

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 4: 27 September 2023



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Introduction

We had the opportunity to meet with new staff in each of our hubs recently; I vicariously felt the excitement of starting a new job! During these sessions I was able to share some of our current priorities and talk to staff about how the Trust is working with colleagues and schools to achieve these. It was a reminder that some things stay the same whilst others develop.

In the 'continuity set' I would place CPD; it has always been a very high priority. Something that has changed, however, is the ambition and hunger that we have for shared service and I see the Trust as a whole delivering much more now than previously. Doing this will necessitate a higher profile for Lighthouse and I am thinking about how we achieve that. The new staff meetings were a first step.

Speaking of staff changes this bulletin is the last to be produced by my colleague Diane Logan. Diane has been a humorous and warm ambassador for the Central Team in the time that she has worked for us. We shall miss her but wish her all the very best for the future.

Gary Lewis

Chief Executive

Policies for consultation

A number of policies have been issued for consultation today; the consultation period will run from Wednesday 27 September to Friday 20 October. Where possible the proposed changes have been tracked for your information.

Please see details below of the policies that we are consulting on:

Operational Policies	
Finance Policy	Scheduled update
Charging and Remissions Policy	Scheduled update
Members, Trustees and Governors Allowances Policy	Scheduled update
Recovery of salary overpayments and correction of underpayments of salaries Policy	Scheduled update
Debt Recovery Policy	Scheduled update
Educational Visits Policy and Guidance	New policy

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 and feedback by the consultation end date. 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.

The policies, updated from the consultation, will be considered, approved and then shared with schools in early November.

Please submit your comments to the consultation to [Eleanor Capel-Davies](#). 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.

All of the draft policies are [available on Foldr](#).



Upcoming School Leaders' Meeting

The next School Leaders Meeting takes place on Wednesday 4 October. It is being held at Nailsea Baptist Church and starts at 8.30am.

[Click here](#) to view the agenda for this meeting.

DfE communication around 'mild illness and attendance at school'

Last week the Department for Education [wrote to school leaders](#) with some resources to help support attendance in schools post-pandemic.

It included a link to share with parents/carers on determining [when/if your child is too ill to attend school](#).

It also referenced a guidance document on [responsibilities when mental health is affecting attendance in schools](#) which school staff may find helpful.

Admissions Arrangements for 2025-26

A reminder that local governing bodies (LGBs) need to inform the [LSP Central Team](#) if you want to change your admissions oversubscription criteria for 2025-26 by the end of Term 1.

No further action on Admission Arrangements for 2025-26 is required by schools at the moment. The Trust will lead on the next steps including consulting on any changes and updating the relevant local authority and diocese (if applicable).

Legionella Risk Assessments

Broadwater are commencing the next round of Legionella Risk Assessments (LRA) this Autumn and will contact schools to arrange the visit. It may be necessary for the assessor to take photographs of assets such as water tanks & pipework during their visit. Broadwater are aware that the assessor must not take photographs with any children in view and the school reserves the right to review any photographs before the assessor leaves the premises.

Broadwater have requested that their 'Management Responsibilities' forms are completed and returned (along with their PO) by the end of September as they are required to have this information as part of their accreditation.

Estates Training Day - Change of date

Calendar invites have now been sent out for this event. Please note the change of date from Tuesday 17 October to **Thursday 19 October**. Lunch will be provided and therefore we would be grateful if you could confirm your attendance and inform us of any dietary requirements. Laptops will be required as will your site file/records of weekly, monthly tasks.

It is important that a representative from every school is in attendance (at least for the morning) in readiness for the launch of the new compliance software system.

Please contact bwatts@lsp.org.uk with any questions

GDPR—Scanned Documents

Most school photocopiers also scan documents. If you use this facility, and they are stored temporarily in a central place to pickup from, please ensure these documents are deleted regularly.

Neill Bird
Compliance Officer

Census Checking - North Somerset Council Schools

Headteacher's should have received an email in early September, and a reminder in the recent North Somerset NoticeBoard, confirming that North Somerset Council will no longer be checking school census submissions.

