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LIGHTHOUSE SCHOOLS PARTNERSHIP

Introduction

Dear Colleagues,

I have just been with our Primary Heads at, the start of, their July meeting. It was great to begin by celebrating Trust-average phonics checks at 90% (about 10% above national). This is no surprise as the focus on phonics, and fidelity to the schemes that Janine has led, was bound to pay a dividend and it does reflect brilliantly well on the skills and professionalism of our colleagues in infant stage. Please pass on my congratulations in schools. We will be doing analysis on our figures overall and will be very interested to see the progress of disadvantaged children as we know that progress for them, at this stage, is the foundation that all their future educational success will build on; it is so incredibly important.

A less cheerful theme at the beginning of the meeting was the corrosive effect of aggressive and vexatious complaints on morale in our schools. We have recently exercised Section 10 of the Complaints Policy (Repeated and vexatious complaints) to close a set of complaints after Stage 1 because the complainant was being patently unreasonable. Adele, Chair of Trustees, gave her support to that. I really do want you all to have the assurance that we have your back on this. I repeat what I said to Headteachers this morning; once you have given a clear response to a complaint please indicate that Stage 1 is closed and explain escalation to Stage 2. On behalf of our Chairs my team may will take up the strain at that point. I will also adjudicate if the complaint is reasonable or not.

Headteachers have also asked me to draft a letter to parents about communications for the beginning of Term 1. We would like to reset the social contract that is now broken with a minority of families. I'll be applying myself to that this week and will share a draft with Heads by next Wednesday.

We also had our Operations Team Away Day yesterday and gathered our operational staff together for a day of training and conferencing. I was unable to be there as I had commitments in London, but I know that Louise has expressed our thanks to these colleagues. Let me say it again now: we are incredibly lucky to have the people that we do driving and working the mighty engine of operations that we have built. Our leaders and teachers in the business and operations side of the Trust deliver amazing things every day and we are grateful for it.

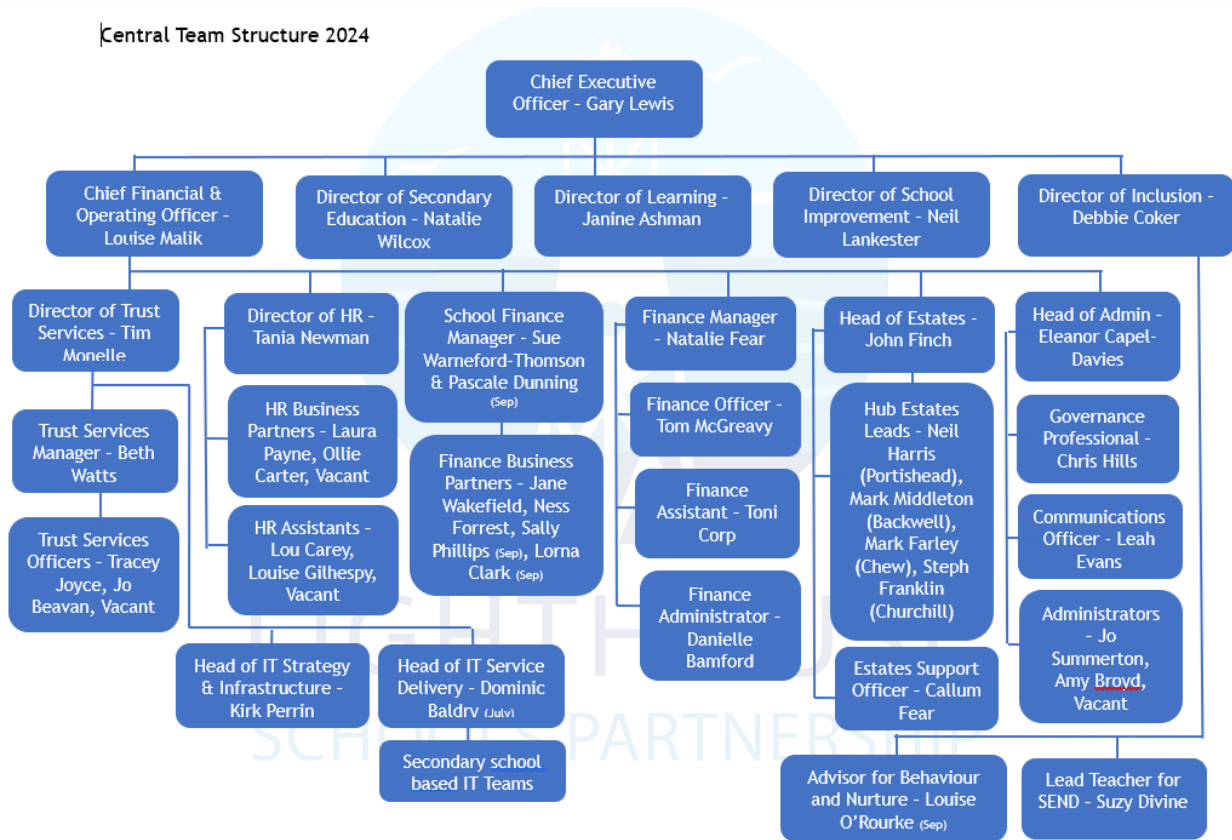
Lastly, we have been joined this week by two senior leaders from trusts in Norfolk and Yorkshire who are undertaking a week's immersion with us as part of the National Institute of Teaching CEO programme. It has been really beneficial to receive their questions and challenge and also hear their praise. Perhaps I take for granted the tight geography, talented and experienced Headteachers, and the embarrassment of riches in our governing bodies. I suspect I have got used to the efficiency and responsiveness of our business function. It is good to step back and see what we have done, and their visit has afforded me that chance.

