

# News Bulletin



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

Issue 22: 28 February 2023



*In this week's edition...*

ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Introduction	All	Info
Current Policy Consultations ending 3rd March	Heads & SBMs	Action
GDPR training - Every	SBMs	Action
Changed dates for future policy consultations	Heads & SBMs	Info
Support staff pay award 2023	Heads & SBMs	Info
Applying for additional SCA funding	Heads & SBMs	Action
Internal Audit Programme 2022-23	Heads & SBMs	Info
Free Energy workshops for schools	Heads & SBMs	Info
Financial Oversight Training for Governors	Chairs and School Governors	Info
VACANCY: SEN Learning Support Assistant	Heads & SBMs	Action
VACANCY: Finance Officer	Heads & SBMs	Action
FINANCE UPDATES	AUDIENCE	TASK
Budget Planning timetable 2023-24	SBMs	Action



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

## Introduction

It is another week filled with the extremes of our work in education. The second national strike takes place on Thursday. I know that you are ready to manage that very well and that you will have handled communications with skill and judgement. There will nevertheless be some stresses ahead, please let me know if I can help. Unfortunately, there is little sign of a swift resolution and, therefore, we continue to plan for further action on 15th and 16th March.

You may also have seen in the Governments evidence to the school teachers' review body (STRB) on 21st Feb which reported that a pay rise of 3 per cent for most teachers from September 2023 will be "affordable" and keep salaries "competitive". This is only likely to amplify the current dispute.

Later in this week's edition, you will also see details of the national employers for local government services "full and final offer" for the support staff pay award for April 2023. Whilst we welcome this early information and the level of increase for our lowest paid staff, it appears unlikely that there will be additional funding to support it.

We have escaped without an Ofsted call this week! Last week we had inspectors at St Peter's and, as ever, we were happy with the conduct of the inspection and very proud of the work of the great team there. The report will be published later in the term.

I am making some succession arrangements. You may be aware that we have an advert live for a new Director of Secondary. I am also advertising tomorrow for a new Director of School Improvement with a particular focus on primary. We will be moving to a flat structure in the Education Team. This change follows very helpful advice from the primary Heads Reference Group. We will be seeking their involvement in the interview process.

There are a few other changes afoot in our schools, not least a Headship recruitment process at Flax Bourton, and I am conscious that schools are now in peak recruitment season too. Getting the best people to work in our schools is an endeavour for all of us. We have also said that we would like to encourage transfers of talent between our schools. If you or others in your school are at a point when you would consider such an opportunity, please let me know or update the opportunities register.

As ever,  
Gary

## Current Policy Consultations ending 3rd March

We have two policies currently out for consultation, these being: Equalities and Diversity Draft Policy Critical incident and business continuity plan template. The original articles were in the bulletin of 31st Jan. Please submit your comments to the consultation to Diane Logan at [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk). If you would like to submit changes, please highlight your changes or make them using tracked changes and also send them to Diane.



## GDPR training - Every

When the GDPR regulations changed, LSP implemented a trust wide roll out of GDPR training to ensure that we were compliant. The training was carried out via ihasco using a bulk purchase of credits funded from a TCAF grant that we received. These credits have now been used up, and therefore the GDPR training will now be accessed via the eLearning suite within Every. GDPR training can be ordered in the same way as the other Every courses and schools will be invited to submit an order once per big term. There will be a £3.50 charge per course.

Schools will shortly be provided with an extract from Ihasco listing their staff and the status of their training (date of expiry, not started, in progress etc) so that they can be added to your order when appropriate. You will also need to order training for any new starters, which can be done on an ad hoc basis if their start date does not fall within a normal ordering cycle, by emailing [bwatts@lsp.org.uk](mailto:bwatts@lsp.org.uk) (not HR)

Please email [bwatts@lsp.org.uk](mailto:bwatts@lsp.org.uk) if you have any questions about eLearning training in Every.



