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## LIGHTHOUSE SCHOOLS PARTNERSHIP

### Introduction

Dear Colleagues,

We have had some lovely moments of celebration this week. These are opportunities to mark achievement for individual colleagues and also of our ethos of professional development.

The first Cohort of West100 have graduated and Janine Ashman was able to join them for their final residential (*see photo opposite*). They shared the highlights of the year long programme and their growth and development was obvious. They are all very much ready for their first headships and we look forward to following their leadership journey. (Corinne Clarke is indeed going straight into an Acting Headship with BWMAT at St John's in Clevedon). We are committed to West100 and have a second cohort for next year.

We have also sponsored a group of existing Headteachers taking part in the Exemplary Leadership Programme. This has offered them opportunities to learn from international educators and visit exceptional schools across the UK. We were delighted to hear that St Peter's was selected by the programme to host two open days on behaviour and curriculum. We have already seen the impact of this programme in the development of the schools of the headteachers who were part of this programme.

We are now also well into our delivery of NPQs in Leading Teaching and Senior Leadership which have brought together nearly 30 colleagues from across our primary and secondary schools. Whilst engaging in the national materials we are also enjoying the opportunity to explore the units in the context of our Trust and schools. We will be doing even more regional delivery of NPQs next year.

My thanks to Janine and all the other colleagues contributing to and engaging with the phenomenal CPD offer in the Trust. This is so important to attract and retain the best staff and to ensure that our schools are constantly improving towards excellence.

In other news, our schools selected for Key Stage 2 (KS2) writing moderation by the Local Authority have all now had their visits. All have been positive and have confirmed the expertise of the teachers involved, some of who have been invited to be moderators in the next academic year. Our Trust Moderation Sessions support our teachers to develop this expertise so such positive feedback from the Bristol moderation team reflects the commitment of all our schools in this process.

Lastly, congratulations to Lou Blundell and colleagues and governors at Gordano School, whose [Ofsted Report is now available](#). The report reads well and captures current strengths and future priorities.

Gary Lewis,  
Chief Executive



## Consultation: Attendance Policy

You will already know that there is new legislation and guidance around school attendance with effect from Monday 19 August 2024. As such, I have updated the policy in line with the latest DfE "[Working Together to Improve School Attendance](#)" documentation.

The draft trust-wide policy, along with draft templates for letters for parents, is now ready for consultation, having already been shared and discussed in trust working groups. Both documents can be [accessed on Foldr](#): *Foldr / LSP Communications / Consultations / Policy consultations / Attendance Policy 2024*

Any feedback or comments should be sent to [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk) by 10.00am on Thursday 4 July. 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.

*Natalie Wilcox, Director of Secondary Education*

## Reminder: SEND Policy Consultation

A reminder that the consultation on the LSP SEND Policy closes at 10.00am on Wednesday 3 July. The proposed Policy is [available on Foldr](#):

*LSP Communications\Consultations\Policy consultations\SEND Policy - June 2024*

We would like to encourage Headteachers, Trustees, Local Governing Bodies, SENDCOs and School Business Managers to participate in this consultation. The final policy, incorporating comments from the consultation as appropriate, will be agreed by the Board of Trustees on Wednesday 17 July and then shared with schools.

Please submit your comments on the consultation to [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk) by 10.00am on Wednesday 4 July. 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.

## LSP Traded Service: SEND Offer 2024-25

We are delighted to publish our SEND Traded Service offer for LSP schools for 2024-25.

[Please click here to see what is on offer](#). I will be covering the offer in more detail at the LSP SEND Network on Monday 1 July.

To request SEND traded offer services for 2024-25 please [email me](#) by 12noon on Friday 5 July 2024 with your requests and requirements so these can be scheduled for next academic year.

Also should you have any questions please do not hesitate to [contact me](#).

*Suzy Divine, Lead Teacher for SEND*

## Change Management Flowcharts

Thank you all for your hard work on setting your budgets for the 3 year period starting in 2024-25. Whilst there is still a lot of uncertainty about pay awards, it is clear that our current levels of spending cannot be sustained into the future. Our focus is now on supporting schools to achieve balanced in year budgets for the 2025-26 financial whilst encouraging schools to take every opportunity to reduce the in year deficits that are being projected for 2024-25. Of our 22 federations of schools, we anticipate that between 15 to 18 will need to plan for a change management process for the 2025-26 financial year.

We recognise what a difficult process that this is, especially on the back of savings that you have already made. For primary schools, we have established minimum staffing levels to compare against as schools start to model options and, for secondary schools, we are in the process of introducing the IMP integrated curriculum and financial planning (ICFP) tool, which will provide more detailed and comparable metrics to help schools identify areas of focus. The Central Team will help you in this process, with support available from the Education, Finance and HR teams and we are increasing our capacity to enable us to do so.

We have produced two flow charts to explain the process. These are [available on Foldr](#):

*Foldr / LSP Communications / HR / Change Management Processes 2024-25*

1. Financial position checklist - aims to show the process to determine if change management is required ahead of the 2025-26 financial year
2. Change management process - aims to show the process to produce an Organisational Change Business Case to start a consultation on change management. The formal HR process would follow on from this point

In the main the change management process will begin in the Autumn but there is nothing to stop you from starting this term if you wish to.

I hope that this information is of use. A session on change management is being provided at the Operational Team Away Day on Tuesday 2 July.

*Louise Malik,*

*Chief Financial and Operating Officer*

## Updated Performance Development Policy

Following a year of work with the appraisal working party and consultation with leaders and unions, the new Performance Development Policy for teachers and leaders is now ready for publishing and implementing from September 2024. The final policy can be [found on Foldr](#):

*Foldr / LSP Communications / HR / Appraisals / Teaching Staff Development (Appraisal) 2024-25*

A signed version will also be sent to schools and published on the Trust website in September. This policy is a key tool for us in recruiting, developing and retaining talented people. In the next academic year we will be updating our policy for support staff to reflect the changes that have been made to the policy for teachers and leaders.



