

# News Bulletin



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

Issue 3: 20 September 2023



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## Introduction

I attended the Year 9 Parents' Information Evening at Churchill Academy and Sixth Form last night. Chris Hildrew has introduced a new Behaviour Policy this year and it is fair to say that in the first few days he faced significant push-back from a vociferous group of parents. The Information Evening had already been planned and Chris has used the opportunity to explain clearly and assertively what the benefits of the new approaches are, and how they all focus on improved classroom experience for pupils. Last night's event was warm and supportive.

As I drove off from Churchill I reflected that in this world where no school decision goes unquestioned there are some lessons to draw from this. We should not be apologetic about doing the right thing and that when we explain clearly and take steps to engage parents in changes we can and should expect their support. Tony Blair once remarked that sometimes when you have considered all angles and voices of opposition, you have to face the possibility that you are right. From the same era, when John Birt was at the BBC he described the corporation's purpose as being the 'mission to explain'. Time spent engaging and explaining is better than constant negotiation. Being a source of authority is a challenging vocation but one that school leaders embrace because we know that stable, orderly and learning-focussed schools serve our pupils best. I hope that you will feel that we have your back on this if you need support.

This information evening was just one of many that are being held across the Trust at the moment. All four of our secondary schools also have their Year 7 Open Evenings over the next fortnight and will then begin offering tours during the school day. Inviting parents, current or prospective, into our school sites are excellent opportunities to showcase the strengths within our schools and help to build positive, constructive relationships.

Gary



## IT Networks—Two-Factor Authentication

In order to protect Trust data and systems from the increasing threat of a cyber-attack, we require all schools to enable “Two-Factor Authentication” within their IT network for All Staff and Governors.

Once setup this will require a user to authenticate their system login, with a text message sent to their mobile phones, or use an authenticator app when logging on remotely.

This additional level of protection will not be enabled for users and/or devices based at the school as the IT Team/2IT/Soltech will setup the school IP Range as a safe zone.

Please ensure this is setup and rolled out to all staff users of our systems by the end of term 1 - 20<sup>th</sup> October. Please contact Trust Services with any questions.

*Tim Monelle*  
*Head of Trust Services*

## School Website Compliance

It is the responsibility of schools leaders to ensure that the school website is Ofsted and Department for Education compliant.

Please use the following link to the DfE website to check that you have all statutory information on your website <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online> .

*Neil Lankester*  
*Director of School Improvement*

## Reminder: Register of Business and Pecuniary Interests

As per the LSP Business Ethics Policy the following staff must complete a Business and Pecuniary Interests form:

- All members of the Schools Leadership Team
- All members of the Schools Finance Team
- Any members of staff that have, or contribute towards, authority to spend such as budget holders

Please organise completion of this within your school and complete the summary section. A copy of this register needs to be noted by your Local Governing Body (LGB) and returned to the LSP Central Team by Friday 22 September. Please email [LGBreturns@lsp.org.uk](mailto:LGBreturns@lsp.org.uk) so please request this information from your staff to meet this deadline.

A copy should also be made available on your website for inspection by any interested party such as staff, parents, auditors and the Education and Skills Funding Agency (ESFA).

A separate reminder about Register of Business Interest Declarations for Governors can be found in the Governance section of this bulletin.

## Reminder: Gifts and Hospitality Declarations

As per the LSP Business Ethics Policy all members of staff are required to inform their line manager of offers, as detailed below, of gifts and hospitality offered in connection with their links with the school or Trust as they arise, and whether the offer was accepted or declined.