## Changed dates for future policy consultations

Please note below some changes to planned consultation dates for some of our policies. These changes have been reflected in the [Annual Planner](#) and the [Policy Review Schedule](#):

	Original consultation dates	Amended consultation dates
Principal Accounting Policies Including Investment, Reserves and depreciation	19 <sup>th</sup> January to 16 <sup>th</sup> February	18 <sup>th</sup> April to 12 <sup>th</sup> May
Family Friendly Policies - Maternity, Paternity, Adoption, Parental & Shared Parental Leave	13 <sup>th</sup> December to 24 <sup>th</sup> January	7 <sup>th</sup> March to 4 <sup>th</sup> April
Flexible working, Local Government Pension Scheme - Discretionary Policy	13 <sup>th</sup> December to 24 <sup>th</sup> January	30 <sup>th</sup> May to 4 <sup>th</sup> July
Leave of Absence, Managing Attendance, Probationary, Recruitment	7 <sup>th</sup> March to 4 <sup>th</sup> April	30 <sup>th</sup> May to 4 <sup>th</sup> July
Scheme of Delegation	19 <sup>th</sup> January to 16 <sup>th</sup> February	7 <sup>th</sup> March to 24 <sup>th</sup> March
Health and Safety	7 <sup>th</sup> March to 4 <sup>th</sup> April	18 <sup>th</sup> April to 12 <sup>th</sup> May

## Support staff pay award 2023

The national employers for local government services have published their “full and final offer” to the unions and a copy of the letter is [here](#). The offer is similar to that made in 2022 and is again based on a £1,925 increase to all NJC points 2 to 43, ensuring that the bottom rate of pay is higher than the National Living Wage. The 2022 pay deal included the deletion of SCP1 with effect from 1 April 2023. Points 44 to 46 are proposed to increase by 3.88%. Across our Trust we estimate that this will result in an increase in support staff costs of approximately 7.5%

There is no indication that the Government will provide any additional resources to contribute towards the cost of this award. In fact, in their evidence to the School Teachers’ Review Body, their starting point for the financial position of schools was that ‘reducing inflation levels and energy prices, might allow schools to accommodate a higher award’. We would absolutely disagree with this statement and recognise that this award, whilst welcome for our staff, will be very difficult for us to manage financially.



## Applying for additional SCA funding

The Board of Trustees will be reviewing the annual update to our SCA plan on 1<sup>st</sup> March. Following their agreement, your Hub Estates Lead will be sharing the projects that are planned for your school(s) in the next two years.

Given the condition issues across our school estate, only significant condition issues will be addressed through the 5-year SCA programme. Whilst it is really important that we continue to prioritise these significant condition issues, there are likely to be other projects that could have a huge impact on the outcomes or wellbeing of our children and young people, or staff, that are not likely to be identified for funding for a considerable number of years. Each year we now set aside a small proportion of our SCA funding for these more developmental projects. The amount of funding for this purpose will be determined annually and will depend on the funding available and the cost of addressing the most serious condition issues in our school estate.

The funding available for 2022-23 is £50,000. SCA funding can only be used to address building condition, building compliance, energy efficiency or health and safety issues and therefore, any additional projects must also meet these criteria.

Rather than create a bureaucratic process that requires significant work for both schools and the Central Team, we would like to utilise Estates Development Plans that you may already have in place, or can develop between now and the application point. Schools will be able to apply for this funding for projects between £2.5k and £30k in a Primary School and £15k to £50k in a Secondary School. We will need to know the following information:

- Description of the project
- Estimated cost
- Impact on outcomes or wellbeing and for what group e.g. pupils, staff, community
- Proposed timescales
- Whether any other funding sources are available and what they are

If all of this information is already available in your Estates Development Plan, then you will only need to provide this plan to apply for funding and a breakdown of the planned use of your devolved capital. If the information above is not in your Estates Development Plan, then it will need to be provided in addition. Estates Development Plans need to have been approved by your local governing body (LGB) before they can be used to support this application.

A [proforma](#) that you could use as an Estates Development Plan is available if you do not already have one and a [proforma](#) to demonstrate the planned use of your devolved capital is also available. Applications for this funding need to be submitted by 21<sup>st</sup> April 2023.

## Internal Audit Programme 2022-23

As it has been a while since this years' internal audit programme was communicated, I thought it would be worthwhile sharing again.

Do of course let me know if you have any questions, or if I can perhaps support.

