

# News Bulletin



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

**Issue 36: 27 June 2023**



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## Introduction

Firstly, I wanted to thank all of you who have welcomed me to my new role here within the LSP Central Team as Head of Administration and I look forward to meeting many of you over the coming weeks and months.

As ever, things are very busy across the LSP; whilst we reach the end of exam season the next peak of the summer term is upon us with activities weeks, school proms, residential camps, induction events and sports days all scheduled to take place over the next few weeks. Schools are doing an incredible job at managing all of these activities (and the rescheduling of some due to the upcoming NEU strikes) as well as the usual day to day business of operating a school. On top of all this Ofsted are once again visiting us; Ubley have had the call and have a two-day inspection beginning today. East Harptree were inspected in May, so Ian and his team are well prepared for this.

The Central Team are also preparing for the end of this academic year and planning for next; The Central Finance Team are preparing the Audit Year End Workbooks which should be circulated out to schools next week, so keep an eye out for these. The Central Admin Team have been contacting schools to schedule dates for Headteacher Appraisals, Primary School Improvements visits etc for 2023-24. Please confirm these dates with us so they can be placed in diaries over the next few weeks.

You will see later in the bulletin a number of policy consultations we are running before the end of term:

- a swift consultation on the Safeguarding Policy reflecting the updates in Keeping Children Safe in Education, so this can be in place across the Trust for September.
- The consultation on a number of our principal accounting policies also begins today; more details below.

We are also currently working on a special edition of the bulletin, which should contain everything you need for the start of the next academic year - hopefully this will be a helpful 'one-stop-shop' document for you all and should be with you early July.

*Eleanor Capel-Davies, Head of Administration*

## Reminder - LSP Traded Service: SEND Offer 2023-24 deadline

A reminder that schools have until 3.30pm on Friday (30 June) to put in requests for traded SEND services next year.

The offer is [outlined here](#) and you can [complete the online form](#) to sign up for the services you wish to purchase.

Should you have any questions please do not hesitate to contact Debbie Coker: [dcoker@lsp.org.uk](mailto:dcoker@lsp.org.uk)

## Safeguarding Policy Consultation

The Safeguarding Policy has been updated and is now out for [consultation](#). Changes include additions/amendments following the publication of Keeping Children in Education 2023 and the Whistleblowing (Safeguarding) policy has now been amalgamated into this main policy (section 14.3).

Please send any comments or feedback on the draft policy to [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk) by 3.30pm on Friday 30 June. We appreciate this is a short turn around, but there are no significant changes proposed outside of the KCSIE updates.

This policy will be presented and adopted by Trustees on Wednesday 19 July, and then circulated to schools so it can be updated with the specific details for your school, in time for the start of the next academic year.

## Financial/Accounting Policy consultations

We are today launching a number of policy consultations. A consultation summary is available and all of the proposed policies are available [here](#). The consultation period will run from Tuesday 27<sup>th</sup> June to Tuesday 18<sup>th</sup> July. Where possible the proposed changes have been tracked for your information. The policies, updated from the consultation, will be considered by the Trustees Finance Committee on 22<sup>nd</sup> August and then approved by the Board of Trustees on 7<sup>th</sup> September. The final policies will then be shared with schools.

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 Eleanor Capel-Davies ([ecapel-davies@lsp.org.uk](mailto:ecapel-davies@lsp.org.uk)). If you would like to submit changes to any of the policies, please highlight your changes or make them using tracked changes and also send them to Eleanor.

## Central Team and CPD Administrator Opportunity

We have an exciting opportunity to join the Central Team as a full time (term time only) Central Team and CPD Administrator. You can read more about the [opportunity by clicking here](#).

This vacancy is suitable for someone wishing to complete a Business Administration Apprenticeship, so please could you share this with your parents (via your weekly newsletter) as they could know someone (possibly even a current/former student) who may be interested.

We are also accepting applications from those with administration experience on a JG3 contract.

Deadline for applications is 12 noon on Friday 7 July.

## Category C visits or trips

Further to the Health & Safety workshop that was delivered as part of the Operational Away day last week, please see the information and guidance below:

**All category C visits/trips, including residential visits and/or those of a high risk or adventurous nature, must be notified to our competent persons, Delegated Services.** This is done via their secure online Notification Form which can be accessed via the Delegated Services confidential area on their private to agreement customers website known as Go To. Once in the confidential area you will need to click on the forms tab on the top bar.

Or

**Establishments choosing to use Evolve can access their online Notification Form via their own Evolve accounts.**

Our service level agreement with Delegated Services includes the review and approval of up to 3 cat c trips with no charge each year. Thereafter, they would be chargeable as follows: 4-8 £110, 9-15 £130, 15+£160.

Completed forms need to be submitted at least:

- Four weeks prior to residential and category C visits.
- Six weeks prior to overseas visits.

This enables the necessary checks to be carried out, any amendments made to the arrangements and approval given.

For this year, please still notify Delegated services of any upcoming trips even if the deadlines above have passed as it will be good practice and help to embed the process for future years.

Category 'C' comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the 4 generic groupings currently covered by the Adventure Activities Licensing Authority [www.hse.gov.uk/aala/](http://www.hse.gov.uk/aala/), although this may change in due course. These groupings are: climbing, caving, trekking and water-based activities.

For example:

- climbing plus abseiling, ice climbing, gorge walking, ghyll scrambling and sea level traversing.

