

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 13: 6 December 2023



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Introduction

Dear everyone,

We have had a few changes on our Board of Trustees in recent months. Anne Oakley, who joined us in September, was previously chair at Churchill Academy and Sixth Form but before that had experience as a Primary Headteacher. Julie Kanaan also joined in the autumn and brings senior HR experience to the board. Both Anne and Julie have already contributed significantly to the board's work this year.

Paul Bailey, another of our Trustees, leaves the board next week. Paul has been our Vice-Chair and has also played a very significant part in sharpening our management of risk and of finances. He has also been brilliant at asking the left-field question that really tests our thinking. We shall miss him but wish him well as he moves on to other governance roles.

The longer that I have worked in educational leadership the more I have appreciated the importance of governance. Some of you will know that it also occupies my leisure hours as I am continuing (almost finished!) post-graduate studies in the field. Getting the framework right for decision-making maximises our chances of doing the right thing at the right time for the right reason. Thank you to all our Trustees and Governors for the work that they are doing to this end.

As ever,

Gary



2024-25 Term Dates and INSET Days

A reminder of the term dates for 2024-25 for all LSP schools (these match both North Somerset and BANES Local Authority dates).

Term 1 - Monday 2 September 2024 to Friday 25 October 2024

Term 2 - Monday 4 November 2024 to Friday 20 December 2024

Term 3 - Monday 6 January 2025 to Friday 14 February 2025

Term 4 - Monday 24 February 2025 to Friday 04 April 2025

Term 5 - Tuesday 22 April 2025 to Friday 23 May 2025

Term 6 - Monday 2 June 2025 to Tuesday 22 July 2025

The INSET Days for next academic year have now been confirmed and are outlined below for you to share with staff and parent/carers:

Primary INSET days 2024-25

- Monday 2 September 2024 (*school led*)
- Tuesday 3 September 2024 (*school led*)
- Friday 25 October 2024 (*Trust Led*)
- Monday 6 January 2025 (*school led*)
- Friday 14 February 2025 (*Trust led*)
- Monday 2 June 2025 (*school led*)

Secondary INSET Days 2024-25

- Monday 2 September 2024 (*school led*)
- Tuesday 3 September 2024 (*school led*)
- Wednesday 20 November 2024 (*Trust led*)
- Friday 14 February 2025 (*Trust led*)
- +one date post Open Evening (*school set and led*)*
- +one further date to be set by school (*school led*)*

*once you have set your two dates, please can you inform [Eleanor Capel-Davies](#), so the Central Team are aware.

Reminder: Trust-wide SBM meeting

A reminder to [sign up for the Trust-wide SBM meeting](#) by 9.00am on Thursday 7 December.

The meeting will take place on Thursday 14 December, 8:30 for 9:00am start at Backwell School. Breakfast will be provided and we will finish by 11:00am.

Consortium Education Closure

The education supplies company [Consortium Education](#) closed down at midday on Tuesday 5 December 2023.

All previously placed purchase orders will be honoured (if they still have the stock available) & despatched by Friday 8 December. Any questions you may have should be [answered here](#).



iAM Compliant Update

Training

[Click here for an updated training matrix](#) outlining the various courses that staff need to undertake.

iAM Compliant are creating a bespoke basic Health & Safety course for us (this will take approximately 12 weeks) and they are also updating their safeguarding modules. In the meantime, if you have any urgent requirements for either of these courses then please email me.

A copy of your school's 'Every extract' has been placed on Foldr > School Business Managers > Trust Wide > E Learning. This will list staff and any courses that they have completed in Every (as at 21/11/23) and will enable you to assign new training when those courses expire. For any member of staff who does not appear on the spreadsheet, you can assume they have not completed any courses in Every and therefore will need to have all the mandatory courses assigned via iAM.

The courses that feature on the attached matrix are the mandatory courses but there is also a huge range of iAM Compliant e-learning courses available to staff (at no extra cost) if something catches their eye.

Location owners currently have access to training at all locations and so please ensure that you are not assigning training without changing **Company** to either **Location**, **Group** or **User**. We have asked for this to change, we only need schools to be able to assign and monitor training at their own location. You may also be receiving a spreadsheet titled 'Deadlines' this is a list of all outstanding training across the trust, just delete it until such time as iAM Compliant have actioned our request.

Helpdesk

As outlined at our training day, all schools should now be using the electronic helpdesk within iAM Compliant. A Single Sign-on has been set up in the background for ease of use for staff but you will need to liaise with your IT technician to have the shortcut installed on staff laptops/desktops. Suggested comms has been shared with schools, and staff have been uploaded into the system and should have received an invite to log in.

