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Introduction

Since our last bulletin we have seen the sad passing of Her Majesty Queen Elizabeth II. Thank you to you and your staff for the sensitive and moving way that you have enabled your pupils and communities to pay tribute to our late monarch and to celebrate the accession of King Charles III to the throne. The coming week will continue to provide many more historic moments for us all to reflect upon.

All of our schools will be closed on Monday 19th for the state funeral of Her Majesty the Queen. We are investigating the arrangements that we need to put in place for part time staff that do not normally work on a Monday and will get back to you as soon as we can confirm the appropriate action required.

Despite this period of national change, HM inspectorate have wasted no time in resuming their inspection activity and are onsite at Hannah More Infant School today.

Finally, we recognise the significant difficulties faced by some schools due to the poor performance on one of the contractors that undertook work during the summer. Please be reassured that we are treating these issues with the utmost seriousness and will ensure that the issues are fully resolved.



Admissions Arrangements (Policy) - 2024-25

We will be working with the two local authorities to update our admissions policies for 2024/25. These will be issued for consultation in Term 2. Headteachers and local governing bodies should be aware that we will not make any changes to each criteria unless you ask us to do so.

Therefore, if you wish to make changes to your admissions arrangements for 2024-25, please can you advise the LSP Central Team by the end of **Term 1 - Friday 21st October**. If we do not hear from you, we will assume that you do not wish to change your arrangements. Please note that a consultation must take place if your admissions arrangements have not been consulted on within the last seven years.

Formal consultation must take place for a period of at least six weeks between October 1st 2022 and 31st January 2023. This means that the deadline to launch a consultation would be Term 2.

Prevent Training

If you're looking to train staff in the next few months or so in Prevent, or haven't trained staff on the Prevent Duty in a while and think they could do with a refresh, the government has released new training (2022) edition, found here [Prevent duty training - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/prevent-duty-training)

We would recommend that this replaces this previous training.

Whole School Reading Culture Grant – Bookmark Reading

As part of their work to help develop whole school reading cultures, Bookmark is offering a limited number of grants to primary schools to help them address their specific literacy needs.

There are two types of grants available:

- Whole School Reading Culture **project grant** (up to £5,000)
- Whole School Reading Culture **teacher CPD grant** (up to £500)

Click [here](#) for info on how to apply. Janine Ashman is happy to help with applications.

School chairs available

Yatton Schools have 90 surplus chairs available for collection.

Please contact Judith Ralfs if you're interested. jralfs@yattonschools.co.uk



Important Update re CPD Online

Please be advised that CPD online will be **unavailable between Monday 19th and Wednesday 21st September** to allow for a change to the systems servers. You will not be able to access **ANY** information including course booking details and CPD records. If you have an URGENT query please contact APRequests@n-somerset.gov.uk , although please be advised that the business admin team will also not be able to access the system.

Important information from your Appropriate Body (AB) Lead Carol Gair

Please find below information that your existing AB lead (Carol Gair) has asked us to share with you.

Welcome back!

Please find below reminders about registering any new ECTs:

Firstly, all new ECTs must be registered on the DfE portal

<https://manage-training-for-early-career-teachers.education.gov.uk/>

Secondly, all new ECTs must be registered with FCTSHA's AB service through our website (link directly below)

<https://fivecountiesalliance.co.uk/early-career-framework/sign-up/>

Finally, all new ECTs must be registered on our new AB paperless management system called ECT Manager (link to do this directly is provided here)

<https://bristolandsomerset.ectmanager.com/login.aspx?ReturnUrl=%2fManagement%2fDefault.aspx>

After the ECT Manager registration is authorised, you will be sent a username and password from 'do_not_reply@ectmanager.com', please check your Junk mailbox if you do not receive this. You will then be able to start adding mentors and registering your ECTs.

For Existing ECTs who were with you last year and who are moving into the second year of their ECT induction will be added to ECT Manager by our team in the next few weeks, therefore you do not have to be register them on ECT Manager.

You will find below a link to the full ECT Manager user manual which includes detailed, step by step instructions on how all the functions you will be using on ECT Manager can be accessed: <https://docs.nqtmanager.com/>

I'm very much looking forward to working with you again this year and will be in touch again during the next few weeks to arrange a 1:1 meeting during the Autumn Term.