These need to be recorded on a [Gifts and Hospitality Declaration Form](#) and a collated register for the past financial year (1 September 2022–31 August 2023) needs to be returned to the LSP Central Team ([LGBreturns@lsp.org.uk](mailto:LGBreturns@lsp.org.uk)) by Friday 22 September so please request this information from your staff to meet this deadline.

| Recommended limits<br>Gifts, Hospitality, Entertainment<br>or other services  | Information on acceptance/referral/<br>declaration  |
|---|---|
| Occasional/one off - Below £50  | Deemed acceptable<br>Declaration not required   |
| Occasional/one off - Between £50<br>and £250  | Advisory Band - please refer to the<br>Trust's Chief Financial and Operating<br>Officer as to whether declaration of<br>offer to be registered* |
| Occasional/one off - Over £250  | Declaration of offer to be registered<br>whether accepted or declined   |
| Regular - any value   | Declaration of offer to be registered<br>whether accepted or declined   |
| Any gifts/favours that are sustained or Members, Trustees Governors/staff<br>have concerns about that may compromise their integrity should be docu-<br>mented. |   |

Members, Trustees and Governors are also required to complete this form if applicable.





## Leveraging Apprenticeships to Bridge Skills Gaps

### - An Opportunity for Growth

Unlock the full potential of your school with the incredible benefits of utilising apprenticeships to upskill and retrain your existing workforce.

Apprenticeships provide lifelong skills that can benefit individuals and employers alike. Whether it's nurturing fresh talent on their first steps into the workforce or upskilling existing staff to make teams even better, apprenticeships offer a cost-effective solution to shape a skilled and innovative team. Plus, they help us embrace diversity, boost staff morale, and address skill gaps while creating a positive impact on the lives of children and young people.

We understand that some of you worry about apprentices needing to spend 20% of their time "off-the-job." But this doesn't mean they have to be away from the school or office for that long. It just means they should be doing something different from their usual work. You can use this time to get them involved in other projects, let them learn from colleagues, and have them study for their apprenticeship.

Here are some examples of the types of apprenticeships in schools and potential courses associated with them:

#### Teaching Assistant Apprenticeship

- Course: Supporting Teaching and Learning in Schools Level 3 (click [here](#) and [here](#) for course information)
- Responsibilities: Assisting teachers in the classroom, working with students one-on-one or in small groups, and providing support with classroom management.
- Course Provider: Weston College or City of Bristol College

#### IT Support Technician Apprenticeship

- Course: ICT Technician Apprenticeship (click [here](#) for course information)
- Responsibilities: Assisting with computer maintenance, troubleshooting technical issues, and providing IT support to staff and students.
- Course Provider: Weston College

#### Finance Assistant Apprenticeship

- Course: Accounts/Finance Assistant Level 2 (click [here](#) for course information)
- Responsibilities: learn to use financial software, contribute to accurate financial analysis, and communicate effectively in a business environment.
- Course Provider: Weston College

#### School Business Manager Apprenticeship

- Course: School Business Professional Level 4 (click [here](#) for course information)
- Responsibilities: Administering and managing financial, site and support services within the school context.
- Course Provider: Serco Education (Click [here](#) for a list of other providers)

#### Business Administration Apprenticeship

- Course: Business Administration Level 2 or 3 Certificate (click [here](#) and [here](#) for course information)
- Responsibilities: Gaining office skills, such as data entry, customer service, and general administrative tasks within the school office.
- Course Provider: Weston College or City of Bristol College

#### Site/Facilities Supervisor Apprenticeship:

- Course: Property Maintenance Operative Level 2 or 3 Certificate (click [here](#) for course information)
- Responsibilities: Understand and demonstrate the importance of Health and Safety in the workplace, carry out repairs, demonstrate and implement energy, environment and sustainable practices and understand and use hand tools correctly.
- Provider: City of Bristol College.

Continued on next page

## Apprenticeships continued..

You can explore apprenticeship courses on offer at Weston College [here](#) and City of Bristol [here](#). TPS Learn offer facilities management level courses that can be found [here](#). Remember there are other providers that offer apprenticeship courses also, these are just examples. You can see all the apprenticeships available on [Find apprenticeship training if you're an employer \(www.gov.uk\)](#).