This means that schools will directly upload your census files to the Department for Education without having to send it to North Somerset Council for checking. They used to check the following against data they held on their own records:

- The number for children on roll
- Issues with dual registration between schools
- Children on roll personal details (legal surname & forename, sex, DOB)
- That no temporary UPNs were issued for children with already existing UPNs
- Incorrect postcode
- That permanent exclusions were correctly recorded and none have been omitted
- Any SEN conflicts i.e. ensure that all children in receipt of an Education, Health and Care Plan (EHCP) were correctly recorded
- That all children in receipt of TUF were correctly recorded
- Number of funded hours for nursery children

Once your census is uploaded and authorised by the DfE, North Somerset Council can access the census information uploaded so they will still be able to use the information being supplied.

Schools will need to be mindful of this when undertaking and checking their census prior to DfE submission. North Somerset Council are available to offer support during the incoming October census (Thursday 5 October) if needed.

Please send any queries to education.performance@n-somerset.gov.uk

SIMS Training

There is on-line SIMS training for BEGINNERS arranged for Wednesday 27th September 10.30-12.00 and for Preparing for the Primary CENSUS on Monday 2nd October 13.00-15.30. If either of these courses are of interest, please email bwatts@lsp.org.uk.

School Website Compliance—Checklist

Following the bulletin article last week, regarding checking your school website has all the information required to be Ofsted and DfE compliant, [The Key for School Leaders](#) has guidance and an easy to use checklist which may help you with this process.

Neil Lankester
Director of School Improvement



Clerk Recruitment

We currently have a number of Clerk to the Governing Body vacancies across the Trust, and are currently advertising externally for people to help fill these positions.

Any assistance to get the word out that the LSP is looking for Clerks would be much appreciated.

Chairs and Governors - do you have any work contacts, relatives or connections who may be interested in undertaking Clerking duties for the Trust? If so please point them in the direction of the vacancies tab on the [Trust's website](#).

Schools - if you have any school staff who may be looking for extra hours, or some new skills and expertise, this could be a great opportunity for them. Perhaps you could share on any weekly communications with staff, or mention in a support staff meeting?

Also if you were able to include the following wording and link in your email/communication home this week (latest by close of play on Friday 29 September) we would be incredibly grateful:

Are you a highly organised administrator with a good eye for detail and processes?

Would you like to work in the local area in a job that can offer flexible hours, including some remote working?

The Lighthouse Schools Partnership (LSP) has a vacancy that may be of interest to you: Have you considered becoming a Clerk to a School Governing Body? Full training and support can be given for this rewarding role which helps ensure our schools are compliant and enabling local children to achieve their best.

The LSP has schools across North Somerset, including those in Long Ashton, Portishead and Nailsea, who are looking for someone to support their governing body from 4-16 hours a week.

To find out more, including how to apply, [please click here](#).

Deadline for applications is 9.00am on Monday 2 October 2023.

The positions have been advertised on the LSP social media including X (Twitter), Facebook and LinkedIn - any reposts of these would also help. Please note the deadline for applications for the current vacancy is 9.00am on Monday 2 October.

Thank you for your support - any questions feel free to [email me](#).

Eleanor Capel-Davies

Head of Administration

School Business Manager vacancy and other opportunities across the Trust

Portishead Primary School have a vacancy for a part-time School Business Manager. This is a job share with their existing Business Manager: Part-time, 16 hours/week, 1 year FTC (with a view to being made permanent after staffing review), Term Time Only plus 2 INSET days and 10 days in the holidays. Actual starting salary: £14,285-£15,274 per annum depending on experience. Hours: Ideally to be worked over 2.5 days. Wednesday, Thursday, and Friday. (Times negotiable) Start date: ASAP

Full details on the job can be found by [clicking here](#).

Currently we have a vast number of opportunities across the Trust, both in and outside the classroom. All LSP vacancies can be found on the [LSP E-Teach page](#).

If schools were able to periodically mention this website in communications home it would be much appreciated; parents across the trust are a large local network of people who may be looking for work, or know those who may be interested in a new position.

Seeking Approval for Spending Outside the Agreed Budget - Amended Application Form

As schools are aware, a significant change in the Reserves Policy means that the LGB of individual schools must refer any spending decision outside the agreed budget, that meets the criteria in 5.6.1 and 5.6.2 below, to the Finance Committee of the Board of Trustees for review and approval.

