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Request for all schools to complete a short survey on Automated External Defibrillators (AEDs) by Monday 10 October

In July, the DfE [announced](#) that they will be providing AEDs to state-funded schools in England over this academic year.

The programme will ensure there is a life-saving device in every school in England, boosting numbers in communities across the country.

On Monday 12 September a survey was sent to Headteachers to establish those with existing AEDs. We have collated the data as a Trust but the DfE has confirmed that we cannot submit this overall data and that each school needs to respond to the survey. Please could we ask you to complete this by the deadline of Monday 10 October.

The first AED deliveries are expected before Christmas. The DfE say that they will announce further details of the programme, including new guidance, later in the autumn term.

If you have any queries or you have not received the survey, you can contact the DfE helpline on 0370 000 2288 or [online](#).

School Leaders' Meetings

Dates for the School Leaders' Meetings at Nailsea Baptist Church for the academic year 2022-23. Meetings will begin with breakfast refreshments 8.30am, with the meeting starting at 8.45am - 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

Headteachers' meeting Wednesday 5th October

We are looking forward to seeing all HTs at our meeting at Nailsea Baptist Church. Refreshments will be served from 8.30am and we plan to begin at **8.45am**. There are a lot of important updates, so please do make this a priority. If, for some reason, you are not able to attend, please ensure your DHT attends for you. The final agenda will be emailed to you by the end of the week.

Self Evaluation and School Improvement Plans

Thank you for all your work on these important documents. The deadline for submitting them to LSP is 30th September. Please email copies to Louisa Hazell lhazell@lsp.org.uk. Thank you.

Gigabit Broadband programme

The DfE is working with DCMS and BDUK to deliver the Schools Gigabit Broadband programme to ensure that all maintained schools and academies in England have access to high-speed internet by the end of 2025. The programme will work alongside other Gigahub projects, and the DfE will procure circuits for around 3000 schools that currently do not have access to gigabit broadband and are not included in commercial rollout plans in the coming years.

Some of the schools within the trust will be eligible for this scheme, and therefore we would ask you not to renew your broadband contracts without speaking to us first.

Trust Services

CPD UPDATES

NPQ Applications

The deadline to apply to be part of the October NPQ cohort is 26th September. These are fully funded, national qualifications that offer CPD across a range of different specialisms including early years, literacy, teacher development, behaviour and culture as well as NPQs in senior leadership and headship.

Secondary colleagues should apply to complete an NPQ with Ambition: <https://www.ambition.org.uk/programmes/>

Primary colleagues should apply to complete an NPQ with Education Development Trust: <https://www.educationdevelopmenttrust.com/npqs>

Charanga staff meeting on Weds 12th Oct at 3.45-5.15pm

Flax Burton School are having a charanga staff meeting on 12th October. LSP staff from other schools are welcome to join them. Please let Louisa Hazell (lhazell@lsp.org.uk) know if you would like to attend by Friday 7th October.

HR UPDATES

Pay Progression - Teaching and Leadership

School Headteachers and School Business Managers will be sent, by the end of this week, pay progression spreadsheets for teaching and leadership staff within their school. Schools have until 4th November to update the spreadsheet, and return to LSP HR for implementation in December pay (backdated to 1st September).

Threshold applications

A reminder that if you have teaching staff who are applying to go through the threshold to UPS this academic year, please send through their applications to Tania Newman (tnewman@lsp.org.uk) by 30th September 2022.

End of temporary adjusted checks due to Covid-19 - affecting Right to Work checks

The temporary adjustments the Home Office made to allow right to work checks to be carried out remotely come to an end on 30th September 2022. As a reminder, the adjusted measures currently allow you to conduct a right to work check as follows:

- Ask the individual to submit a scanned copy or photo of their original document (rather than sending originals).
- Arrange a video call with the individual - ask them to hold up the original documents to the camera and check them against the digital copy you have received.
- Record the date you made the check and mark it as “adjusted check undertaken on [date] due to COVID-19”.

