complete the police cyber alarm registration).

So that progress can be tracked, I will be soon sending you an invite to the Cyber Security folder in Teams so that you can update the file contained within.

Health & Safety Supportive Audits and Fire Risk Assessments

Delegated Services have been asked to carry out this year's Health & Safety supportive audit before Friday 2nd December. This means that all reports will be available for review in Spring 2023. Delegated Services will be contacting you in the coming days to arrange a suitable time for their visit. Please support them to achieve our deadline by accommodating their visit before 2nd December.

Worknest have also been given the same deadline for the completion of the FRA and their operations team will be making contact with you to arrange their visit. As you are aware, this is a new contract and so we would be grateful for any feedback you may have when the time comes. The FRA will be a full risk assessment in year 1 (rather than a review) and it will then be reviewed internally for years 2-5. Worknest has a portal that will give access to your report and also to many articles and templates that may be of use. We will share more details on this in the near future.

Online Searches for shortlisted candidates - KCSIE 2022

As you are aware there is a new requirement under Keeping Children Safe in Education 2022 for schools to consider carrying out an online search as part of their due diligence on shortlisted candidates.

The Trust have been investigating third party companies who could be potential providers for these checks. We have also been liaising with One-West (our Data Protection Officer) to ensure in doing these checks the Trust complies with GDPR regulations.

We have just received a response from One-West who have indicated that we need to exercise caution and that they are liaising with the ICO and DfE to gain clarification on these checks. Until we have received further guidance we would urge you not to take any action. We will update you as soon as we can.

Annual Safeguarding Declaration

We have added the Annual Safeguarding Declaration to Employee Self Service (ESS) in iTrent. This will avoid schools having to send out paper versions of this document. It will also allow staff to sign the document electronically, which will be date stamped and recorded on their personnel file in iTrent, which SBM's can view.

SBMs can run a report for their school identifying who has signed the declaration and who is pending through iTrent, People Reports. The report can be found through E-Signature Correspondence Summary. This report can be run by schools at any time. Schools have been asked to ensure DSL's are updated with these details.

Schools have been asked to provide staff who are employed by their school with the following instructions:

Instructions for Employees

When you log into your Employee Self-Service (ESS) the Annual Declaration will appear. You will be able to click on the links to access the policies and documents. Once you have read and understood these documents you need to type your name in the signature box and click the 'sign' button. Once you have signed the document you can click on the cross in the top right hand corner and this will then take you into ESS to view your details.

Please can you sign the Annual Safeguarding Declaration by 30th September, or sooner if you are able.

To log into employee self-service click on the below link:

[ESS - Login \(webitrent.com\)](https://webitrent.com)

- Your username is your school email address.

Your first-time password is the 8 digit account number that your salary is paid into.

ESS will also allow you to:

- View your payslips from 1st April 2022 to date
- Update your bank details
- Add/update your next of kin and emergency contacts
- Change your address
- View your employment details
- Change your password

If you have any difficulties in logging into your account please speak to your School Business Manager who will be able to help. A user guide to help with ESS navigation is available on [LSP Gateway](#), and also on [Foldr \(LSP Communications\HR\Employee Self Service\)](#).

Childcare Disqualification Declaration

The Childcare Disqualification declaration will be available to primary schools by the end of this week. We will send out guidance to SBMs for staff to enable them to complete the declaration via Employee Self Service (ESS) in iTrent.



Funding for Ukrainian Pupils

The DfE has now published information on funding for pupils from Ukraine, but only where families have entered via Homes for Ukraine visa route. However, the guidance published is aimed at local authorities who have now received the first allocation of funding, and it is now apparent that it is for individual authorities to decide how this funding will be passed on to schools and what proportion of the funding will be retained by the LA. We have reached out to NSC and BNES to establish their timing and plans for dissemination of funding, but as the information from the DfE has just been published, this may take a little time and may vary between local authorities.

We have summarised the main points below for your information, and then produced our own guidance and toolkit on how best to estimate income and record expenditure for the March 2022 to February 2023 period until more information from NSC and BNES is forthcoming. At this stage, we expect those schools who received Ukrainian pupils in the last academic year to include an amount for accrued income in their audit workbooks. At this stage, we do not know whether there will be reporting requirements for expenditure but would suggest that you keep records on expenditure per pupil should this become a requirement.