5.6.1. Spending not included in the agreed budget of £15,000 or more for a primary school or £50,000 or more for a secondary school must be referred to the Finance Committee of the Board of Trustees

5.6.2. Additional staffing to the levels agreed in the budget (either contracted or casual for a period of more than one month) must be referred to the Finance Committee of the Board of Trustees. The new requirement in section 5.6 of the Reserves Policy is now in place. We have devised a process and timescale to apply for additional spend or staffing that is not included in your approved budget.

The Application form to be used has been slightly amended and the revised version is available [here](#) or in Foldr. Please use this version if you need to make an application.

Please note that applications will only be approved in exceptional circumstances.

Funding for 2024-25

The DfE have announced the national funding formula values for the 2024-25 financial year. Whilst funding decisions will still be made locally, via the school forums for North Somerset and Bath and North East Somerset Councils, this gives us a good base with which to update our estimates for 2024-25.

We previously estimated an increase of 1.5% in 2024-25 but the national funding formula has increased, on average, by 2.4%. We will update the master scenario in IMP with this information on Wednesday. We will save a new GAG Estimation Tool for 2024-25 in Foldr (under Information for 2024-25 budgets). You should use this tool to update the Master Scenario after updating IMP with pupil numbers following the October Census. Overall, we estimate that this will generate an additional £500k approximately across the Trust.

Ahead of IMP being updated, you can estimate the approximate impact for your school by adding 0.9% to your pre 16 GAG funding (nominal code 1000) for 2024-25. We have received no further information about post 16 funding allocations so are leaving this at an estimated 1.5% increase for the time being.

Virements in IMP

A copy of the Approved Budget has now been made available in IMP to enable schools to action any virements that have been agreed by their Local Governing Body (LGB), effectively agreeing a revised budget.

Please note that schools will need to make these changes to both the Master Scenario and Approved Budget 23/24 V7 in IMP. Schools have until the Wednesday 11 October to make these changes, if any, after which this version of the Approved Budget will be frozen and set as the default comparison budget for September budget monitoring or forecasting.

Once frozen, a new copy of the Approved Budget will be made available in time for virements to be processed before October monitoring. Each month, the revised budget will be uploaded to PSF for reporting purposes.

Annual Safeguarding Declaration

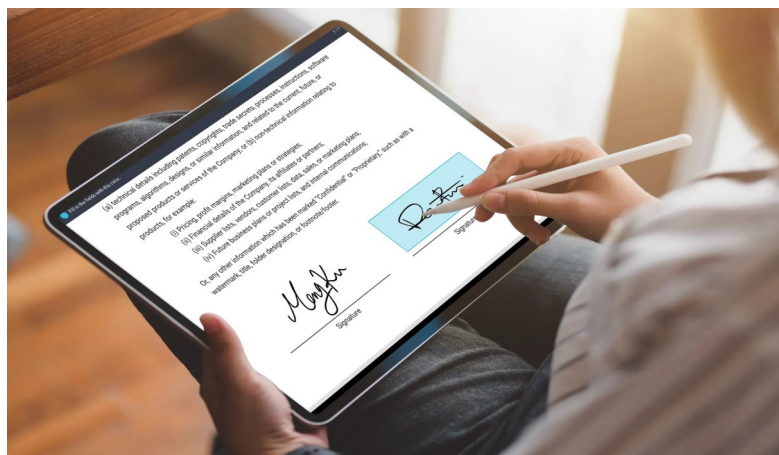
A reminder that the Annual Safeguarding Declaration is in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of 30th September 2023**. School Business Managers can check who has completed the declaration in iTrent under reports: People Reports, E-Signature Correspondence Summary.

Childcare Disqualification Declaration

A reminder that the Childcare Disqualification Declaration, for primary schools, is available in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of 30th September 2023, unless an earlier date has been agreed in your school**. School Business Managers can check who has completed the declaration, along with the responses, in iTrent under reports: People Reports, ESS Questionnaire Summary.

GDPR Declaration

Please encourage staff to complete the GDPR declaration to ensure that we hold accurate details for all members of staff.



Pay Progression - Teaching and Leadership

Please keep an eye out for the spreadsheets for pay progression, which will be sent to schools on **29th September 2023** via 'HR Secure' which is in the LSP domain of Teams.

The deadline for returning completed spreadsheets to the HR Secure Team is **10 a.m. on 1st November 2023**.

Booking Holiday's via Employee Self Service (ESS)

The Central HR team are working with Neo People, to support staff who are all year round (AYR - 52.143 weeks per year), to facilitate booking time off for holidays via their Employee Self Service (ESS).

