

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 05: 04 October 2022



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Share your daily attendance data with the DfE

The DfE is trialling getting automatic daily attendance data from schools. Getting daily attendance data will:

- give schools, local authorities and multi-academy trusts (MATs) access to more up-to-date pupil level attendance data
- help you meet the new expectations set out in [working together to improve school attendance](#)
- not add to your school's workload

Schools should use the reports to help improve school attendance by identifying trends and pupils that need support, and sharing attendance data with your board, governing body and local authority. Details on how to do this can be found at:

<https://www.gov.uk/guidance/share-your-daily-school-attendance-data>

Limited time Free course-Delivering sex and relationships education

The NSPCC is offering a free relationships course complete with lesson plans for a limited time. Please feel free to share with staff/ PSHE leads

[Talk Relationships: delivering sex and relationships education | NSPCC Learning](#)



Business Continuity & Critical Incident Plans

I am wishing to obtain feedback before the Business Continuity & Critical Incident Plan Template goes out for consultation, so with this in mind, it may be worthwhile delaying making changes to your existing plan that will be time consuming.

Can I ask you all, if you have either conducted testing exercises or had a real critical incident, how useful was your plan?

Thanks, Neill

Risk Assessment Update

Some of you will have noticed that many more draft risk assessments have been uploaded to Foldr ([file path: Foldr / School Business Managers / Trustwide / Health and Safety / Risk Assessments](#)) so that you can complete those which are necessary by January 2023.

This includes a curriculum risk assessment, which contains links to the national standards, where they exist.

There are only 2 risk assessments currently outstanding and still being developed. These are Fire Management and Health Conditions / Needs (for individual pupils / staff). I will let you know once these are available.

If you have any queries at all, please let either myself or your Hub Manager know.

Neill

Energy Sparks - Training and education workshops

Energy Sparks have invited Lighthouse Schools Partnership staff to join their upcoming free webinar training courses, which can be found at: <https://energysparks.uk/training>. They would also like to encourage schools to take advantage of their free in-person education workshops and assemblies to really get pupils engaged in the process of reducing energy consumption. Further information and a link to their workshop booking form can be found at: <https://energysparks.uk/education-workshops>

GDPR Training

A reminder that all new staff should have completed their GDPR online training course. If you have not received an email for this training course, please check in your 'junk folder' in Outlook or search for 'no-reply@ihasco.co.uk'. Please contact hr@lsp.org.uk if you need the email link resending.

Pay Progression - Teaching and Leadership

On Friday 30th September, all school Headteachers and School Business Managers were sent the pay progression spreadsheet for teaching and leadership staff in their school. The deadline for sending completed spreadsheets to HR is **10 a.m. on 4th November**.

Please ask your Chair of Governors to sign (or send an email to HR), to confirm they have seen and agree with the contents of the pay progression spreadsheet. Pay progression across the Trust will then be ratified by Trustees and letters confirming increments will be created by the LSP HR team and sent to schools for distribution to staff in December. Pay increments will be paid in December payroll, backdated to 1st September. Pay progression details will be directly uploaded into iTrent by Neo People to avoid schools updating this information. Please ensure that columns in the spreadsheet are not deleted to enable this process to take place.

If you have any queries in completing the spreadsheet, please contact the HR team, hr@lsp.org.uk. If there are any special considerations, please inform Tania Newman (tnewman@lsp.org.uk) as soon as possible.

Manager Self-Service (MSS) - iTrent

The LSP HR team are in the early stages of the testing phase of the 'Manager Self-Service' functionality of iTrent (HR System). This functionality will enable visibility to line managers on staff who report to them in several key areas, which may include contractual hours, and pay grade, contact details, access to emergency contacts, correspondence documents within iTrent, and an absence dashboard. It will also enable line managers to run pre-set reports, should they wish.

IR35 Off Payroll Working Rules

As most of you will be aware, the Chancellor has reversed the decision on the IR35 Off Payroll Working Rules,. However, this decision does not come into effect until April '23 which means as an organisation we will continue to check individuals status and request relevant documentation to support claims sought from individuals.

Within the Purchase Ledger on PS Financials and each suppliers account a comments tab details the IR35 status. It is the schools responsibility to note the review date prior to using the supplier and, if necessary, request updated information. We will not be approaching all existing IR35 suppliers asking them to confirm details, as there will be a large number of suppliers that we are unlikely to use again. We have chosen to take the approach on the basis of as and when required by the individual schools.

If the suppliers have already provided an IR35 disclosure, we will require confirmation that there have been no changes to their tax status and Unique Tax Reference (UTR), screen dump of HMRC account and updated third party insurance details.

Please contact the Central Finance Team if you have any queries regarding the disclosure.

Thank you.

2021-22 Audit

Thank you to all schools for their hard work in completing their Audit Workbooks. These have now been reviewed and all year end schedules have been processed. A new budget monitor will be uploaded to Orovia today which will give schools an initial indication of their year-end out-turn, subject to final review by the Central team, schools, and any auditor adjustments.

This monitor will also enable you to complete the Funds worksheet, which has now been uploaded into your Audit folders on Foldr. Guidance has been included, but attendance at the workshop today at 2.00pm is also required. Schools have until 14th October to complete their worksheet and to raise any queries with the Finance Team. Please do not hesitate to contact the team for any support required in order to meet this deadline. Thank you.

Updating Orovia with revised pay awards

A reminder that the latest pay offers for both teachers and support staff will be updated in Orovia this week in order for you to see their full impact on your current staffing and to reflect in your 2022-23 budget monitoring. At the time of writing, Orovia have not yet updated the pay scales, but *have* updated National Insurance rates following the release of new government guidance on rates and thresholds for employers as of 6th November.

Request from the DfE for schools to start tutoring this academic year

The National Tutoring Programme (NTP) has been simplified, so schools have the freedom to decide how best to provide targeted academic support to their pupils. To help schools sign up to tutoring this year, the DfE has published a [short guide](#) to tutoring to help school leaders choose the most appropriate route and make the most of their [funding](#).

The DfE will continue to collect data on NTP through the regular Schools Census, so please keep your records up to date.

The DfE has also launched a short survey to ask schools how they plan to deliver tutoring this academic year. The survey is also an opportunity for you to tell us about any barriers you may be facing. Please complete [the survey](#) by 5 October.

FOCUS ON Governance

GDPR - Do's & Don'ts

Please click on [this link](#) to download a GDPR best practice notice regarding key do's/don'ts.

Governors - Time off Work for Public Duties

As your LGBs start to plan monitoring visits during the school day, it is worth noting that as a Governor you can ask for time off from your employer to undertake public duties. This needs to be agreed with your employer in advance but there is no obligation for them to pay you for this time. Guidance note here [Time off work for public duties - GOV.UK \(www.gov.uk\)](#)

Governor Training - Term 1

Please contact fforrest@lsp.org.uk for further details.

LSP Safeguarding Link - Tuesday 11th October - 6.00-7.00pm (Teams)

LSP Chairs Development Group - Thursday 13th October - 7.00-8.30pm (Teams)

LSP Effective Governance (new Governors) - Wednesday 19th October - 10.30 to 12.00pm (Teams)

LSP Effective Governance (new Governors) - Thursday 20th October - 7.00-8.30pm (Teams)