

# News Bulletin



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

Issue 23: 7 March 2023



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## Introduction

Thank you for your expert handling of the strike action that took place last week, which, again, appears to have gone as smoothly as possible. We now prepare for the two days of action next week.

I very much look forward to seeing you all tomorrow at the School Leaders Meeting

Gary

## Responses to policy consultations

Thank you to everyone that responded to our recent policy consultations:

**Equalities and Diversity Policy** - this will now be considered and agreed by the Board of Trustees in May.

**Critical incident and business continuity plan template** - this will now be considered and agreed by the Audit and Risk Committee on 16th March.

## Outcome of consultation on the Core Services Charge for the 2023-24 financial year

Thank you for your responses to the consultation. Please find below analysis of the responses and the decisions made by the Board of Trustees on 1st March.

There were 16 responses to the consultation. [Full details of the responses](#) and a [summary](#) are available for your information.

The Board of Trustees agreed to increase the Core Services Charge to 4.25% for all schools for 2023-24 as an interim measure pending a full review ahead of the 2024-25 financial year.

## OFSTED Inspections next week

To avoid the 2-day national strike on Wednesday 15 and Thursday 16 March, OFSTED will notify schools on **Friday 10 March**, for inspections taking place on **Monday 13 and Tuesday 14 March**.

OFSTED also have their usual [deferral policy](#) in place. Any deferral requests made as a result of strike action will be considered on a case-by-case basis.

## Business Ethics Policy - consultation

The [Business Ethics Policy](#) has been updated in line with the policy review schedule.

We would like to encourage Headteachers and School Business Managers to participate in this consultation. We would also like Chairs of Local Governing Bodies to ensure that the consultation is reported to their LGB and any response from the LGB is noted in their minutes. Chairs may wish to identify a member(s) of the LGB to lead on making a response to share the workload and benefit from governor skills. The Headteacher and Chair of the LGB may also want to consider sharing the consultation with other stakeholders.

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 to the policy, please highlight your changes or make them using tracked changes and also send them to Diane.

The consultation will close on 4<sup>th</sup> April and the update plan template will be considered by the Audit and Risk Committee in June.

## SCA 5 year plan

The Board of Trustees agreed the annual update to our SCA plan on 1<sup>st</sup> March. Your Hub Estates Lead will now be sharing the projects that are planned for your school(s) in the first two years of the plan.

## Posts in the Central Team

The Central Team are now advertising for three posts. More information of each of the posts is available on [eteach](#) and they close at noon on 20<sup>th</sup> March. We would be grateful if you could share this amongst your networks.

[Head of Administration](#)

[Senior HR Advisor](#)

[Governance Professional](#)

## Performing Arts Technician Vacancy

Backwell School are currently seeking a Performing Arts Technician on a permanent contract to join our amazing Performing Arts department. The successful postholder will provide technical support for our School events, predominantly (but not solely) run by the Performing Arts Department. Click [here](#) for more info. Please share amongst your networks.

## Minutes from Health and Safety Committee (or equivalent)

Schools were asked to send their latest minutes from their Health and Safety Committee (or equivalent) to the Central Team by 3<sup>rd</sup> March. So far this information has only been received from three schools. Please could you send this information as a matter of urgency to [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk). This information will be considered by the Audit and Risk Committee on 16<sup>th</sup> March along with a list of those that did not respond. Your early response would be much appreciated.

## Strike Action

School Business Managers have been emailed an updated template spreadsheet to identify those staff members who were on strike during March. The updated template has an additional column so schools can indicate the normal number of hours that are worked for **part time staff only**. Please do not complete this column for full time staff members, as this information will not be required for them.

Please ensure that only those striking are listed and please remove any that are not.

Completed spreadsheets need to be sent to Neo People, using the Neo People ticketing system and copying in LSP HR prior to payroll cut off which is **Wednesday 15<sup>th</sup> March** to ensure that the correct deductions are made. It may be possible for you to include strike absence on the 15<sup>th</sup> March in this return. An additional return will be required for strike action taken on 16<sup>th</sup> March and this should be submitted by 17<sup>th</sup> of March if you wish Neo People to try to include it in the March payroll. If it is not possible for Neo People to process this second spreadsheet in time for the March payroll, or for second spreadsheets submitted after 17<sup>th</sup> March, deductions will be processed in the April payroll.

## Pay Progression

School Business Managers have been sent spreadsheets on 27<sup>th</sup> February identifying their support staff along with their current grade and scale point. Can schools please review and update the spreadsheet to indicate whether staff will progress to the next scale point. [If for any reason progression is not given due to eligibility or other reason, the 'comments' column of the spreadsheet will need to indicate the reason, so we have a record of this.](#)

Completed and authorised spreadsheets are to be returned in excel format by no later than **Monday 27<sup>th</sup> March 2023** to [HR@lsp.org.uk](mailto:HR@lsp.org.uk). Letters will be prepared and distributed to School Business Manager's in April and will incorporate the 1 additional days leave that comes into effect from 1<sup>st</sup> April 2023.

## Web Recruitment - iTrent

We now have some live vacancies that have been published through the iTrent Web Recruitment module. A big thank you to Backwell Secondary School who have been helping us test the system and have provided valuable feedback. We are pleased that Backwell Secondary, Gordano and the LSP Central Team all have vacancies advertised through iTrent.

If your school has any upcoming recruitment and you would like to use the iTrent system, then please do contact Louise Gilhespy in the HR team, [lgilhespy@lsp.org.uk](mailto:lgilhespy@lsp.org.uk), and we can support you with this.

## Assumptions for Producing 3-year Budgets

Following the publication of the budget planning timetable in last week's Bulletin, we are pleased to be able to share our 2023-24 Budget Assumptions and Guidance for producing your 3-year budgets. Please download from Foldr or use this [link](#).

We have not yet received North Somerset Council GAG statements, but these will be downloaded and shared as soon as they are available and we will check these against 2023-24 funding estimates in IMP as per the guidance provided.

Please read and work through this document and if you have any questions at all, please do not hesitate to contact the Finance Team for support.

## Email Compromise Attacks Targeting the Education Sector

Please see guidance below from Lloyds Banking Group in regards to recent email attacks:

We've seen an increase in email compromise attacks targeting the education sector over recent weeks. These attacks involve fraudsters either sending or intercepting emails which follow two broad scenarios:

1. An email which appears to have come from a supplier with details of an invoice that needs paying. The email asks for a payment to be made to a new or different account number, or the invoice attachment will have been amended with a fraudulent account number.
2. An email which appears to have been sent by a member of staff within your organisation. The most common is a fake email which appears to have come from a school employee to the finance team, asking for their next salary payment to be paid to a new bank account number - one which is controlled by the fraudster. We've also seen a number of requests which look like they're from the school finance manager asking finance staff to make an urgent payment to a specified account number.

Please consider your organisation's processes for making any payments based on the contents or attachments within an email and ensure that all finance staff know to:

- Always independently double-check any change of payroll details, urgent payment requests or invoices that come by email.
- Talk to the member of staff or the supplier who sent the email to check it's genuine and confirm the account number to be paid.
- Use a telephone number you know and trust, not one from an email

To help you and other staff within your organisation learn more about fraud, please visit our fraud hub [www.lloydsbank.com/fraud](http://www.lloydsbank.com/fraud). You can also listen to a replay of a recent fraud and cyber crime webinar delivered for our clients in the education sector [Gallaghers Fraud & Cyber webinar - Qumu Player \(kuluvalley.com\)](#)

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