Thanks, Neill

Audit Theme	School/Central	Hub	Date
Budgetary Control	Gordano School	Portishead	28th November 2022
	Backwell Junior and West Leigh Infant Schools	Backwell	29th November 2022
	Bishop Sutton & Stanton Drew Primary Schools	Chew Valley	30th November 2022
	St Andrew's Primary School	Churchill	30th March 2023
	Blagdon Primary School	Churchill	13th December 2022
	Golden Valley Primary School (but not until term 6)	Backwell	14th June 2023
Capital	St Peter's Primary School	Portishead	18th January 2023
	Chew Valley School	Chew Valley	24th January 2023
	Central Team	n/a	11th January 2023
Business Continuity & Risk Management (includes cyber security RPA Compliance)	St Mary's and Wraxall Primary Schools (Federation)	Portishead	3rd May 2023
	Flax Bourton Primary School	Backwell	22/05/2023
	East Harptree and Ubley Primary Schools	Chew Valley	13th June 2023
	Winford Primary School	Churchill	26th June 2023
	Central Team	n/a	26th April 2023
Contracts	Central Team	n/a	27th July 2023
Cyber Security	Scope changed - documentation development instead of 5 school audits	n/a	
Pupil Premium	Churchill Academy and Sixth Form (subject to conversion)	Churchill	11th May 2023

## Free Energy workshops for schools

Energy Sparks offers fully funded in-person and virtual half day education workshops, assemblies and in-school staff training to participating schools across the UK. This is a great opportunity to engage with your Eco-Team or Student Council about energy efficiency and sustainability in your school, as well as the wider curriculum links.

To book, please complete our booking form at <https://energysparks.uk/education-workshops>

Funding for workshops in the West of England ends on 30th April, so book before this fully funded opportunity is lost.

If you have not already signed up to Energy Sparks, we encourage you to do so here:

<https://energysparks.uk/enrol>

# TAKE ACTION WITH ENERGY SPARKS

EMPOWER YOUR PUPILS TO TAKE CLIMATE ACTION WITH ONE OF OUR FREE ONLINE\* OR IN-PERSON WORKSHOPS



## ENERGY DETECTIVES

Learn how to conduct an energy audit and identify energy guzzlers around school



## SPOT WHAT'S HOT

Learn how to analyse heating charts and explore temperature and heating in your school using a thermal camera



## ENERGY WARRIORS

Introduce your pupils to the energy that we use in our homes and schools,



## HEAT SAVERS

Learn how heat energy moves and make a draught excluder for your home



## OUR SCHOOL, OUR CLIMATE

Learn about how the small changes we make in our school can affect the climate



## FROM PLATE TO PLANET

Learn about how food waste affects the planet and how to take action

FOR MORE INFORMATION OR TO BOOK A WORKSHOP, CONTACT [SUPPORT@ENERGYSPARKS.UK](mailto:SUPPORT@ENERGYSPARKS.UK) OR [FILL IN OUR ONLINE FORM](#)

WORKSHOPS ARE DESIGNED FOR ECO CLUBS BUT CAN SOME BE ADAPTED TO WHOLE CLASSES FROM KS1-3

\*NOT ALL WORKSHOPS CAN BE CONDUCTED ONLINE

Log into your dashboard to view your school's energy use at <https://energysparks.uk>

Follow us at [@energysparks](#)



**Energy Sparks**

Helping schools fight climate change

## Financial Oversight Training for Governors

Please note that the Financial Oversight Training for Governors scheduled for 9<sup>th</sup> March has been cancelled. We are in the middle of implementing our new budget setting and monitoring system (IMP) and would therefore like to defer training until this has been completed. Sessions will be scheduled for later this year as follows :

### May -

Budget monitoring for Governors - For our new schools only, as they will be the only schools using the new system for monitoring this financial year.

Budget setting for Governors - For all schools to help them to interpret reports from the new systems as they review and approve budgets for next year.

### October -

Budget monitoring for Governors - For all schools.

Dates will be confirmed as the implementation progresses.

## VACANCY: SEN Learning Support Assistant

Churchill CE Primary School are recruiting for a Learning Support Assistant to work with a pupil in their Year 6 class who requires extra support to be able to flourish in school. The post holder will predominantly support this pupil, who has been awarded Top up Funding to support their needs.

The role is for 12 hours a week, ideally Mondays and Tuesdays (term time only), from 8:40 - 3:10, however, the school would be prepared to consider some level of flexibility on the days, for the right candidate.

Click [here](#) for more details.

Please share with staff.

