



*In this week's edition...*

ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Introduction	All	Info
Operational Review	Heads, SBMs and Governors	Action
Health and Safety Policy	Heads, SBMs and Governors	Action
LSP News Bulletin Index	All	Info
Reminder—Register of Business Interests	Heads, SBMS & Clerks	Action
FINANCE UPDATES	AUDIENCE	TASK
Short-term finance support for Winford Primary School	All	Info
Using the PE and Sport Premium	Primary Heads & SBMs	Info
HR UPDATES	AUDIENCE	TASK
Recording Sickness Absence	SBMs & HR leads	Info
Pay Progression - Teaching and Leadership	Heads, SBMs & HR leads	Action
Workforce Census - Primary Schools only	Primary Heads & SBMs	Action
GOVERNANCE UPDATES	AUDIENCE	TASK
Governor Opportunities in the local area	All	Info
Upcoming Events - Chairs' Forum and New Chairs' Session	Chairs	Info
Safeguarding Reminders for Governors and Trustees	Clerk and Governors	Action
Documents to be submitted following your LGB meetings	Clerks	Action
Reminder: Changes to your LGB—notifying the LSP Central Team	Clerks	Info



# News Bulletin



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

Issue 5: 4 October 2023



CPD UPDATES	AUDIENCE	TASK
PE Leaders Conference—Friday 20 October	Primary Heads	Info
SEND Law and Funding Training with Gary Freeman	Heads, SBMS & SENDCOs	Info
Upcoming Lighthouse Learning and CPD Networks	All	Info
Reminder: Trust Primary Curriculum Leads	Primary Heads	Info

KEY LINKS, DATES AND DEADLINES



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

## Introduction

In my introduction last week I wrote about 'new beginnings' and developments within the Trust but also the commitments that have very much remained at the centre of what we do; one of those is our commitment to Professional Learning for our colleagues.

Back in 2016 when we started defining our vision we said that CPD should be at the heart of all that we do. It is therefore a real pleasure to see seven of our Headteachers embarking on the Exemplary Leadership Programme (ELP) on the weekend.

We have been really impressed with ELP so far as its focus on intentional leadership - really considering the exact impact and effect that we seek - matches the ambition that we have in developing our leaders. We will be picking this up at our School Leaders Meeting today (Wednesday).

Another ambition from 2016 was to be an influence for good beyond the direct reach of our own Trust. In coming weeks two LSP schools; Whiteoak and St Peter's will be hosting participants from across UK and Europe to visit and see their exemplary practice.

I am also pleased to see that Duncan Cook is speaking at the ELP conference with peers such as Doug Lemov, Tom Bennett and David Didau.

My thanks to Janine Ashman, whose energy and ambition is behind so much of this.

As ever,

Gary

## Operational Review

As you will know, one of the key strands that we are working on to improve our financial projections is a review of our operational arrangements.

A draft plan for this was included in the [first bulletin of the year](#) on Wednesday 6 September.

Please note that the dates for the engagements meetings that we had planned for October have been changed. They are now scheduled for:

- Monday 16 October from 4.00pm (venue TBC)
- Wednesday 18 October from 6.00pm (venue TBC)

These sessions are designed to enable Heads, Governors and School Business Managers to give some high level feedback on our initial options.

More information and booking arrangements will follow but please could you share these dates with the relevant stakeholders and pencil the most appropriate date in your diary.

## Health and Safety Policy

The Health and Safety Policy has now been approved by Trustees and is available on [Foldr](#).

The Health and Policy is a crucial document to ensure the safety and wellbeing of all those that use our sites. There have been some changes to section 1 of the document since the document was issued for consultation but none of these changes will impact on the actions required by schools.

There are some key actions for schools to now take:

- Most importantly schools need to take the updated section 2 template and personalise it to reflect your school(s) arrangements. This must then be posted on the school's website.
- The updated policy requires schools to operate a Health and Safety committee and a draft agenda is included in the policy.
- There are also actions that schools may need to take in relation to managing and organising educational visits. A reminder that we are currently consulting on a new educational visits policy which will sit alongside this element of the Health and Safety Policy.

If you need any support with the actions required please contact your Hub Estates Lead.