Guidance given to Local Authorities:

1. Funding will be allocated to Local Authorities for the provision of education and childcare for children aged 2 to 18 depending upon age of pupil - but not all funding is likely to be passed to schools.

Phase (Age)	Funding per child
Early years (2 to 4)	£3,000
Primary (5 to 11)	£6,580
Secondary (11 to 18)	£8,755

2. Example of how funding can be used:

To provide a place for 2, 3 and 4-year-olds accessing the 2-year-old, universal or 30 hours entitlements

- The provision of a suitable place for all other children up to the age of 18 (including time for staff resource and travel)
- Funding placement of larger clusters of children into schools and early years settings, including the costs of additional and specialist teaching, non-teaching and administrative staff
- Providing suitable travel arrangements, where necessary, to facilitate a child's attendance at school or suitable education setting
- The provision of specialist and bespoke services, such as support for children with additional needs, and resources (this may include education materials for schools)
- Free school meals and school uniform (including school bags, provisions for example, water bottles, etc.)
- To provide access to extra-curricular activities for example, sports
- On community services whose provision benefits the children
- Any other reasonable costs associated with the provision of education and childcare for the children.

3. Allocation and payment arrangements

- Payments will be made based on data collection covering 3 months of the programme
- Allocations will be made to Local Authorities for distribution
- Allocations will include arrivals from the previous quarter once the data has been validated
- First data collection was for March 22 - May 22
- Going forward payments will be made to LAs the month following data collection and allocations will be published
- August will be the first payment (to Local Authorities) and covers 1st March 22 - 31st May 22 covering one quarter of the annual tariff for the arrivals during that period
- The remaining payment of 3 quarters of annual tariff will be made alongside the payments for arrivals in Quarter 2
- All future payments after the first quarter will provide the total amount of pro-rata funding per child for 2022/23 Financial Year
- Payment amounts are based on the age of the child on the date they arrive in the authority

How/When Funding will be Allocated

When Child arrives	Quarter 1 Payment	Quarter 2 Payment	Quarter 3 Payment	Quarter 4 Payment	Notes
Children arriving during Quarter 1 (1st March - 31st May 22)	1 Quarter (3 Months) March to May 22	3 Quarters (9 Months) June 22 to Feb 23			Will have received full 12 Month entitlement by Quarter 2
Children arriving during Quarter 2 (1 June - 31st August 22)		3 Quarters (9 Months) June 22 to Feb 23			Will receive full 9 months entitlement in Quarter 2
Children arriving during Quarter 3 (1 Sept - 31st Nov 22)			2 Quarters (6 Months) Sept 22 to Feb 23		Will receive full 6 months entitlement in Quarter 3
Children arriving during Quarter 4 (1st Dec 22 - 28th Feb 23)				1 Quarter (3 Months) Dec 22 to Feb 23	Will receive full 3 months entitlement in Quarter 4

Our Guidance to Schools:

Income

- We are expecting that Ukrainian pupils will form part of your normal pupil roll for the October 2022 census for funding purposes for 2023-24.
- The guidance for additional funding outlined above covers the period 1st March 2022 until 28th February 2023 - *we are assuming that funding will end at the end of February 2023.*
- We are working on the assumption that schools will receive 50% of this additional funding - but this may change when more information becomes available.
- We are working on the assumption that funding will be allocated for a full quarter for a pupil as long as they started in school on a date in that quarter.
- The guidance suggests that the funding for an individual pupil is based on their age when entering the country. We are waiting for clarification, but this suggests that the funding allocation for a pupil moving from one phase to another in September 2022 will not change the funding level.
- Use the [toolkit](#) to estimate the income for the period March 22 to August 22 and add this as accrued income to your audit workbook. If income for quarter 1 is received in advance of closing, these values will need to be adjusted to reflect estimated accrued income for June to August only.
- By end of quarter 2, funding would have been allocated to LAs for pupils until the end of February 2023. If you have pupils moving to other schools within the Trust or outside the Trust during the period, please assume that you will only receive income for those months the pupil in on your roll.

