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## LIGHTHOUSE SCHOOLS PARTNERSHIP

### Introduction

Dear Colleagues,

It was really good to see so many of our Governors, Trustees and Clerks at our Governance Conference last week. Joy Harcup really got us thinking about the dispositions and actions that support governors in creating the strategic and self-reflective culture that characterises the best schools. She also raised a number of governance risks for us to think about particularly; being backward looking, being too focused on the school rather than its context and community, the perennial risk of rose-tinting and the risk of missing questions where we are too easily satisfied.

What really impressed me was the examples of excellent governance that welled up from the audience and an observer would have quickly concluded that our schools are in good hands.

At the end of the session we began a conversation of how we might refine, or thin out, the brief that we give to our Local Governing Bodies so that they are freer to focus on the core business of their School. I have used that early feedback to start work on this year's update to the Scheme of Delegation. I'll share the draft in due course for a bit more shaping by Chairs and Headteachers.

My thanks to Eleanor (LSP Head of Admin) and Adele (Chair of Trustees) for making this happen. We are planning to run another Governance Conference next year—please see the news article about this below so you can give us some feedback to help us shape the 2025 event.

As ever,

*Gary Lewis,*

*Chief Executive*

## Operational Away Day - Workshop sign up

Thank you to all of those who have signed up to attend the Operational Away Day on Tuesday 2 July - by the end of the day today (Wednesday) you will receive an email explaining how to sign up for the workshops that will be taking place.

Please can you ensure you sign yourself up to the workshops by **9.00am on Tuesday 25 June** at the latest. If there is a specific workshop which would be suitable for a particular colleagues (for example IMP tips may be suitable for Finance Officers) you are welcome to sign them up for a workshop as well if there are still spaces.

We look forward to seeing you there!

## Reminder: Consultation on Risk Management Policy

A reminder that the consultation on the Risk Management Policy closes next **Wednesday 26 June**. The proposed Risk Management Policy is available [on Foldr](#): `Foldr/LSP Communications\Consultations\Policy consultations\Risk Management Policy\`

As part of this consultation process, we are also proposing to introduce a new risk register template. The new template has been populated to aid completion and consistency but schools are encouraged to review, amend and add to the risks to reflect your specific circumstances.

Please submit your comments on the consultation to [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk). If you would like to submit changes to the policy, please highlight your changes or make them using tracked changes and also send them to this email address.

## New appointment in the Central Team

Following a consultation process, a new centralised and consolidated IT Support function for secondary schools was implemented on 1 June. As part of the new arrangements, we have appointed Dominic (Dom) Baldry as our new Head of IT Service Delivery.

Dom has strong technical knowledge along with significant experience of leading high-performing, customer-focused teams. Dom is starting with us on Monday 1 July and we look forward to welcoming him to the Trust.



## Bulletin Special Edition - Ready for September 2024

You may recall that last year we published a special edition of the bulletin pulling together all the key information, links and reminders that you would need for a smooth start to the next academic year into one place.

We are currently working this document for September 2024 and this is scheduled to be sent out to you early July, so you have all the information you need to hand.

## Reminder: LSP Summer Newsletter - The Beacon



The next LSP Newsletter (The Beacon) will be published at the end of Term 6. The theme of this issue will be enrichment and extra-curricular activities that enhance our pupils' learning and experiences. We are looking to include stories on enrichment and extra-curricular activities from across the Trust, as well as details of how this has enhanced and impacted the children involved. Thank you to those who have already shared stories with us.

Please send any news stories or photos from your school that you would like us to include, to [levans@lsp.org.uk](mailto:levans@lsp.org.uk) by Monday 8 July.

You can stay up to date with Trust news on [Facebook](#), [X](#), [LinkedIn](#) and on the [LSP website](#).

*Leah Evans,*

*Communications Officer*

## SEND Children and Young Peoples Council - June Newsletter

Please see below the link to the latest Newsletter from the North Somerset SEND Children and Young Person's Council, which can be shared with parents and children. The Newsletter contains blogs, useful resources, and information on events/activities for SEND children and young people.

[SEND Children and Young People's Council—June Newsletter](#)

## Logging Incidents in iAM and RIDDOR

Please see the guidance below for reporting incidents in iAM Compliant. We appreciate that the process may differ from school to school depending on your staffing structure, please ensure that you communicate the below to all involved.