If you have any questions about iAM Compliant then please do not hesitate to contact [Beth Watts](#) or your Hub Estates Lead.

North Somerset Council School Funding Consultation including Top Up funding

North Somerset Council have issued their [annual consultation on funding arrangements](#) for the 2024-25 financial year.

They are also consulting on changes to top up funding arrangements and they have provided some further modelling options for top up funding which can't be accessed through the consultation link above. These spreadsheets can [be accessed here](#).

This is an important opportunity to influence this change and we will be producing a response on behalf of the Central Team. We are aiming share this response with schools in the bulletin next week (Wednesday 13 December) and would welcome your comments ahead of the consultation closing date on **Friday 5 January**. Schools are welcome to respond individually using the response produced by the Central Team or adapting it to meet your own contributions.



Primary Schools Workforce Census

All Primary Schools have now completed the School Workforce Census using iTrent, which provided .xml files that schools have now uploaded to the DfE Collect system. We are grateful for the support given from SBMs during this process, and for their feedback. A special thank you to Judith Ralfs at Yatton who supported the pilot for this module. We are pleased that the Schools Workforce Census module in iTrent was successful for our primary schools and will be used again next year.

We are also very grateful to Kim Laney at Backwell School who is piloting this module in iTrent to ascertain whether it could be used by our secondary schools next year. We will keep secondary schools updated on this.


Pay Progression letters - Teaching and Leadership

Pay progression letters will be sent to all schools this week. Secondary schools will receive letters via HR Secure by Tuesday 5 December, and primary schools will receive letters by Wednesday 6 December. We would ask SBMs to review the letters before they are issued to staff ahead of the December pay date (Friday 15 December). If schools have queries regarding the letters please contact the [Central HR Team](#).



Changes to Local Governing Bodies and maximum lengths of service

Thank you to all Clerks who informed us of any recent changes to your Local Governing Body (LGB). Submissions are now closed and Trustees will review all appointments at their meeting on **Tuesday 12 December**.

With a number of governor resignations recently and a lot of new faces joining our local governing boards please make sure to familiarise yourselves with the  [LSP Terms of Reference](#) with regard to LGB membership and the associated limits on terms of office.

Please continue to report any changes (appointments, re-elections or resignations) [using the online form](#) so they can be considered by Trustees in the Spring (March 2024).

Minutes from Local Governing Body Meetings

A reminder that Clerks should email copies of LGB minutes to the [LSP Central Team](#) (via the LGBreturns email) following each LGB meeting.

We have now circulated the LSP LGB Minutes template to Clerks so please try this outline over your next few meetings and provide [Chris Hills](#) with any feedback you have.

NGA Governance Workload Research

The National Governance Association (NGA) has just published its latest research report into Governance Workload.

The report shows that across the country there has been a significant increase in demand and pressure on local governing bodies and trust boards in terms of parental issues, funding difficulties, Ofsted, training requirements etc. Many of these challenges are being felt by schools in the LSP as well. You can read the full findings [here](#). The report also explores potential solutions, both in terms of improving board practice and challenging the government to act on systemic issues.

As you may remember from last week's bulletin Adele Hayson, Chair of Trustees, is currently looking to review the role of the Local Governing Body within the LSP. If you want to be a part of the working party around this please [email Adele directly](#) by Monday 18 December.









Primary Moderation Sessions - January 2024

We are looking forward to our first 2023-24 LSP Moderation Sessions during the week beginning **Monday 15 January 2024**. The sessions will be held in the English Hub Room, at St Peter's Primary, on the following dates/times:

Year Group	Date	Time
Reception/EYFS	Tuesday 16 January 2024	8.30-11.30am
Year 1	Friday 19 January 2024	8.30-11.30am
Year 2	Tuesday 16 January 2024	1.00-4.00pm
Year 3	Thursday 18 January 2024	1.00-4.00pm
Year 4	Thursday 18 January 2024	8.30-11.30am
Year 5	Monday 15 January 2024	8.30-11.30am
Year 6	Monday 15 January 2024	1.00-4.00pm

Actions for Schools (Heads or Assessment Leads):

- Complete the online booking form/ask teachers to book onto the LSP moderation sessions [using this online form](#) by **12noon on Wednesday 20 December 2023**. We will then be able to contact attendees directly with times and details of each session. There is an expectation that schools send at least one teacher from each year group and sending teachers from mixed year groups to different sessions over the year.
- Please can you pass these booklets onto all your teachers so they can refer to both documents when completing their assessments
 -  [LSP Summative Assessment Handbook](#) (published November 2022) - we will have hard copies of this available for staff but I know many already have them.
 -  [LSP Primary Assessment Guidance: January 2024](#) - this gives details about what assessments each year group needs to take and where the results need to go on Insight (please note that staff need to input assessments in 2023-24, Spring 1)
- Make sure assessments are entered onto Insight by 31/1/24 and are in the correct place on Insight.
- Plan Pupil Progress Meetings (PPM) using the LSP format on Insight and the  [LSP PPM agenda and actions](#). These must be done before the final submission of data on **Wednesday 31 January 2024** so school leaders are sure they are accurate.
- Plan to share this assessment data with your Local Governing Body (LGB) at the next meeting using the  [LSP Governor format](#) (training will be available for Governors in January).