Expenditure

- Until further guidance is available, record additional expenditure incurred per pupil (e.g., interpreters, school uniform, extra-curricular activities). Do this for March 2022 until August 2022 and again for 2022-23 for budget monitoring purposes and in case additional reporting requirements are published.

Please note that our guidance will be updated as soon as more information is available from NSC and BNES. In the meantime, please do not hesitate to contact the finance team for support.

School-led Tutoring - 16th September deadline

All schools that received School-led Tutoring funding *must* complete the end of year statement by **16 September 2022**. This is a mandatory return and schools that chose not to use the grant must also complete the statement. **Failure to complete the statement will result in a clawback of all funding.** Where the funding has not been used fully (or at all) by schools, the ESFA will treat this as an overpayment and will be offset against future payments of the grant.

Please use the following link to access the statement and guidance about completing the statement. [School-led tutoring: year-end statement form guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/school-led-tutoring-year-end-statement-form-guidance-for-schools). You will require a DfE Sign in account, so please ensure that you have access before the deadline.

Monthly Finance Checklist

We have updated the Monthly Finance Checklist to include monthly accruals and prepayments, the revised process for additions to the Fixed Asset Register as well as updating guidance and links. The revised checklist is available in [Foldr](#).

We aim to keep this checklist under regular review so that it is as helpful as possible, so please do not hesitate to give us feedback.

We have also amended the date of return to the 13th of each month to give Business Managers and Finance staff more time to complete the tasks. However, schools should be aware that due to the schedule for closing periods on PSF, some tasks on the checklist do have earlier deadlines. The completed monthly return should be emailed to lspfinance@lsp.org.uk along with a completed credit card template for each credit card held by the school and credit card statement by this deadline, or as soon as reasonably practicable should this deadline fall within a school holiday. The receipt of these checklists are reported to our Finance Trustees on a monthly basis, but additionally they help the Central Team ensure that schools are “audit” ready and enable us to better support those schools who need it. Please do not hesitate to contact the finance team in the event of any difficulty with meeting the deadline in a month.

Monthly Accruals and Prepayments

Please [download](#) the 2022-23 template to complete to advise the Finance Team of monthly accruals and prepayments to be processed. The first date for a return is 7th October for September accruals and prepayment. You can also [download](#) the 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. Thank you.

Estimating Back Pay for Support Staff Pay Award for Audit Workbooks

As outlined in last week's Bulletin, the National Employers have made a final offer to the unions representing the main local government NJC workforce. This was a one-year offer for the period 1 April 2022 to 31 March 2023. The increase is not yet agreed but will be used by the central team to estimate the cost of support staff back pay for the April to August 2022 period to be included as Accrued Expenditure as part of the year-end processes (rather than the 3% budgeted).

Due to the offer resulting in % increases between 10.5% at the bottom of the scale to 3.82% at the top of our range, this is not an easy calculation. We will therefore base our estimate of accrued expenditure on the data extracted from iTrent on 3rd August (used to calculate the potential additional financial impact of the proposed pay award shared last week), but proportioned across support staff groups based on actual salary expenditure spend *plus* the budgeted 3% pay award based on actual expenditure. If schools were not completely up to date with their iTrent data input on the date that this data was extracted from the system, then this will not be completely accurate and nor can we accurately calculate the additional % increase over and above that budgeted for any overtime paid since April 2022. However, we hope that any differences with actual backpay will not be material.

You will be aware that we will be paying all staff a 3% pay uplift in September (backdated to April 2022 for support staff) and, therefore, depending upon the final pay award, actual back pay for support staff will be paid in more than one instalment.

We are currently considering the best way to update Orovia with the revised pay offers and aim to issue some guidance in next week's bulletin.

2022-23 Scheduled BACS Payments

The payment schedule for BACS payments is now available and saved on [Foldr](#). The Central Team will endeavour to follow the schedule, however there may be circumstances out of our control which result in either earlier submissions or later payments. Notification of these exceptions will be advised.

Claiming Gift Aid on donations

We were able to claim almost £5.5k in gift aid for a few of our schools in 2021-22 for eligible voluntary donations received in 2020-21. Now that we are registered with HMRC to claim gift aid, we will do an annual claim on behalf of schools each autumn for the previous financial year.