Whilst we are testing the data, staff will see a holiday entitlement on their ESS record. We would urge staff not to book time off via the system at the moment until reporting managers have received training. We anticipate training for managers will take place in October. Dates will be communicated shortly.

Trust Primary Curriculum Leads

We are keen to grow our capacity to refine and develop our LSP curriculum offer, by having Lead/ Consultant teachers working as Trust Curriculum Leads. These exciting posts will:

- Lead on curriculum review and development, to ensure our schools have high quality curriculum resources
- Lead networks and CPD
- Support schools and teachers to develop their teaching and learning in their curriculum area
- Attend regional and national CPD events in their curriculum area to inform the development of our Trust curriculum

We are initially looking for teachers to lead in Maths, English, Early Years, History, Geography and Science. We are able to offer funded time out of class to complete the role, as well as a one year TLR. We are looking for experienced, skilled and enthusiastic subject leaders who would like to take the next step in their leadership journey. If you would like to apply for the role please contact Janine Ashman by Wednesday 4 October briefly sharing:

- Which curriculum area you would like to lead
- How you have led this area in your school and the impact it has had

We will then conduct interviews during the week of 9 October. Please contact [Janine Ashman, Director of Learning](#) if you have any questions or would like to discuss the roles.

OFSTED Subject Reviews

OFSTED have published new reviews in the following subject areas:

We recommend that both primary and secondary subject leaders read these.


[Geography](#)

[PE](#)

[Music](#)

New Deputy Headteacher Induction Sessions

We have a detailed induction plan for our new Headteachers but there may be sessions that would be beneficial for new Deputy/ Assistant Headteacher to attend - especially if they are leading this area.

 [LSP HT Induction.docx](#)—this is the schedule of planned sessions.

If you would like them to attend any sessions please can you email lighthouselearning@lsp.org.uk with their name, email and which sessions they would like to attend so we can add them to the delegate list.

Upcoming Lighthouse Learning and CPD Networks

Date	Event
2 nd October 3.45 - 5.00pm online	Assessment Network
3 rd October 2.30 - 3.30pm online	DSL Network Aligning CPOMS categories, Supervision for Primary DSL's
9 th October 3.45 - 5.00pm online	Maths Network
20 th October 8.30 - 3pm in person	PE Leaders Conference English Hub Building, St Peter's School (details to follow)
9 th November 3.30–4.30pm online	PAPYRUS SP-ARK training for DSLs

LSP Maths Network Supporting Boolean CPD

Heads and Maths subject leads will hopefully have now received the [Sustaining programme](#) offer for this year from the Boolean maths hub. As previously, all LSP schools should be part of this programme; if you aren't or haven't had communication from Boolean yet this year, please contact booleanmathshub@clf.uk

Unlike previous years, the Sustaining programme is much more bespoke this year with a core offer plus a wide variety of supplementary sessions (including staff meetings), some which run across the year and some which are one-off CPD sessions. The vast majority are school-based so that your staff can see and discuss real-life practice. All sessions are free to attend. The booklet attached gives much more detail but some that will potentially be of interest to you are

- Teaching mastery in mixed-age classes
- Developing oracy in maths to support disadvantaged pupils
- First Steps/Next steps as a maths leader
- Year group specific 'Mastery in action' and 'Mastering Number in Action' half-day workshops (ideal for ECTs or teachers new to year groups)

Year group specific collaborative planning half-day workshops (ideal for ECTs or teachers new to year groups)

All LSP schools will need to engage with the Sustaining offer in some capacity to best meet your needs. If you have any questions, please contact JemimaNapier@spps.school.uk

The three [LSP maths networks](#) are then intended to supplement the above and enable maths leads to share their own and/or their school's learning from the Boolean programme. The first session is on October 9th 3:45-5pm and the agenda (including the Teams link) is attached. However, places on the Sustaining programme do need to be booked with Boolean by October 2nd.

*Jemima Napier
Maths and KS2 leader
School Direct and ECT lead*

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 29	School Development Plan (SDP) and SEF, following LGB review, to be sent to LGBReturns@lsp.org.uk	Heads/Clerks
Friday 29 September 2023	Deadline for UPS applications to be sent to hr@lsp.org.uk	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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