LSP-Shared-Area (L:) > LSP Policies > Operational Policies > Health and Safety		
<input type="checkbox"/>	Name	Date modified
	Appendix 8 Mandatory training Matrix Sep23	03/10/2023
	H&S Policy App 2 Fire Safety checklist Updated Sep23	03/10/2023
	H&S Policy App 6 Schedule of risk assessments Sep23	03/10/2023
	H&S Policy Appendices 3 to 5 Asbestos	03/10/2023
	Health and Safety Policy Appendix 7 Template Agenda for H&S Cttee S...	03/10/2023
	Health and Safety Policy Statement Section 1 Sep23	03/10/2023
<input checked="" type="checkbox"/>	School template Health and Safety Policy Section 2 Sep23	03/10/2023

## LSP News Bulletin Index

We have created a very simple, but hopefully useful, LSP News Bulletin Index. You can search the excel sheet for the title of articles that have appeared in the weekly bulletin this academic year, and then click to be taken directly to the bulletin in question.

The Bulletin Index can be found on the [LSP Communications Sharepoint](#), and will be updated each week. There is also a direct link to this document on the key links, dates and deadlines page of the bulletin.

## Reminder—Register of Business Interests

A reminder that the completed summary Register of Business Interests for both your Governors, and senior staff, finance team and budget holders needs to be sent to [lgbreturns@lsp.org.uk](mailto:lgbreturns@lsp.org.uk) as soon as possible. This register needs to be noted by your Local Governing Body (LGB).

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).

Thank you very much to those colleagues who have already completed this task.



## Short-term finance support for Winford Primary School

Winford Primary School needs some finance support with processing invoices and raising orders for the next couple of weeks due to staff absence.

If anyone has got any spare capacity to help the school out they would be very grateful- paid of course! It is possible that the work could be done remotely rather than needing to go to Winford.

If you have anyone who could help, please contact [Sue Warneford-Thomson](#)

## Using the PE and Sport Premium

The Department for Education (DfE) have updated the guidance on how the PE and Sport Premium should be spent. It is important to note that for 2023-24, all funding must be spent before the end of July 2024. We have provided a summary of the key points here, but it is worth Headteachers and Business Managers reading the [guidance](#). Schools must use the PE and Sport premium to:

- build capacity and capability in the school and make sure that improvements made to the quality of PE, sport and physical activity provision now are sustainable and will benefit pupils joining the school in future.
- develop or add to the PE, sport and physical activity that the school provides.

This means schools should see the CPD of teachers as a key priority so that all staff feel confident and able to lead a PE lesson independently. This could include mentoring and access to external resources as well as professional development and training. It is important that schools monitor and assess the effectiveness of the CPD being provided to make sure that it is up to standard.

Schools can also use the funding to:

- embed physical activity into the school day by encouraging active travel to and from school and having active break times (E.g. funding Learning Partners to deliver sports activities during lunchtimes).
- provide targeted activities or support to involve and encourage the least active children.
- help to provide equal access for all pupils to the range of sports and physical activities that the school offers.
- raise attainment in primary school swimming and water safety by funding top-up swimming sessions for those pupils that do not meet national curriculum requirements after they've completed core swimming lessons.

Schools may wish to engage the expertise of external coaches to offer their pupils a wider variety of sports, but these coaches must not replace the need for the primary teaching staff or use the grant to fund annually repeated coach-led initiatives.

Funding must **not** be used for:

- capital expenditure (including multi-use games areas and Daily Mile tracks, trim trails and forest school environments, fixed playground equipment, vehicles). NB: repainting lines on the playground is allowable as a revenue maintenance cost.
- employing coaches or specialist teachers to cover planning preparation and assessment arrangements (this should be funded from the school's core staffing budgets).
- teaching the minimum requirements of the national curriculum or, for academies, the existing PE curriculum - apart from top-up swimming lessons after pupils have completed core lessons.
- buying services that will be delivered or used in following academic years (this includes paying for invoices and subscriptions in advance).

## Recording Sickness Absence

**Primary Schools:** Please remember to record all sickness absence in iTrent and try to record the information as soon as possible to ensure it is up to date. Please only enter an end date on iTrent once the employee has returned to work. If an employee is off sick for more than one day or signed off work, please record the date the sickness is expected to end using the 'expected end date' option in iTrent (use the end date stated on fit note if applicable) and leave the 'end date' box empty until they have returned.