However, with effect from 1st October 2022, you will need to return to manually checking original documents, where this applies. You may have heard that you can check documents using a digital identity service provider (IDSP). However, this is only available to individuals with a valid British or Irish passport, and there is a fee payable for using this service. **We therefore suggest carrying out manual checks (when checking individuals with a British or Irish passport), as carried out prior to Covid, as these are free of charge.**

As a reminder, a manual check is no longer an option for Biometric Residence Card (BRC) holders, Biometric Residence Permit (BRP) holders and Frontier Worker Permit (FWP) holders to evidence their right to work in the UK. You are no longer able to accept physical cards; employers must now carry out a check using the Home Office’s online Right to Work check service (the Employer Checking Service) to obtain a statutory excuse. Click [here](#) for the link to the Home Office’s online Right to Work check service.

You will not need to carry out retrospective checks on those who had a COVID-19 adjusted check between 30 March 2020 and 30 September 2022 (inclusive), or where a manual check took place on or before 5 April 2022, for BRC, BRP or FWP holders.

Harpur v Brazel update - holiday pay affecting TTO and casual staff

On 20 July 2022, the Supreme Court issued its long-awaited judgement in the case of Harpur Trust v Brazel, upholding the decision of the Court of Appeal. This decision will have financial ramifications for schools in relation to holiday pay calculations.

We seeking further advice from our solicitors, following the decision from the Supreme Court, on how this affects our term-time only staff and also casual workers. In the meantime we are carrying out audits for TTO and casual groups of staff. The audits are likely to take some time due to the complex nature of the calculations and the data that is required. However, the information received so far indicates that term time only staff are receiving the allocated 5.6 weeks holiday entitlement and pay and therefore we do not anticipate any significant changes to the calculation of our term time only factors for contracted staff. Once we have an agreed way forward, we will communicate this to schools, staff and unions.

Schools should continue to pay holiday pay for casual staff in the normal way unless communicated otherwise.

Annual Safeguarding Declaration

A reminder that the Annual Safeguarding Declaration is available in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of 30th September 2022**. School Business Managers can check who has completed the declaration in iTrent under reports: People Reports, E-Signature Correspondence Summary.

Childcare Disqualification Declaration

A reminder that the Childcare Disqualification Declaration, for primary schools, are available in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of 7th October 2022**. School Business Managers can check who has completed the declaration, along with the responses, in iTrent under reports: People Reports, ESS Questionnaire Summary. Guidance on how staff can access this was emailed to School Business Managers and Headteachers on 15th September 2022.

Agency Workers - reminder

For those schools who use Agency Workers, a reminder of the legislation around hiring these workers. Those workers that are in the same role with the same organisation after 12 weeks, should receive the same pay and conditions as someone who is directly employed. This includes the same basic rate of pay, rest breaks/lunch breaks, holiday entitlement, paid time off for ante-natal appointments.

How to find temporary education staff with Crown Commercial Services (CCS)

If you need temporary agency staff, the Crown Commercial Service (CCS) can help. The CCS has a framework agreement in place which provides you with a simple way to compliantly access temporary staff, interims, and contractors to fill vacancies. **This is a free of charge service for schools.**

The Benefits to using the agreement include:

- great value for money and complete transparency of costs
- no costly temp to perm fees after 12 weeks (with 4 weeks' notice)
- safeguarding standards aligned with [Keeping Children Safe in Education](#)
- peace of mind of pre-negotiated terms and conditions that favour schools
- simple to use [online agency selection tool](#) to help you find local agencies that are accredited and regularly audited
- ability to still use your preferred 'nominated' workers

You will need:

- your DfE Sign-in email address and password.
- your school's postcode
- details of how long you will want the worker

What to do:

Enter the kind of worker you want and your postcode. This will give you a list of local agencies who can supply what you need, ordered by the mark-up they charge.

Ask for a quote - they must offer the terms they agreed with Crown Commercial Services, but you can still try to negotiate a better deal if you want.

Follow your usual way of assessing quotes and hiring staff.