If you are unable to access the confidential area on the Delegated Services website then please contact [lucy.park@delegatedservices.org](mailto:lucy.park@delegatedservices.org)

## Effective Governance Training Sessions

New governors are reminded that there are two Effective Governance (New Governors) sessions coming up on Thursday 6<sup>th</sup> July at 7.00pm and Monday 10<sup>th</sup> July at 10.30am. These will be held virtually (MS Teams) and are recommended for new governors or those who may be seeking a 'refresher' on governance. If you haven't already received an invitation to these meetings please contact your school clerk or Christopher Hills, LSP Governance Officer - [chills@lsp.org.uk](mailto:chills@lsp.org.uk).

## Key Stage 1 Assessment 2024 onwards

The Standards and Testing Agency (STA) has released the following information about KS1 assessment from 2024. We will review our Trust summative assessment processes in the autumn term to reflect these changes.

Following the [2017 consultation on primary assessment](#), we [announced in July 2022](#) that end of Key Stage 1 (KS1) assessments will no longer be statutory from the academic year 2023 to 2024 onwards. The necessary legislative amendments have now been made and will take effect from 1 September 2023.

The following KS1 assessments will become optional:

- teacher assessment judgements in English reading, English writing, mathematics and science
- tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
- where relevant, using the pre-key stage standards or engagement model

There will be no legal requirement for schools or local authorities to report KS1 teacher assessment data back to us and we will not ask them to do so. There will also be no requirement to report results from end of KS1 assessments to parents. As with other years in which there are no statutory assessments, there will still be a requirement for headteachers to provide an annual report to parents or carers about a pupil's general progress in year 2.

The reception baseline assessment (RBA) will replace the end of KS1 assessments as the baseline for cohort level primary progress measures. This will happen when the first cohort with a statutory RBA reaches the end of key stage 2 (KS2) in 2028. The phonics screening check will remain statutory. While there will be no legal duty on local authorities to moderate KS1 teacher assessment, they will still be required to monitor the phonics screening check.

The existing end of KS1 teacher assessment frameworks will continue to be available on GOV.UK for schools who wish to use them optionally as part of their ongoing assessment of children. We will also continue to develop and supply materials for the optional, non-statutory end of KS1 tests in:

- English reading
- English grammar, punctuation and spelling
- Mathematics

We will publish formal guidance on accessing and administering the optional tests, for those who want to use them, in autumn 2023.

The optional tests will be developed to the same specifications as previous KS1 papers, so that they may continue to inform classroom practice and help schools understand where pupils need additional support as they transition into KS2. They may also provide helpful information when reporting to parents. To enable us to do this, there will continue to be a legal requirement for a small number of selected schools to participate in the trialling of the tests each spring. Trialling does not test the pupils' abilities and is not a test of the school; it only tests the materials in development. We will continue to take a proportionate approach to trialling; testing the optional assessment materials will not create any additional work for schools compared to the current requirements. More information about trialling is available on [GOV.UK](#).

## Microsoft Licences

Schools are receiving reminders from Microsoft regarding licensing renewals. Please be advised that the order for this year's Microsoft licences has been placed and all is in order, you can ignore any reminders you may receive.

## Locker Licencing

Locker is an integral part of the new year roll up process now, so please do renew your licence for 23/24. If your renewal is due and you have not already received an email from them including a quote and requesting a PO, then you will do shortly.

## School Administrator Vacancy

Flax Bourton Primary School has a vacancy for a School Administrator (Fixed Term, 12 months. 14 hrs per week over 2 days). Click [here](#) for more info. Please share with your school communities.

# FINANCE UPDATES

## Audit Workbook Drop In Session

Natalie Fear would like to schedule in a number of drop-in sessions to discuss and answer questions on the Year End Audit Workbook.

If you work part-time, please can you respond to the email from Natalie with your working days by the end of the week, so that she can identify the best dates to offer these sessions.

## Budget Monitoring

Thank you again to School Business Managers, and any other staff involved, for producing your budget monitoring report as at 30<sup>th</sup> April 2023. The Central Team have now checked your submissions for reasonableness and have collated the information for the Board of Trustees meeting on 27<sup>th</sup> June. The outcome of our checks can be found on [Foldr](#). Please enter your LA and DfE number to find the information for your school. Please be aware that we do not have sufficient information to determine whether your projections are completely accurate or not. Checks have been carried out for reasonableness and information has been provided to indicate any areas that may need further investigation to ensure that your projections are accurate. If you need any further information, please do not hesitate to contact the Central Finance Team.

## Working Patterns

We are aware that some schools would like to check and amend the working patterns recorded in iTrent. Unfortunately, iTrent does not produce a report at school level to show this information, however we do receive a report centrally each month. The LSP HR team will shortly distribute this to each school to check and amend as required. Guidance on how to amend working patterns in iTrent will also be provided.

## Payroll Schedule

The new Payroll Schedule for 2023/2024 is now available on iTrent. Please download this and make a note of the important dates. The schedule can be found on iTrent, on the Homepage under 'Guides & Forms' and by selecting 'Payroll Timetable 2023/2024'.

## New Starters

Please be advised, that new starters for September can be added to the iTrent system now, you do not need to wait until September. We ask that all schools process their new starters as soon as possible, ensuring that the effective date is the employees start date. This will ensure that new starters are processed and paid correctly in September but also so that reporting at Trust level is accurate.