- Report any serious incidents or near misses in iAM Compliant (not every minor bump and scrape that you may and should continue to record elsewhere). For the serious incidents please ensure you include the injured parties details; address, DOB, age and gender as this information will be needed if the incident needs reporting (not all of this information has its own field in iAM, we will be requesting this as a feature from them).
- Assign the serious incidents (not near misses) to **Bill Crocker** of Delegated Services (**assign ownership** can be found on the right hand menu once you've reported the incident).  
Delegated Services does not expect their customers to be RIDDOR experts so they say: "If external medical support comes on site, or someone goes straight to it, assign the incident to us".  
There is no need to assign your near misses to Bill Crocker at Delegated Services, instead we would suggest that you assign them to the person who will carry out the investigation.
- Any serious incident or near miss should be investigated by a competent person. Please see the [attached guidance for 'Gathering the Facts'](#) and [a form to aid your investigation](#). The completed form should be uploaded to iAM.
- Bill Crocker at Delegated Services will receive a notification (when you assign the serious incident to him) and will review the entry. He may ask more questions via the notes section and re-assign the incident back to you. There will no doubt be a bit of back and forth between school and Delegated Services. Please ensure that when you respond to any questions from Delegated Services you re-assign the incident to them by scrolling back up the form and clicking on **Assign ownership**.
- Delegated Services will confirm whether the accident needs to be RIDDOR reported or not (and will report if necessary) providing both you and us with a pdf copy of the submission.
- When all necessary action has been taken, the school must update the iAM record for **all** incidents by clicking on the follow up tab to record what action has been taken. There is a box for 'reported to HSE' (if the incident was reported to HSE by Bill) and the incident's status can be changed to 'resolved'.

It is worth noting that if the school has a suspected RIDDOR then it needs to remain on your radar until you have heard from Delegated Services one way or the other. That might mean phoning Delegated Services on 01275 795 827 if you have not received a response within three days.

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## Logging Incidents in iAM and RIDDOR

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We will also be reviewing any unresolved incidents centrally as an additional check to ensure nothing is overlooked.

With the above in mind, please could we ask you to review any unresolved incidents for your school, ensure that the necessary action has been taken, add any notes and then change the status of the incident to **resolved**. We will be reporting to Trustees at the end of June and so would like the information to be as accurate as possible for this.

If you have any questions about the incident module please do not hesitate to contact [Trust Services](#) or your Hub Estates lead.

## Waste and Recycling Contract

We are pleased to inform you that the trust-wide Waste and Recycling contract has been awarded to [Hills](#). We look forward to working with them to reduce our waste (and cost), increase our recycling and to them supporting LSP on our sustainability journey.

We will work closely with schools to ensure that the transition between their existing service providers and Hills is a smooth one. Several schools have contracts expiring in the summer so we will be in contact with you to discuss arrangements on an individual basis. It is likely that it will take 12 months to mobilise the whole contract due to the varying contract end dates. If you have any questions about the Waste and Recycling contract for your school do not hesitate to get in touch with [Trust Services](#).



## Budget Forecast as at 30/04/24

Thank you to School Business Managers, and any other staff involved, for producing your Budget Forecast Report as at Tuesday 30 April. The Central Team have now checked your submissions for reasonableness and have reported the collated information to the Board of Trustees Finance Committee meeting on Tuesday 25 June. The feedback from our quality assurance checks can be found [on Foldr](#) (*Information for 2023-24 budgets/Monitoring Feedback/submission based on 30.04.24*). Please enter your LA and DfE number to find the information for your school. Please be aware that we do not have sufficient information to determine whether your projections are completely accurate or not. Checks have been carried out for reasonableness and information has been provided to indicate any areas that may need further investigation to ensure that your projections are accurate. If you need any further information, please do not hesitate to contact the Central Team.

## Recovery Premium

This is a reminder that schools must spend all of the Recovery Premium they receive in 2023/24 before the end of the academic year and in line with the conditions set out in the [Conditions of Grant document](#), Recovery Premium cannot be carried forward to future years and will be recovered where the ESFA identifies that a school has not spent all of its grant.

## PE and Sports Grant

This is an additional reminder that schools cannot roll over any unused funding into the next academic year. If schools carried forward a balance from 2022-23, this will also need to be spent before 31 July 2024, along with the 2023-24 grant allocations.



## Follow up - LSP Governance Conference

Thank you very much to all the Clerks, Governors and Trustees who attended the LSP Governance Conference at Backwell School on Thursday evening. It was wonderful to see so many of you all in the same room and to hear the forward thinking and meaningful discussions taking place. I do hope you found the evening informative, thought provoking and enjoyable.

Please [click here](#) to view the slides from the evening.

We would really like some feedback on the conference - from those who were AND were not able to attend. Please [click here to complete a short survey](#) which will close at 9.00am on Friday 5 July.

As mentioned by Gary Lewis we are currently reviewing the Scheme of Delegation to ensure it reflects LGB and Trust Board duties and responsibilities clearly. We will review the 'do more, do less and keep doing' suggestions you have provided and will provide you with a draft updated Scheme of Delegation in due course.