Yours in partnership,

Carol Gair

AB Lead for ECT Induction, In Partnership with FCTSHA

KS1 and 2 Moderators

Our chosen moderators, Bristol LA, are recruiting new KS1 and KS2 moderators. It is a great opportunity to teachers to develop their subject knowledge, work with other schools and contribute to an essential part of the primary assessment process. We are keen to encourage skilled teachers to take up these roles. If you are interested please contact Jenny Brookes using the email below and please copy me in (jashman@lsp.org.uk):

Are you interested in becoming a KS1 or KS2 LA moderator? We will be holding an online information briefing on Monday 26th September outlining the nature of the role (both KS1 and KS2) and the selection and recruitment process. We will be recruiting later this term. The session will include an insight from the moderation team and the opportunity for you to ask questions. The session is free, but if you are interested please book on via: email: tradingwithschools@bristol.gov.uk, or telephone: 0117 922 2444, or online at: [Interested in being a KS1 or KS2 LA Moderator? | Trading with Schools](#)

KS 2 GDS

Jenny is also offering the following course. I will also ask her to put on a session for LSP Y6 teachers, but you may like to attend the one she is running in Bristol:

The details can be found here: [Exploring writing at Greater Depth in Y6 | Trading with Schools](#)



Audit Workbook updates

- The 'funds' worksheet will now be uploaded on 3rd October preceding the compulsory workshop session on how to complete the sheet on 4th October at 2.00pm until 2.45pm. Schools will have until 14th October to complete this worksheet.
- In response to a question from schools, we have sought further clarification on the Temporary Staff Detail worksheet. Where a permanent member of staff has been contracted for additional hours on a temporary basis over and above their permanent hours during 2021-22 financial year, you do NOT need to include these temporary hours on the worksheet. These are additional hours associated with their primary role.

Updating Orovia with revised pay awards

Although the teachers and support staff pay awards have not yet been agreed, it is obviously helpful if we reflect these latest offers in Orovia. This will enable schools to see the full impact of the offers on the current employee scenarios, and compare them with submitted budgets. However, we would like schools to undertake some housekeeping before we make these pay changes so that you have an audit trail of the differences the increased pay offers will make. We will ask Orovia to update the pay scales on Monday, 3rd October. This will hopefully give schools time to review and update your employee scenarios and ensure that the pay changes can be reflected in your September budget monitoring uploaded on 12th October. Please can schools:

- Update your working employee scenario with all known contract changes and vacancies.
- Copy this up-to-date scenario and mark as current (by pulling into a Budget Forecast and marking the budget forecast as current). Please do this by Friday, 30th September.
- After 3rd October and when you see the 'Salary Notification' pop up when you log into Orovia, please regenerate your new employee scenario marked as current, but not the scenario this was copied from. This will enable you to compare the employee costs in your submitted budget with those of your up-to-date staff based on the 3% budgeted pay awards and assess the full impact of the revised pay offers. We have included some instructions [here](#) if you need them.

National Tutoring Guidance for 2022/23 - The DfE has updated the NTP guidance for schools for the new academic year.

Final Reminder for all schools that received School-led Tutoring funding to 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). You will require a DfE Sign in account, so please ensure that you have access before the deadline.

Delayed BACS Payments - WC 19/09/22

Payments against this week's BACS pay runs will not reach recipients' bank accounts until Thursday, 22nd September as opposed to the expected date of Wednesday, 23rd September as 19th September now being a Bank Holiday. Please bear this in mind when advising supplier of expected payment dates. Many thanks

FOCUS ON GOVERNANCE

Governance Training & Events

Summary of events for 2022/23 available [here](#) - Please contact fforrest@lsp.org.uk for further details

Annual Governance Declarations

We have developed an online return system which you can use if you wish. These forms have been developed primarily to support schools that currently do not have Clerking support and a longer-view that we should streamline these types of administrative duties. You are not obliged to use this system if you have an alternative in place that suits your LGB needs.

The returns are automatically updated to a private central location (LSP Clerks SharePoint Site) and the data will be accessible to LSP Clerks only.

1. [Annual Declaration of Interests & Register of Gifts/Hospitality](#)
2. [Annual KCSIE/Safeguarding Declaration and Governance Code of Conduct](#)