It is important to ensure we have an accurate record of past and current sickness absences so you can:

- assess the information for any recurring patterns;
- use the data for any potential future absence meetings needed with employees;
- use for accurate reporting;
- enable system notifications for SBMs to be timely when staff reduce to half or zero pay.

Please also select a relevant reason for the absence from the list available on iTrent and do not use the 'miscellaneous' option, to ensure the appropriate reason for absence is recorded.

Please note - not updating the absence record with an end date once an employee has returned to work could also cause problems with pay calculation if the individual is nearing their sick entitlement being used.

**Secondary schools** - please continue to input your sickness data onto SIMs (or Bromcom for Churchill Academy). We will continue to gather a monthly return for importing into iTrent each month, however we are discussing with Neo People for the return to be on a fortnightly basis. We will confirm once this has been agreed.

If you think you would benefit from extra training or have any queries, please contact the [Central HR Team](#).

## Pay Progression - Teaching and Leadership

Spreadsheets for pay progression are now in the HR Secure Channel on Teams within your school folder.

Communications have been sent to Headteachers and School Business Managers providing guidance on this process.

The deadline for returning completed spreadsheets to the HR Secure Team is **10.00am on Wednesday 1 November 2023**.

Again if you have any queries please contact Central HR.

## Workforce Census - Primary Schools only

The workforce census has worked well during the trial with Yatton Schools. We have provided guidance for primary schools on how to use iTrent for this year's workforce census.

The guidance documents are available in the HR Secure Channel on Teams in the 'General' folder along with some additional information from Neo People.

The template reports for your school will be available in the next couple of days. This will be placed in your school folder within the HR Secure channel on Teams.

We will be arranging training sessions for those that need additional support week commencing Monday 9 October. If schools have any questions, please contact Laura Payne, Senior HR Advisor via the [Central HR team email](#).

Secondary schools will continue to use SIM's/Bromcom for this year's submission.

# GOVERNANCE UPDATES

## Governor opportunities in the local area

Have you ever considered become a school governor?

There are a number of governor vacancies within LSP schools, including Hannah More and Grove and Gordano School.

If you would be interested in becoming a Governor within the LSP please contact [Chris Hills](#) to find out more.

The Diocese of Bath and Wells are [looking for Foundation Governors](#) which could also be of interest if you were looking to volunteer in the local area.

## Upcoming Events - Chairs' Forum and New Chairs' Session

A reminder that we have two events coming up for Chairs of Local Governing Bodies in the next few weeks:

**New LSP Chairs Event:** Tuesday 10 October 6.30-8.30pm at Backwell School (room LB2)  
**Chairs' Forum** (all Chairs invited): Tuesday 17 October 6.30-8.00pm at Backwell School (Conference Room)

Please make sure these are in your diary.

## Safeguarding Reminders for Governors and Trustees

Local Governing Bodies should now have undertaken their Safeguarding Refresher Training for this academic year.

A reminder that they also need to read the documents connected to, and sign, the electronic Safeguarding Declaration Form.

[Click here to access the online declaration.](#)

The deadline is Friday 6 October for all online returns to be completed.

## Documents to be submitted following your LGB meetings

We know that your first Local Governing Body (LGB) meeting of the year will have recently taken place/be scheduled to take place in the next week or so.

A reminder that the below documents need to be sent into Central Team following your LGB meetings.

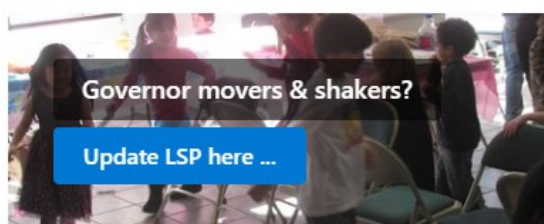
- SEF and School Development Plan (SDP) - following first meeting of the year only.
- A list of your link governors for specific areas (Safeguarding, Health and Safety etc) - following first meeting of the year only.
- Headteacher's report—three times a year
- Minutes and actions from the meeting (once completed and signed off) - after every meeting

If it is easier you do not need to submit these documents all in one go, feel free to send them through as and when they are ready. Please send them all to our email specifically for this which is [lgbreturns@lsp.org.uk](mailto:lgbreturns@lsp.org.uk)

Thank you for your support with this.