*Adele Haysom, Chair of Trustees*

## Reminder: New Trustee Recruitment

LSP seeks to have a broad range of skills and characteristics on the Board of Trustees, with experience and expertise from across a variety of backgrounds. We are keen to hear from experienced LSP governors who would like to move their governance commitment to the wider context of the Trust and become part of the Trustee Board, ideally from September 2024.

This role is broader than local governance and requires a time commitment of at least 8 hours a month. There are 10 Board of Trustees meetings each year which are held in the afternoon or early evening, either on site or virtually. There are also three committees to the Board - Finance (11 meetings per year), Audit & Risk (6 meetings per year) and HR & Staffing Committee (3 meetings per year). You can find out more about being a Trustee on [our website](#).

If you are interested in the position, or would like to find out more, please email [Chris Hills, LSP Governance Professional](#) with a brief resume covering your governance experience and personal qualities. **The closing date for applications is Friday 28 June.**

*Adele Haysom, Chair of Trustees*



## Update on any changes to your Local Governing Body

A reminder to ensure that you have [completed the online form](#) (which is also linked on the LSP Governance SharePoint), notifying us of any updates to your Local Governing Body (LGB), by **12 noon on Tuesday 2 July**. Anything submitted after this deadline will not be considered until Autumn 2024.

It is worth noting that Trustees can make re-appointments in advance (for example reappoint in July for a term of office which will expire in September 2024). When a governor does leave your local governing body it is very important that they are reminded that any documentation they may have relating to school/governor business is returned to the school and they cannot discuss/share anything they have been privy to whilst on the board for confidentiality and safeguarding reasons.

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





## Upcoming Lighthouse Learning Sessions and CPD Networks

Please email [Lighthouse Learning](mailto:info@lighthouselearning.co.uk) if you have any questions about the below events.

Date	Event	Audience
<b>Term 6</b>		
Monday 24 June 3.45-5.00pm	<b>LSP Assessment Network. Online</b> Agenda and link to follow in due course from Lighthouse Learning	Assessment Leads
Monday 1 July 1.00-3.30pm	<b>SEND Network. Online</b> Agenda, documents and teams Link to follow in due course from Lighthouse Learning	SENDCos
Monday 8 July 1.15-4.00pm	<b>Science Network. St Peter's</b> Agenda and further details to follow from Lighthouse Learning.	Science Leads



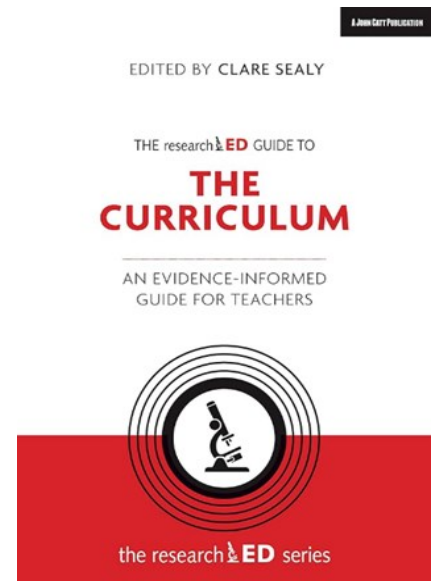
## Curriculum Reading Recommendation

For those of you looking for books to read on curriculum, I would thoroughly recommend The research ED guide to The Curriculum. The book is a collection of essays from different contributors covering various aspects of design, knowledge and implementation. Each essay is a short read which means the book can be read in short manageable chunks.

At the Headteachers meeting I drew upon one of these essays which uses the analogy of box sets to describe a well planned curriculum. I managed to find a PDF of this chapter online which [can be found here](#).

Happy reading!

*Neil Lankester,  
Director of School Improvement*



## Updates from the Primary Subject Leader Networks

### History

I met with the Primary History Leaders on Thursday last week to review the long and medium term planning as a group, so that leaders from all schools have an opportunity to understand the proposed changes and to have input into this. During the meeting I provided feedback from the recent survey including how this had been fed into the planning; walked leaders through the key changes which will make a positive difference to the teaching of history in our primary schools and discussed the options and decisions for schools in the coming year to enable all schools to have adopted the curriculum by the end of next year.

### Actions from the meeting:

- History leaders should be given a 30 minutes slot in a staff meeting in the next 3 weeks to share the plans and take feedback. This will need to be emailed to me by **Monday 8 July**.
- In depth discussion and review of example history curriculum planning and resources at Primary Headteacher's meeting on **Wednesday 3 July**.
- Feedback to me by the end of T6 on which phase of training individual schools will join.

A copy of the slides from the meeting [can be found here](#).

A link to the recording of the session [can be found here](#).