Please note, the HR Team are here to guide you every step of the way! From crafting tailored job descriptions to finding the perfect training providers, we're here to make the apprenticeship journey a seamless and rewarding one. Get in touch if you would like to learn more.

## Workforce Census

Over the summer we have been working with Yatton and Backwell to explore the possibility of using iTrent to produce the Workforce Census submission for this academic year. The testing has gone extremely well and we have been given good guidance from Neo People in how to complete the data for the Workforce Census.

We are waiting for the final test results from the Yatton submission. Should these continue to remain positive we will provide primary schools with guidance on how to complete the Workforce Census using iTrent during September. As a result, we are planning for all Primary schools to use iTrent for processing this year's Workforce Census.

The Workforce Census for secondary schools is more complex and so we would like to run a parallel test this academic year before confirming which system would benefit schools. Whilst the parallel testing is taking place at Backwell, we are recommending that secondary schools use their current system for this year's Workforce Census (SIM's/Bromcom).

We are extremely grateful for the support that Judith Ralfs and Kim Laney have given the Central HR team in testing the Workforce Census module over the summer period, and during such a busy first term.

We will provide further information to primary schools over the coming weeks. If you have any queries, please contact the HR team, [hr@lsp.org.uk](mailto:hr@lsp.org.uk).

## Cycle to Work Scheme - maximum limit increased

The cycle to work scheme maximum limit has increased!

All LSP staff can now apply for bikes through the scheme up to the value of £2,000. This will enable purchases of a wider range of higher end cycles and electric bikes.

To access the scheme please visit [LSP Reward Gateway](#) which will take you through a step by step guide on how to apply to the scheme.

Please share this information with your staff.

## Payroll Ticketing System

Can schools only copy the Central HR Team ([HR@lsp.org.uk](mailto:HR@lsp.org.uk)) into payroll tickets that need HR action.

If HR do not need to carry out an action, please do not include them on the ticket as they have access to view all tickets that are submitted to Neo People.

## Reminder—Safeguarding for Governors and Trustees

A reminder that all Local Governing Bodies (LGBs) must undertake safeguarding refresher training at the start of each academic year.

If this was not included within your first LGB meeting of the year please can you organise a separate session with your Designated Safeguarding Lead (DSL) before the end of September.

An electronic Safeguarding Declaration Form has been created for LSP Governors and Trustees to complete once they have undertaken their training and read the required documentation.

[Click here to access the online declaration](#). Clerks can share this link directly with those on their LGB. It is good practice to get this done as soon as possible in the new academic year and we have a deadline of Friday 6 October for all online returns to be complete.

## Reminder: Register of Pecuniary Interests and Gifts and Hospitality Declarations for Governors

As per the Business Ethics Policy a reminder that all Governors must complete a [Register of Business and Pecuniary Interests form](#).

Also, if applicable, as per the policy, they also need to declare any gifts or hospitality they may have received.

Please ensure you send up your summary of the returns for your Governors by Friday 22 September to [lgbreturns@lsp.org.uk](mailto:lgbreturns@lsp.org.uk)

If you have any questions please contact [Chris Hills, Governance Professional](#).



## Primary Assessment

KS2 Data Checking and Progress Measures

[DfE School and College Tables Information \(education.gov.uk\)](https://education.gov.uk)

This opened 11/9/23 and all submissions must be made by **5:00pm on Friday 22 September 2023**. You can also access progress scores [here](#).

If you think you have children who qualify to be removed from your data, you **MUST** submit the request through this website and provide the required information.

