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Introduction

As I'm sure you will be aware, there was a very serious fire at Yatton Infants on 29th May. The response that we have had from the staff at the school, members of the Central Team, our contractors and partners and the wider community has been astounding, as is the progress that we have made in just a week. I would like to say a specific thank you to Jo Keeble, Judith Ralfs and the team at the schools, to Mark Middleton and Tim Monelle and to many of our contractors and partners who have reacted so quickly and positively to help us. I would also like to thank Fran and her team at St Andrew's for providing 2 classrooms for children and staff from Yatton from today until the end of the academic year, along with Tamara and her team at Chestnut Park Primary School who are providing the same. It has been a fantastic example of what we can achieve in partnership together and the strength of our Trust. Thank you all

Louise



WESTON
SUPPORT SERVICES

WATERHOUSE



Purgo



Aspens



Operational away day 19th June - C-me Profiling questionnaire

We are very much looking forward to our away day on 19th June. You should have now received your invite to complete the C-me Profiling questionnaire. If you haven't received it please check your junk folders. The email has been sent from the following email address profiles@mg.colour-profiling.com. If you haven't received the invite please could you let Louise know.

External auditors

The Central Team have recently undertaken a process to procure our external audit services for the next three years. We are please to announce that Albert Goodman have been appointed and will be providing their services for the closure of the 2022-23 financial year.



Joseph Doggrell
Partner

Vacancy - Communications Officer

Please could Headteachers/ School Business Managers share this information with colleagues they feel may be interested in this role.

The LSP Central Team are advertising for a Communications Officer. This is a permanent, part time position, working term time only. We are looking for someone with excellent communication skills, both written and verbal, with a keen eye for detail.

Any questions, or to have an informal discussion, please contact Eleanor Capel-Davies, Head of Administration; ecapel-davies@lsp.org.uk

More details on the role, including the job description, can be found [here](#) and the link for applicants [is here](#).

Finance apprentice recruitment

The Central Team are looking for a Finance Apprentice to join our busy Finance Team. Details of the position can be found [here](#). This is a great opportunity for someone starting their career in finance to both study and gain work experience in a supportive environment. Please could you share this with anyone that you think would be interested. We are particularly keen for this to be shared with current students for who a Finance Apprenticeship would be a good next step. Thank you.

Annual Planner 2023-24 and Trustee Meetings

We are currently working on the LSP Annual Planner for the next academic year which contains key tasks, dates and deadlines for Schools, Local Governing Bodies and Trustees. This is a live document and we hope to have the bulk of the entries confirmed as soon as possible and will let you know when this is available online.

The dates for the Trustees meetings for 2023-24 are also being set; these will have an impact on what needs to be discussed and agreed at local governing body level throughout the academic year. Once these have been finalised Chris Hills will send around a list of the Trustee meeting dates and key returns/items for each meeting to Clerks so you can plan your local governing body agendas accordingly.

If you have any questions about either of the above please contact me: ecapel-davies@lsp.org.uk

Eleanor

Chairs Development Group session

For those LGB Chairs who are unable to make this week's Chairs Development Group session, please note that there is another one scheduled for 13th June at 19.00. If you haven't already received an invitation to these virtual meetings, please contact Christopher Hills, LSP Governance Officer - chills@lsp.org.uk.

Insight Tracker

The Insight tracker subscription fees for September 2023-24 have been added to the Central Contracts Statement to assist you with your budgeting. This budgeting tool can be found in Foldr: [School Business Managers\Trust Wide\Information for 2023-24 Budgets\Central Contracts Statement](#).

This year there your contract will automatically renew on 1st September, invoices will be sent to schools direct.

Boolean Maths Hub

The Boolean Maths Hub works with schools and colleges in your area. The core purpose of the Maths Hubs Programme, which is funded by the DfE and coordinated by the NCETM, is to help schools and colleges lead improvement in mathematics education in England. Follow the link to the [bulletin](#) or get in touch to find out more about the funded CPD and other activities that your [Boolean Maths Hub](#) offers for you and your school or college.



Tackling Fraud Together Webinar

Please forward this webinar information to your Finance and Administration Staff:

Date: Jun 21, 2023 10:00 AM

<https://www.natwest.com/business/insights/technology/fraud/21-jun-tackling-fraud-together.html>

Natwest's Fraud Awareness Analyst will provide a review of the most common types fraud along with providing plenty of practical advice to help you be safe, secure and thrive. Top threats covered will include:

- Email Scams & Invoice Redirection
- The role Social Engineering plays in most common fraud types
- Hints and tips on how to stay safe online and beyond

Budget Monitors as at 30th April 2023

Thank you for your projected outturn submissions as at 30th April. We have been advised by most schools of their completion and will be contacting the remaining schools directly over the next few days. The Central Finance Team are currently reviewing these submissions and giving feedback to schools in the usual way.

2023-24 Budget Approval

The Central Finance Team has reviewed and given feedback to nearly all our schools on their draft 2023-24 3-year budgets. Thank you for all your hard work in getting to this stage using the new IMP software. Once you have your final budget prepared and ready for LGB agreement, please do not make any further adjustments to the Master Scenario on IMP (including amendments to staffing contracts) that will change your budget. You should update the brought forward revenue and capital balances in IMP to match those in your latest April 2023 monitor (but only if your budget has not yet been reported to your LGB). All budgets should be agreed by LGB's by 16th June. ***Please advise the team when your LGB has approved your 3-year budget.*** Once all budgets have been agreed, we will be able to copy the Master Scenario, save and freeze the copy as the Approved budget to be used for future reporting. Once this has been actioned, we will advise schools that changes to the Master Scenario can be made.

Monthly checklists

Please can we remind schools to send the Finance Team your monthly finance checklist as of 31st May by 13th June deadline, as these will be reviewed and reported to Trustees. Thank you.