

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 27: 24 April 2024



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LIGHTHOUSE
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Introduction

Dear Colleagues,

As usual, a word about funding! You may have seen last week's TES story in which I was quoted again: [Any pay rise 'unaffordable', MAT chiefs warn DfE | Tes](#). The Confederation of School Trusts (CST) has also issued a report on funding this week to which we have been influential contributors: [Funding futures: Reforming school funding in England \(cstuk.org.uk\)](#). We are doing everything that we can to minimise future harm of the unfunded payrise that we all fear. I have also written to the DfE to express our continuing frustration of being asked to set school budgets without clarity on either income or costs. Practically speaking, the more austere we can be at this stage in planning, the better. Sorry.

On a more positive note, we are continuing to have great feedback from colleagues involved in various strands of leadership training this year. The West100 programme is proving to be every bit as transformational as we had hoped. Unsurprisingly, the delegates who went to see the Uncommon Schools in New York at Easter loved it. NPQs are also hitting the spot and we are seeing graduates of the programmes move swiftly into promoted posts inside LSP. We said that we needed to change the energy around school leadership and with your help we are indeed doing that.

It was remiss of me not to congratulate Tim Eustace previously on his appointment to the Headship at Bishop Sutton and Stanton Drew. This is really exciting. Tim is every inch the leader and will be a very worthy successor to Dieter Cook. It is also superb to see us share great leadership between schools in our Trust.

Finally we are currently finishing the next edition of 'The Beacon' our trust-wide newsletter. We hope to circulate this directly to all LSP colleagues next week.

Gary Lewis, Chief Executive



Postponed—Clerks' Network session today

We have had to postpone the Clerks' Catch Up Network scheduled for today (Wednesday 24 April) at 1.00pm. We apologise for any inconvenience this may cause.

Chris Hills, Governance Professional, will be in touch with Clerks in due course with any key messages or updates you need.

Upcoming LSP Headteachers' Meeting

This term's Headteachers' Meeting takes place on Wednesday 1 May from 8.30am at Nailsea Baptist Church (BS48 2DS).

[Click here to view the agenda](#)

Academic year 2024-25: Annual Planner and other preparations

We have started creating the LSP Annual Planner for next academic year and it has [now been published](#) for you to view and use.

Our Annual Planner lists key dates, deadlines and details of activities across the Trust. It is highly recommended that Headteachers, School Business Managers, Clerks, Office Managers/PAs etc are regularly reviewing the planner. There is a ['how to' video](#) that you can watch to help you navigate and get the most out of the document.

There are a number of deadlines which have not yet been published/finalised (we are awaiting confirmation from the DfE on census dates etc) so we will continue to update the planner over the coming months.

Towards the end of Term 6 we will also publish a 'Ready for September' special edition of the bulletin with all key tasks, actions and information in one place to help you prepare for the September and beyond.

Reminder: Appraisal Policy Consultation

As mentioned in the bulletin on Wednesday 27 March we are currently consulting on the Appraisal Policy following a comprehensive rewrite.

The consultation closes on Tuesday 30 April at 9.00am. Please take time to review the [overview of key changes](#) to the policy as well as [the policy itself](#). Please submit your [consultation responses here](#).

Trust-wide Primary Moderation - May 2024

We are looking forward to our second 2023-24 LSP Moderation Sessions from **Friday 17 May 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	Wednesday 22 May 2024	1.00-4.00pm
Year 1	Friday 17 May 2024	8.30-11.30am
Year 2	Friday 17 May 2024	1.00-4.00pm
Year 3	Tuesday 21 May 2024	8.30-11.30am
Year 4	Tuesday 21 May 2024	1.00-4.00pm
Year 5	Monday 20 May 2024	1.00-4.00pm
Year 6	Monday 20 May 2024	8.30-11.30am

Actions for Schools:

- Complete the online booking form/ask teachers to book onto the LSP moderation sessions [using this online form](#) by **10.00am on Tuesday 30 April 2024**. 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 send 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:
 1. [LSP Summative Assessment Handbook](#) (published November 2022) - we will have hard copies of this available for staff but I know many already have them.
 2. [LSP Primary Assessment Summer 2024 Handbook](#)- 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, Summer 2).
- Make sure assessments are entered onto Insight, in the correct place, by Friday 28 June 2024.
- Plan Pupil Progress Meetings (PPM) using the LSP format on Insight and the [LSP PPM Process and Questions](#) document. These must be done before the final submission of data on **28 June 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 where the data should be presented and analysed as outlined in the [LSP Governor Data Questions](#).