Assessment Leads have been emailed this information and links directly.

If you have any questions about the above please email [Janine Ashman, Director of Learning](#).



Upcoming Lighthouse Learning Sessions and CPD Networks

Please email [Lighthouse Learning](#) if you have any questions about the below events.

Date	Event	Audience
Term 3		
Monday 8 January 3.45 - 5.00pm	Maths Network (Primary). Online	Primary Curriculum Leads
15 January onwards	Primary Moderation Week. More details above.	Primary Staff
Monday 15 January 3.45-5.00pm	Assessment Network (Primary). Online	Primary Curriculum Leads
Thursday 18 January 6.30-7.30pm	Ofsted Training for Governors. Online Focusing on preparing for an Ofsted inspection including the phone call with the lead inspector Click here to register for this webinar.	All Governors
Monday 22 January	SEND Network. Online More details to be circulated shortly.	SENDCos
Tuesday 23 January 5.30 - 6.30pm	NEW: Introduction to Primary Assessment for Primary Governors. Online Introduction to Primary Assessment. Session will support you to understand and challenge primary assessment data. Click here to register for this webinar.	Primary Governors
Thursday 8 February 6:30 - 7:30pm	Pupil Premium Training. Online. As part of their role governors should understand how Pupil Premium is spent in their school, why and how the impact of this is monitored. Click here to register for this webinar.	All Governors (PP links)



Follow up from SEND Funding Law session

Thank you to all those who attended the session with Garry Freeman, covering SEND funding, on Monday afternoon.

I know that there was a lot of very helpful information and it has certainly given us a lot of 'food for thought' and motivation to address the issues we can face.

Over the next few weeks we will process and consider the points he covered so we have a Trust-wide, cohesive, approach as to how we will tackle the SEND funding issues with our Local Authorities. Please wait to hear from me with the next steps before reaching out/addressing issues

We are gathering together the materials from this session and will share these with you in a future bulletin.

Debbie Coker

Director of Inclusion

Future Date for your diary - Winston's Wish Training

We have booked Winston's Wish to deliver training on supporting children with grief to Headteachers on **Wednesday 12 June 2024 1.15-4.45pm**.

This training will follow on from the School Leaders' Meeting in the morning (8.30am - 12.30pm), and is part of the key CPD offer for Heads, so please extend this booking in your diary.

More details will follow nearer the time.

Team Teach Training

Many schools are waiting to have Team Teach training and we are pleased to have dates secured for LSP schools. Training will be delivered by Elementa on the following dates:

- [Level 1 \(1 day\):](#) Tuesday 9 January £95pp
- [Level 2 \(2 days\):](#) Monday 29 January and Friday 19 February £175pp

Follow the link from each course to see content and coverage. Level 1 is suitable for all staff to complete and Level 2 is for staff who face more challenging behaviours. Places on each course are limited. Please [book your place here](#) by 10.00am on Monday 11 December.



Updating Insight to reflect data checking outcomes

The following information has been sent to primary assessment leads to share actions needed around validated data:

Data checking results have been returned to schools and I hope these are positive outcomes for you. IDSR should soon be updated to reflect this and ASP should (hopefully) be out soon. This will give a much more detailed analysis of last year's outcomes (we will do some work on this when ASP is released).

To ensure that Insight matches your validated data you will need to update pupils on Insight. So we can update Trust level reports, please can you update Insight by the end of day on **Friday 15 December**.

This process is particularly important for you to do if you are due an OFSTED visit as you will want to share your validated data if they visit before IDSR is updated. If you need any help doing this, please [get in contact](#).

Please update Insight by:

1. Search pupil and click to edit pupil.

2. Change their school leaving date to the day after they arrived and click to save. This will NOT delete them or remove any assessment but will stop their KS2 results being included in your data sets. We can, if needed, change their leaving date if we want to put them back into your data set.

Janine Ashman

Director of Learning

KEY LINKS, DATES AND DEADLINES

These reminders do not replace the 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
Thursday 7 December	Deadline to submit news articles and festive designs for trust-wise newsletter/use	All
Wednesday 17 January	School Leaders' Meeting @ Nailsea Baptist Church	Headteachers



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