Schools will need to add details of their donations to the template available to [download](#). The gift aid income received will be apportioned back to schools as appropriate but may take a few months to be processed by HMRC. If you think you may have received eligible donations and have the appropriate declarations in place, please complete the template and return to lspfinance@lsp.org.uk by 4th October 2022.

You will need to ensure that any donations received are eligible for gift aid and we have produced a [sheet](#) for your information. You will also need to ensure that a declaration form is completed (either hard copy or electronically if you prefer) for each donation and these declarations *must* be retained by schools as a clear auditable record. A copy **the declaration form** is also available to [download](#).

Reviewing Payroll Cost Centres for Employees on iTrent

Some schools have had some coding discrepancies for their payroll costs since April 2022. This is because the Central Team and Neo People had to map LSP staffing Cost Centres to the Neo People coding structure in order to be able to upload the payroll journals into PSF. This initial mapping exercise may have resulted in a small number of employees being mapped to a different cost centre on iTrent to the Cost Centre used for your budget. This has also highlighted some inconsistencies between schools in respect of coding.

In light of these issues, and [as each job title can only be mapped by Neo People to a single LSP EX*** Cost Centre, which needs to be consistent across all of our schools](#), we are asking schools to review the current cost centre coding of their staff in iTrent using this [guidance](#).

This is a straightforward process and we have suggested a deadline of 30th September. However, please do not hesitate to let us know via lspfinance@lsp.org.uk if you are struggling to meet this deadline.

The aim will be to amend the Neo People starter and variation form to pull down this list of cost centres to ensure that all new posts are correctly coded from the outset. In the meantime, please ensure the Cost Centre is included in the narrative for any new post. Thank you.



Governance - Safeguarding & Code of Conduct Declarations

In order to help streamline the various annual compliance returns, we have developed an online form for your LGBs to use for the annual Safeguarding and Code of Conduct declarations, if you wish. The data will be collected centrally and can then be sent to you in a summary format on request. If you prefer to use existing systems, that is fine, but please ensure you keep an accurate record of these declarations.

The 'Annual Safeguarding & Code of Conduct Declaration' can be accessed here <https://forms.office.com/Pages/ResponsePage.aspx?id=-lolp0FXrkKtRDgOpwxaAM7c-JZSdFR0rj6A2wH7Hf1UMUdEWkVUR1c3OU1TOULBWTfZMEk5RjdUTC4u>

If you wish to use this re-use this link, simply copy and paste into an email and send this to on to your Governors.

The Governance Code of Conduct remains unchanged from 2021/22 - it therefore does not need to be approved, ratified or adopted at LGB. This was approved by the LSP Board last year and therefore, LSP committees (inc. LGBs) are effectively bound to this.

Action for Schools - The DfE has released new requirements for what schools are required to publish online. This includes new requirements to publish the school's Uniform Policy and information about school opening hours. Full guidance is available [here](#) for academy schools.

Safeguarding Policy - A copy of the approved 2022/23 policy for all LSP schools to adopt can be downloaded here:- [LSP-SafeguardingChild-Protection-Policy-2022-23 - approved by Board of Trustees 12th July 2022 .docx](#)

Governance Training & Events - Term 1 - Please contact fforrest@lsp.org.uk for further details

- LSP SEND Link Governors - Wednesday 14th September - 18.00-19.30
- LSP Clerks' Network - Thursday 29th September - 18.00-19.30
- LSP Chairs' Development Group - Tuesday 4th October - 10.30-12:00
- LSP Safeguarding Link Governor Update - Tuesday 11th October - 18.00-19.30
- LSP Chairs' Development Group - Tuesday 13th October - 19.00-20.30
- LSP Effective Governance (new Governors) - Wednesday 19th October - 10.30-11.30
- LSP Effective Governance (new Governors) - Thursday 20th October - 19.00-20.30

LGB Governance Self Review

Electronic self-review forms have been sent out to LGB Clerks over the Summer - please can all Governors complete these before the end of Term 1 - many thanks.

Annual Review - Register of Interests, Gifts & Hospitality

Please can all Governors and senior staff complete their annual interests declaration using this form:- [Business Ethics - Appendix 1 Register of Business and Pecuniary Interest Form 2022-2023.docx](#)

When completed, please pass a copy to your Clerk and/or School Business Manager.