A copy of this information has been emailed to Primary Heads and Assessment Leads this week. If you have any questions about the above please email [Janine Ashman, Director of Learning](#).

Water Supply & Sewerage Services

Further to the earlier [Bulletin article on Wednesday 27 March](#) advising schools that a 2-year contract has been awarded to Water2Business with effect from Monday 1 April 2024, we are pleased to be able to share the new contract costs for schools.

Details can be found in the **Information for 2024-25 Budgets** in [Foldr](#) which you will need for forecasting and budget planning.

We would like to remind schools that the contract includes the addition of a retail charge of +2% to the wholesale price and the +2% is fixed for the two years (for the other retailers this cost was in excess of 6%). There will be a second review of wholesale prices in April 2025 which will most likely result in another increase. Fixing the retail charge for the term of the contract will limit the impact of any future wholesale increases.

If you have any questions about the above please contact [Beth Watts in Trust Services](#).

Enhancing FOLDR Security

We are adding multi-factor authentication(2FA) to LSP Foldr. This will add an essential level of protection to our data.

When logging onto foldr remotely, users will be prompted to setup 2FA. [This link](#) provides instructions on how to complete this process. Please review the guide prior activation on Friday 3rd May.

If you have any problems with activation, please email enquiries@lsp.org.uk.

Kirk Perrin

Head of IT Strategy and Infrastructure



iTrent - Checklist Training

A reminder that School Business Managers and iTrent Administrators have been invited to Online Checklist Training. This training will provide a simplified way to make contractual changes in iTrent and is essential for all iTrent Administrators. There are two further training sessions are taking place this week:

- Thursday 25 April at 12.00pm
- Thursday 25 April at 2.30pm

All training sessions are via Teams. To book attend please contact hr@lsp.org.uk

Payroll Schedule for 2024/25

The payroll schedule for next academic year has been received from Neo People. [Please click the link to view the schedule](#). Please note that December 2024 payday will be Thursday 20 December. The schedule will be uploaded to iTrent shortly and is also incorporated on the Annual Planner for 2024-25.

P60s

P60s will be available for current employees in Employee Self Service (ESS) from **Tuesday 30 April 2024**. A P60 is an end of year certificate for the tax year detailing gross earnings, take home pay, tax paid, NI contributions, statutory pay received, and payments made to student loans.





Upcoming Lighthouse Learning Sessions and CPD Networks

Please email [Lighthouse Learning](mailto:hr@lsp.org.uk) if you have any questions about the below events.

Date	Event	Audience
Term 4		
Tuesday 30 April 9.15am–3.15pm	Child Bereavement Support Training. Stanton Drew Village Hall Booking now closed. Details will be sent to delegates later this week.	Pastoral Leaders, Support Assistants etc
Thursdays 9, 16 and 23 May	Job Evaluation Training Email hr@lsp.org.uk to sign up by Friday 26 April.	All
Monday 13 May 3.45 - 5.00pm	LSP Primary Maths Network. Online MS Teams link to be circulated in due course.	Primary Maths Leads



Recent School Categorisation Training for Governors

Thank you to those who attended the LSP School Categorisation training with Neil Lankester, Director of School Improvement, on Thursday 18 April. We hope you found the session helpful and informative.

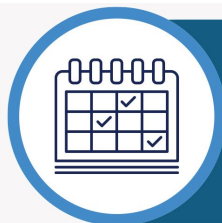
You can [click here to view a recording](#) of the session (the training starts 4 minutes into the recording)



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](#).



Annual Planner

Click to view the Annual Planner
(Via Sharepoint)

Bulletin Index

Click to access an index of
previous bulletin articles



Previous Bulletins

Click to access previous editions of the
LSP Weekly News Bulletin

The Beacon

Click to read the latest edition of the
LSP Newsletter: The Beacon



Key Dates and Deadlines

DATE	KEY DATE OR DEADLINE	FAO
Friday 26 April	Deadline to sign up to join the Job Evaluation Panel. Email the Central HR team on HR@lsp.org.uk	All
Tuesday 30 April at 9.00am	Deadline for consultation on Teacher Appraisal/Policy Submit feedback and comments here.	Heads, Trustees & Governors
Wednesday 1 May	LSP Headteachers' Meeting @ Nailsea Baptist Church. Click here to view the agenda.	Heads
Friday 3 May	Deadline for applications for additional SCA funding	Heads & SBMs