Once agreed, you'll need to sign an agreement with the agency to confirm that the worker has been assigned, that they are being provided under the terms of the deal and the agency rates are what they agreed to offer under the deal.

The invoice the agency sends you should break down the total cost to show the cost for the worker and the agency's fees.

Click [here](#) and [here](#) if you would like to learn more about the service and how to complete the order form.

For further guidance on this, please contact Jackie Miles from the Central HR team: jmiles@lsp.org.uk.

Teaching Vacancies

Teaching Vacancies is a free job-listing service from the Department for Education. You can access the portal via your DfE Sign-in email address and password.

Click [here](#) to sign-in and select hiring staff sign-in. You will then be asked for your DfE Sign-in email address and password. Alternatively, you can sign-in directly via the DfE website, selecting Teaching Vacancies.

DBS Checks - reminder

A reminder that DBS checks should be carried out within the 3-month period before a new starter joins the school, and not in advance of this. This is to ensure that schools are complying with KCSIE as if there is a gap of 3 months or longer a further DBS check would be required.

Bank holiday for Her Majesty Queen Elizabeth II's State Funeral

Further to the email to School Business Manager's and Headteachers on 14th September, please find below the guidance provided for staff who do not normally work on the day of the bank holiday.

For staff who do not normally work on a Monday they will need to take another day (that they would usually work) as an additional non-working day. The additional non-working day should be based on the average number of hours a day for a 5-day working week (e.g. if working hours of 25 per week this would be divided by 5 days to provide additional leave of 5 hours.

School's can allow until 31st August 2023 for staff to take the additional non-working day in lieu of the additional Bank Holiday in respect of the Queen's funeral. This is recommended for both term-time only staff and staff who work all-year-round. Time off will need to be agreed by the Headteacher in advance of it being taken, and to ensure the school has a record of this. Other than any cover costs, this is a no cost option for schools.

For those members of staff where taking an additional day could impact upon the educational provision, schools may wish to pay the member of staff for the additional day via a timesheet. Please note that any hours paid via timesheet for this purpose would not be included in school's budgets, and so it would be at an additional cost to the school.

iTrent update

Sickness absences

The Central HR team are working with Neo People and secondary schools across the Trust to set up a data conversion process to allow absence records in SIMs to be uploaded into iTrent. The data provided from secondary schools is being tested and we are expecting that this data (for the previous 12 months, including September 2022) will be uploaded into iTrent imminently. This is an interim measure until the permanent interface is available between SIMs and iTrent.

In the meantime, **all primary schools should continue to add absence data directly into iTrent.** This will allow us to test the absence reports in iTrent.

Web recruitment

The Central HR team have been developing the web recruitment module of iTrent, which we anticipate will alleviate some manual workload in schools. It will eliminate the need to add new starters into iTrent and will allow onboarding for successful candidates. Other benefits include recruiting managers being able to view candidates, and the system will send references directly from the system as well as sending interview correspondence throughout the recruitment lifecycle to candidates.

We are testing the application forms and processes in web recruitment (requisitions, authority process and publishing adverts). Backwell is the pilot school who will be testing the system during October. We anticipate that this will be rolled out to all schools within the Trust during December 2022.

Update Guidance for School Business Managers

School Business Managers (SBMs) will receive a useful guide with an update on iTrent functionality. This will be sent to SBMs this week via email.

The guide will cover:

- New Starter Process
- Allocating Annual Declaration and Childcare Disqualification documents to new starters and how to run reports for your school on completed/not completed declaration.
- Checks to enable staff access to Employee Self Service
- How to transfer an employee from one school to another
- How to add allowances TLR's, etc.
- Monthly and Termly reports and checking processes
- Reporting Manager checks to ensure workflows run correctly
- How to run reports to identify end of FTC and end dates
- How to add documents including contracts to iTrent
- Workflows that are currently active in the system
- How to refresh data viewed

We would encourage SBMs to read this useful guide to get the most out of the system.



Latest Finance Scam

As you are aware, education is in the spotlight for fraudsters at the moment, I have spoken to Lloyds Commercial Banking this morning and they have advised of the latest scam and would like to make you aware to avoid becoming a victim.