## Phonics and KS2 Statutory Moderation 2023-24

The [TAG](#) has been updated to give new guidance around academies and statutory moderation. It states that:

*This year local authorities and academies will have a longer window to put in place moderation agreements. STA have removed the checking and amendment window, and instead a list of academies will be provided to local authorities and they will be required to ensure that either, they have an agreement in place or have discussed with any academies who have nominated them but are yet to put an agreement in place. The statutory requirement is for local authorities to deliver moderation; therefore they must ensure that all academies within their geographic area have a moderation agreement in place with a local authority.*

*Academies must go on to the Primary Assessment Gateway (PAG) and notify STA if they are using a non-geographic local authority for KS2 monitoring and moderation. It is good practice for academies to inform their geographic local authority if they intend to use an alternative local authority.*

We will continue to use Bristol as our moderating authority this academic year. You do not need to do anything at the moment and we will share actions at our next Assessment Network. North Somerset have sent moderation details to schools - **do not sign up for their moderation offer**. I will inform North Somerset that all LSP schools will be using Bristol as their moderating authority and they will receive a list from the DfE when we have updated PAG.

Please share this information with your assessment leads.



## Lighthouse Learning CPD: Term 1

| Date                       | Event   |
|----------------------------|---|
| 25 <sup>th</sup> September | SEND Network<br>1 - 4pm online  |
| 2 <sup>nd</sup> October    | Assessment Network<br>3.45 - 5.00pm online  |
| 3 <sup>rd</sup> October    | DSL Network<br>2.30 - 3.30pm online   |
| 9 <sup>th</sup> October    | Maths Network<br>3.45 - 5.00pm online   |
| 20 <sup>th</sup> October   | <b>PE Leaders Conference</b><br>8.30 - 3pm English Hub Building, St Peter's School<br>(details to follow) |



## Designated Safeguarding Lead (DSL) Networks

We have the following dates in the diary for our LSP DSL network and would like to have a representative from each school. Teams links will be sent to DSLs before the meetings.

| Date                                   | Focus   |
|--|---|
| 3 <sup>rd</sup> October 2.30 - 3.30pm  | Aligning CPOMS categories<br>Supervision for Primary DSLs |
| 9 <sup>th</sup> November 3.30 - 4.30pm | <a href="#">PAPYRUS</a> SP-ARK training                   |

## KEY LINKS, DATES AND DEADLINES

These reminders not replace to Annual Planner so please ensure you are checking this regularly.

*Please note the following links will only work for those who already have access to the relevant site or folder. If you feel you need to be given permission to access something please let us know.*

[Click here to access the Annual Planner \(via Sharepoint\)](#)

[Click here to access previous editions of the LSP weekly bulletin](#)

| DATE                     | KEY DATE OR DEADLINE   | FAO                     |
|--------------------------|--|-------------------------|
| 18- 29 September 2023    | Headteacher Appraisals to be completed by Friday 29 September  | Heads & Chairs          |
| Friday 22 September 2023 | Deadline to submit Register of Pecuniary Interests and Gifts and Hospitality declarations <a href="mailto:LGBreturns@lsp.org.uk">LGBreturns@lsp.org.uk</a> following LGB review. | Heads, SBMs & Clerks    |
| Friday 29                | School Development Plan (SDP) and SEF, following LGB review, to be sent to <a href="mailto:LGBreturns@lsp.org.uk">LGBreturns@lsp.org.uk</a>                                      | Heads/Clerks            |
| Friday 29 September 2023 | Deadline for UPS applications to be sent to <a href="mailto:hr@lsp.org.uk">hr@lsp.org.uk</a>   | Heads                   |
| Wednesday 4 October 2023 | School Leaders Meeting @ Nailsea Baptist Church  | All Heads               |
| Friday 6 October         | Deadline for Governors and Trustees to complete Annual Safeguarding Declaration  | Clerks, Chairs and DSLs |

Trust-wide operational policies can be found on [the LSP website](#).

A reminder that all schools within the LSP must be using these policies and they supersede any policies previously in place for those who have recently joined the trust.

### 'Appraisal Season'

All staff appraisals (except Heads) should be completed by Friday 20 October (end of Term 1).

Templates for these documents can be found here

[Foldr](#)

[LSP Communications SharePoint](#)

Please ensure you download a copy onto your school server before circulating to staff.



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