### Key updates to the policy include:

- The identification of 3 active ingredients in our approach to performance development: a co-constructed annual performance development plan; the proactive and reflective engagement with high quality CPD which is based on evidence informed research and high-quality developmental feedback.
- Automatic pay progression for teachers (on the MPS) unless they are being supported under the capability policy.
- A clear ‘moderation process’ to ensure equity for all staff in the setting of targets and success criteria.
- A focus on connecting a range of evidence sources to understand the performance and training needs of individuals.
- A commitment to meaningful individual targets which reflect school and Trust development priorities that reflect career stage expectations.
- A commitment to high quality CPD
- A commitment to regular high quality developmental feedback

New updated paperwork has been written to support the target setting process from September and this will be communicated shortly.

The next stage of the process will be led by Janine Ashman who will be supporting the implementation of this policy through a programme of training, development and moderation.

*(continued)*

## Updated Performance Development Policy

*(continued)*

Please note that when making pay progression decisions for staff this year on the MPS, you should continue to use the existing Appraisal Policy. This means that you will need to make a recommendation for teachers who are eligible for pay progression using the same procedures as normal as the new policy comes into effect for the cycle which will begin in September.

It is also worth noting that pay progression for UPS teachers and leaders is still linked to performance.

*Neil Lankester, Director of School Improvement*

## Updated HR Policies

Following consultation back in May a number of our HR Policies have been reviewed and updated:

- Adoption Leave
- Maternity Leave
- Paternity or Partner Leave
- Shared Parental Leave
- Ordinary Parental Leave
- Flexibly Working Policy
- Stress Management

The policies have been uploaded to Foldr (LSP Policies\HR Policies) as well as onto the Staff Policies page of Employee Self Service (ESS).

These policies have been approved effective immediately and replace any previous versions of the policies so please ensure you are using and referring to the correct versions.

Thank you to all those who provided comments and feedback on these policies during consultation.

## Reminder: Update on any changes to your Local Governing Body

Please 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.

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 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
<del>Monday 8 July 1.15-4.00pm</del>	<del><b>CANCELLED</b> <b>Science Network. St Peter's</b> Agenda and further details to follow from Lighthouse Learning.</del>	<del>Science Leads</del>

## LSP New Governor Training Sessions July 2024

Our next LSP New Governors Sessions are scheduled to take place:

- Wednesday 10 July 10.30am - 12noon
- Wednesday 10 July 6.30pm - 8.00pm

These are led by Adele Haysom, Chair of Trustees and Gary Lewis, CEO and are for new governors and current governors looking to refresh their skills.

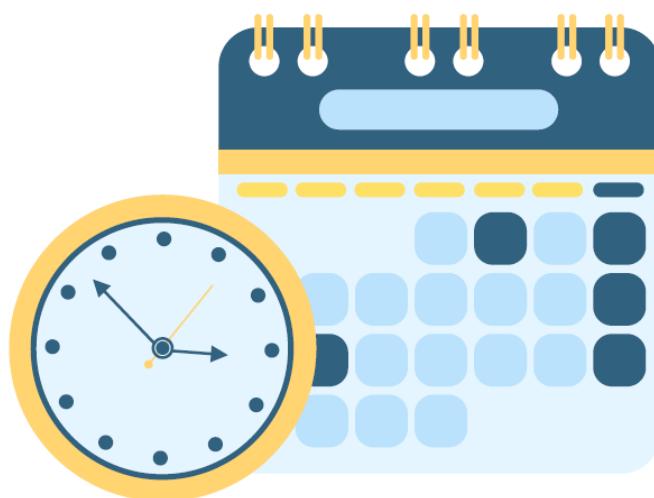
Please note the sessions are duplicates of each other so those who wish to attend only need to come to one of the two (not both).

MS Teams links for these sessions have been sent to Clerks earlier this week. Clerks - now you have received the MS Teams details for the New Governor sessions please can you forward this onto your Local Governing Body so Governors can attend should they so wish.

Any questions please [send me an email](mailto:info@lighthouselearning.co.uk).

*Chris Hills, Governance Professional*

## Key Dates and Deadlines



DATE	KEY DATE OR DEADLINE	FAO
Tuesday 2 July	Operational Away Day @ Churchill Academy & Sixth Form	SBMs & Office Managers
12 noon Tuesday 2 July	Deadline to inform Central Team of any changes to your LGB <a href="#">using this form</a> .	Clerks
8.30am-12noon Wednesday 3 July	LSP Primary Headteacher's Meeting @ St Peter's Primary School. <a href="#">Click here to view the agenda</a>	Primary Heads
10.00am Wednesday 3 July	Deadline for consultation and feedback on updated SEND Policy.	All
10.00am Thursday 4 July	Deadline for consultation and feedback on updated Attendance 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 & Trustees
12noon on Friday 5 July 2024	Deadline to request SEND traded Services for 2024-25	Heads & SENDCOs

Please [click here](#) to view the latest **LSP Gateway Savings Guide**, including details of the offers available to all Staff on the LSP Reward Gateway.



**LSP Gateway**  
Rewards, benefits & employee resources



**SmartSpending™**  
**SAVINGS**  
**GUIDE**  
**DO MORE. SPEND LESS.**

Springtime! We're getting ready for flowers in every colour, long walks in the sun and our **LSP Gateway** deals for the best discounts and offers!



**Spring  
Summer  
2024**

## 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)