A supplier sends an email with an attached Invoice and/or new bank details advice note. The scammer intercepts the email and edits the contact and bank details. The scammer then forwards on with a malware attached to the document. This is received by the unsuspecting recipient. If the recipient responds to the email, the email goes directly to the scammer and not the original sender. Thus allowing them to convince the recipient that it is a genuine email. The addresses are of those that are targeted and will not differ so whereas you may expect to see an odd sender email this is not the case.

Regardless of who provides the bank details, please ensure the following steps are taken.

1. Find a telephone no. from an alternative source i.e old correspondence or invoice or on the firms website
2. Telephone - do not email the company. Ask to speak to their accounts receivable.
3. Advise them you have had correspondence regarding a new bank account and ask them to provide the bank details to you.
4. Once confirmed please update the details on PSF, photocopy the advice note and attach to the account adding comments of when the details were changed and by whom.
5. Ask a colleague to verify the input to PSF is correct.

The bank has also advised that in the circumstances where we agree the payment is genuine and it turns out to be fraudulent, very often it is too late to recover the funds.

Please ensure the above steps are taken to protect your school and the trust.

Thank you.

Natalie

National Insurance rate changes in BPS Orovia

Following the release of new government guidance on rates and thresholds for employers, as of 6th November 2022 there will be some changes to the National Insurance rates.

For budgeting; changes will automatically be applied to BPS from Monday 3rd October, to ensure that your budgeting moving forward is reflective of these new rates.

As with any pay element change, once these have been applied, you will be presented with an offline salary notification upon first logging in to the system. **You must then regenerate any appropriate employee scenarios for these changes to take effect.**

To do this, select the 'Re-generate Salaries' option as highlighted below; if you also select the 'Mark as read' option, this will prevent the pop-up notification from appearing again until it detects a new change (i.e., a pay scale).

Off-line Salary Notification

BPS has detected that the Central Pay Elements have been modified on 03/03/2021 @ 11:55:44. To reflect these changes you may need to regenerate your Employee Scenarios by selecting the regenerate option below.

Mark as read

Note: Once relevant scenarios have been regenerated, select "All Scenarios Updated"

Once the Re-generate salaries option is selected, from the resultant list you will be able to select any scenarios you wish to regenerate in order to pull in the new NI rates moving forward. No submitted scenarios will appear in this list for regenerating and will remain fixed.

✓	Group Name	Description
✓	Working Copy	Working employee scenario that I am keeping up to date.
1		

Alternatively, if you were to close the salary notification pop-up by mistake or wanted to re-generate at a later time, you can access the same screen by using the 'Employee Summary Group reports' link at the top of the available employee scenarios screen (as detailed below).

List Of Available Scenarios (2020/21)

Options & Search

Name Description

📘 Note: Purge Log - purges 6 months old data in case of deleted scenarios, 1 year old data in case of available scenarios

[Purge Log](#) | [Employee Summary Group Reports](#) | [Gender Ratio](#)

If you have any queries on the above information, please feel free to call the Orovia support helpdesk - 01138 800999.

URGENT ACTION FOR SENIOR STAFF & GOVERNORS

Register of Business & Pecuniary Interest, Gifts & Hospitality 2022-23

We have extended the deadline for schools to return their summary of Business & Pecuniary Interest and of Gifts & Hospitality received. Please can school return their completed summaries by the close of play on 21st October by sending to fforrest@lsp.org.uk

Reminder: Senior members of staff include all members of Senior Leadership Teams, all members of Schools Finance Teams and any members of staff that have, or contribute towards, authority to spend - such as budget holders.

Templates are available here:-

[Register of Interests Form](#) - for completion by individual Governors/Senior Staff

[Register of Interests Summary Form](#) - to be populated with information from each individual return and return to the Central Team

[Declaration of gifts and hospitality Form](#) - for completion by individual staff and Governors

[Declaration of gifts and hospitality Summary Form](#) (Appendix 4) - to be populated with information from each individual return and return to the Central Team