*Chris Hills*  
*Governance Professional*

## Reminder: Changes to your LGB—notifying the LSP Central Team



On the [Clerks' SharePoint homepage](#) you will find a link to a form which needs to be completed each time you have a change, addition or resignation from your Local Governing Body.

Please complete this form as swiftly as possible so that the Central Team and Trustees are informed of any changes promptly.

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



## PE Leaders Conference—Friday 20 October

We are delighted to be able to offer a full day of CPD for our PE leaders on Friday 20 October.

This will be led by Abbie Morrissey from PH Sports and will support them in all areas of the role including:

- PE Lead Roles & Responsibilities
- Preparing for a Deep Dive into PE
- PESSPA Benchmarking
- DfE's School Sport & Activity Plan School
- Sport Premium Update

There is no cost for this event and lunch is included.

If your PE Lead would like to attend please [click here to register](#) by 10.00am Monday 9 October.

If you have any questions about this please email the [Lighthouse Learning email](#).

## SEND Law and Funding Training with Gary Freeman

Do you find SEND funding and the law a bit of a minefield and wish you had more knowledge and confidence in this area? Our SENDCOs have requested some CPD in this area and so the LSP has organised for SEND consultant Gary Freeman to run a training session across the Trust.

This training will take place on 1.00 - 4.00pm on Monday 4 December 2023 via Microsoft Teams.

Gary recommends that it is best if the School Business Managers and Headteachers also attend if possible too. That way everyone in the team has received the same messaging about this important issue. There is no cost to schools for this training as it will be replacing the Term 2 SEND network.

All SENCOs, Headteachers and SBMS will be sent a Teams calendar invitation from Debbie Coker on Thursday 5 October inviting you to attend. Please respond to this invitation to confirm your attendance.

We look forward to seeing as many of you as possible there!

## Upcoming Lighthouse Learning and CPD Networks

Date	Event
Monday 9 October 3.45 - 5.00pm online	Maths Network
Friday 20 October 8.30am - 3pm in person	<b>PE Leaders Conference</b> English Hub Building, St Peter's School (see item above)
Monday 30 October 8.45am–3.30pm	<b>Unlocking Excellence English Hub Early Years Conference</b> Speakers include: Early Excellence, Julian Grenier, Kirsty Godfrey. Details to follow
Thursday 9 November 3.30–4.30pm online	<a href="#">PAPYRUS</a> SP-ARK training for DSLs

## Reminder: Trust Primary Curriculum Leads

As mentioned in last week's bulletin 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:

We are initially looking for teachers to lead in:

- Maths
- English
- Early Years
- History
- Geography
- Science

We are looking for experienced, skilled and enthusiastic subject leaders who would like to take the next step in their leadership journey. We are able to offer funded time out of class to complete the role as well as a one year TLR.

LSP primary colleagues have until **10.30am on Thursday 5 October** to express an interest in applying for a position. To do this they need to email [Janine Ashman](#) outlining:

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



## 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 an index of previous bulletin articles](#)

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

DATE	KEY DATE OR DEADLINE	FAO
Wednesday 4 October 2023	School Leaders Meeting @ Nailsea Baptist Church	All Heads
Friday 6 October 2023	Deadline for Governors and Trustees to complete Annual Safeguarding Declaration	Clerks, Chairs and DSLs
Friday 13 October 2023	Return latest risk register and H&S Committee minutes to Central Team <a href="mailto:LGBreturns@lsp.org.uk">LGBreturns@lsp.org.uk</a>	SBMs
Friday 20 October 2023	Deadline for any proposed changes to Admission Arrangements for 2025-26 to be submitted to LSP Central Team	Heads, Chairs
Friday 20 October 2023	Policy Consultation Ends: All of the draft policies are <a href="#">available on Foldr</a> .	All
Wednesday 1 November 2023	Deadline to return Teacher Pay Progression Spreadsheet to HR	Heads & SBMs

### '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.



LIGHTHOUSE  
SCHOOLS PARTNERSHIP