## VACANCY: Finance Officer

Backwell School are seeking a forward thinking Finance Officer, to join their Finance team. Working under the Business Support Manager (BSM), the successful candidate will undertake a range of financial administration tasks as well as covering the BSM duties when absent.

The post is term time only and full time (37 hours a week). The successful candidate will also be expected to work 10 days within school holidays as well as school inset days.

Click [here](#) for more details.

Please share with staff.



## Budget Planning timetable 2023-24

Following the introductory sessions on IMP for Business Managers over the past 2 weeks, please find below the timetable for planning your 2023-24 multi-year budgets for information. The 2023-24 Budget Assumptions guidance will be approved by Trustees on 1<sup>st</sup> March and these assumptions will be built into IMP and shared with schools by 7<sup>th</sup> March.

The Finance Team have earmarked dates between **3rd April and 2<sup>nd</sup> June** to review draft 2023-24 3-year budgets. Please consider the date of your Governing Body meeting to approve your final budget and book a date for review with the Finance Team as soon as you are able by emailing [lspfinance@lsp.org.uk](mailto:lspfinance@lsp.org.uk). Ideally, you should give time to consider any feedback and adjust your draft budget if appropriate before your LGB meeting.

Task	Action	Deadline
Access to IMP	All users sent a link to access IMP and to log in before the link expires	20 <sup>th</sup> February 2023
Staffing and Non-Staffing Webinars	SBMs to watch these 2 webinars before attending drop-in sessions - forecasting, pay and reporting webinars are optional at this stage.	2nd March 2023
2023-24 Budget Assumptions Guidance	Approved by Trustees and issued to schools	7 <sup>th</sup> March 2023
Book drop-in budget planning session	SBMs advised to attend a session as part of the support for the 2023-24 budget planning process and for IMP support. These are working sessions and SBMs should bring laptops.	First session is 7 <sup>th</sup> March. Places will be limited, and more sessions will be added if required
Review and amend staff contracts on IMP	SBMs to check: Continuous service date Department Code (Cost Centre) Term time only factors inc. factor amendments wef 1 <sup>st</sup> April 2023 (Guidance will be provided at budget planning sessions)	30 <sup>th</sup> March 2023
Review and amend pupil numbers on IMP	Pupil numbers are used to calculate the budget for various income streams. SBMs should review pupil numbers asap and early into their budget planning process.	30 <sup>th</sup> March 2023
Finance team to download staffing reports for all schools with revised factors and correct continuous service dates	This report will be shared with HR and used to inform Neo People of factor changes for April payroll as a result of 2022 Support staff pay award and for new schools joining the Trust wef January 2023.	3 <sup>rd</sup> April 2023
Add other known and estimated staff changes (e.g. vacancies, leavers, maternity leave) Federated schools to split shared staff contracts wef 01/09/23	SBMs to continue to update staffing on both IMP & Orovia for budget monitoring and budget planning (with the exception of schools new to the Trust).	As part of budget planning and before setting draft budget
Prepare multi-year budgets	Schools to prepare 3-year budget from 2023-24 to present to the LGB.	7 <sup>th</sup> March to 9 <sup>th</sup> June 2023
2022-23 budget monitor	Undertake budget monitoring as at 30 <sup>th</sup> April 2023 by 2 <sup>nd</sup> June 2023 (in IMP for new schools and Orovia for all other schools) and use this information to inform budget preparation	2 <sup>nd</sup> June 2023
Pre-submission Budget Checks	The Finance Team available to review draft Budgets from 3 <sup>rd</sup> April until 2 <sup>nd</sup> June. SBMs to advise Finance Team when draft budgets are ready review and before their LGB meeting.	3 <sup>rd</sup> April to 2 <sup>nd</sup> June 2023
Budgets approved by LGB	Draft budgets must be approved by LGBs. As IMP operates as a single database, schools will not be able to make adjustments to IMP after submitting their draft to their LGB and until all budgets submitted. On 16 <sup>th</sup> June the Finance Team will then copy the Master Scenario as the Approved Budget and schools can then continue to make adjustments to the Master Scenario. SBMs to advise Finance Team when budgets have been agreed by their LGB.	16 <sup>th</sup> June 2023
Post submission Budget Checks	The Finance Team will check all submitted budgets and formally respond to LGBs. The Finance Team will also collate the information to present to the Board of Trustees for ratification	19 <sup>th</sup> June to 7 <sup>th</sup> July 2023