*(continued...)*

## Updates from the Primary Subject Leader Networks

*(continued...)*

### Early Years Foundation Stage (EYFS)

I met with the EYFS leaders on Monday this week to talk about how we will begin the process of ensuring that learning within Knowledge and Understanding of the World (KUW) is built into LSP curriculum planning over the next three years. This was a really positive session where we had an opportunity to discuss pre-existing commonality across our curriculums linked to the EYFS Profile and Development Matters.

We began mapping out across the year the strands of KUW which would link to History and Geography in KS1 so that we could begin to understand how these may be sequenced across the year in both Nursery and Reception.

We also began to create a medium term plan for Terms 1 and 2 so that there is a clear understanding of the knowledge and skills that pupils will acquire as a result of teaching and learning within this unit. This work will continue through next year.

Next year will be a year of creating plans and resources together with the intent that all schools ensure this is in place from September 2025. In the same way as History, we are intending that long term and medium term planning will be shared by all schools whereas short term planning and resourcing will be a school-based decision.

### Actions arising from the meeting:

- I will collate together the feedback and discussions we had on long and medium term planning and will send to EYFS leaders for review.
- An optional medium term plan will be produced ready for September 2024 for Term 1 in Nursery and Reception.
- In Term 1 I will be discussing the EYFS project in more depth with Headteachers and the Primary Headteacher meeting.

Slides from the meeting [can be found here](#).

In both of these meetings I reiterated that Headteachers will be the people who make the overall decision in their school about what and when to adopt in relation to long term planning (LTP) and medium term planning (MTP).

*Neil Lankester,  
Director of School Improvement*

## Unlocking Handwriting Progression and Resources

There will be a meeting to share the new ULS Handwriting Progression and Resources on **Thursday 27 June, 3.45 - 5.15pm**. This will be an online Teams meeting (no need to pre-register) - details below:

[Click here to join the meeting](#)

Meeting ID: 357 163 796 778

Passcode: DZRQd9

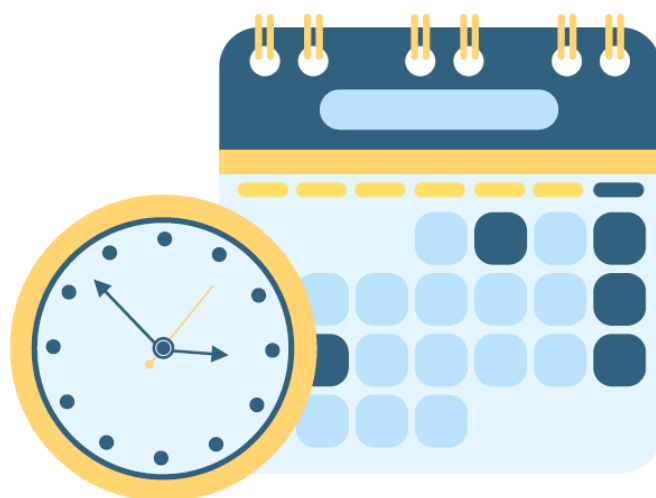
We know how important the development of fluent handwriting is to early writers and that, by teaching handwriting, we will support every pupil to find writing a pleasurable and successful experience. The Unlocking Handwriting resources will enable schools to do this by providing them with:

- A handwriting progression from Nursery - Y6
- Lesson plans
- Practice sheets
- Assessment materials

**This programme and all the resources will be provided at no additional cost to your current subscription to the ULS platform.** Materials will be available to download from the launch when we will share details about the resources and support you to plan for its delivery in your schools.



## Key Dates and Deadlines



DATE	KEY DATE OR DEADLINE	FAO
12noon Wednesday 19 June	Deadline to sign up for LSP Operational Away Day. <a href="#">Click here</a> to sign up	SBMs, HR, Office Man- agers, Es- tates Leads
Wednesday 26 June	Deadline for consultation and feedback on updated Risk Management Policy.	Heads, Chairs & SBMs
Tuesday 2 July	Operational Away Day @ Churchill Academy & Sixth Form	SBMs and Of- fice Manag- ers
12 noon Tuesday 2 July	Deadline to inform Central Team of any changes to your LGB <a href="#">using this form</a> .	Clerks
10.00am Wednesday 3 July	Deadline for consultation and feedback on updated SEND Policy.	All
9.00am Friday 5 July	Deadline to complete LSP Governance Conference Feedback <a href="#">Click here</a> to complete the survey	Governors, Clerks, Chairs and Trustees

# KEY LINKS

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 2023/24

Click to view the Annual Planner  
(Via Sharepoint)

## Annual Planner 2024/25

Click to view the Annual Planner for next  
academic year (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



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be shared in our newsletters and on our social media.

Email your stories to: [newsletter@lsp.org.uk](mailto:newsletter@lsp.org.uk)