With best wishes,

Gary Lewis,
Chief Executive

Central Team Structure Chart

There has been a lot of recruitment to the Central Team over the last few months and we wanted to share an updated structure chart for the team as at September 2024. Please see the chart below but you can open a larger version by using [this link](#).



Final Reminder: LSP Summer Newsletter - The Beacon



The next LSP Newsletter (The Beacon) will be published at the end of Term 6 and, as always, we would love to include stories from our schools, particularly on enrichment and extra-curricular and the impact this has on the children and young people, as this is the theme for the next edition. A big thank you to those who have already shared stories with us.

If you have anything you would like to include and have not yet sent them to us, please can you email them to levans@lsp.org.uk by Monday 8 July.

Leah Evans, Communications Officer

Operational Away Day

Yesterday (Tuesday 2 July) we held our annual Operational Away Day for School Business and Office Managers, Estates, HR and Finance colleagues at Churchill Academy & Sixth Form.

We made full use of the recently refurbished Sports Centre, which provided an excellent location for the wide-range of workshops running throughout the day; from managing sickness and supporting staff with change management to using systems and process there was lots on offer to inform and upskill our staff.

A wellbeing activity was also on offer - either an art class or nature walk and it was lovely to spend some time together undertaking a mindful activity.

Thank you so much to Churchill Academy & Sixth Form for hosting us, an especially big thank you to Ally Bigwood (SBM) and Nigel Downing for running the art session for us as well as the student ambassadors, who were delightful and very efficient. Thank you as well to those colleagues who ran training sessions for staff.

The slides for the day [are available here](#).



Reminder: LSP policy and procedure for persistent and/or vexatious communications

Back in May we published the LSP policy and procedure for dealing with persistent and/or vexatious communications. This sits alongside the Complaints Procedure (Section 10 covers similar areas), as it could apply to general communications from a parent/carer in certain circumstances.

Both policies are published on the Trust's website; [click here](#) to view the new LSP policy and procedure for dealing with persistent and/or vexatious communications.

We do still believe that good, clear and sympathetic communication in the early stages of an issue being raised resolves the matter for most people. If parents/carers feel that they have been heard and sense the School's sincere desire to do its best for their child, most people are satisfied. Handling and addressing complaints is often an opportunity to fix something that has gone wrong however these policies are in place to support LSP staff in the minority of cases when they are necessary.

As ever if you have any questions about either of these policies, or feel you may have a situation where you may want to use the new guidance, please do not hesitate to [contact the Central Team](#) for advice.

We will be reviewing the Trust-wide Complaints Policy over the coming weeks (as it has an annual review cycle), and will let you know when this has been reviewed and any key changes/updates.

Trust Services: New Email Inbox

With the recent expansion of the Trust Services team a generic email box has been created which will be monitored by the whole team trustservices@lsp.org.uk. Our individual email addresses will still remain in use alongside this.



New Budget Forecast Return requirement : Detailed ICT Breakdown

On the 29 May 2024 the Department for Education (DfE) released the Budget Forecast Return (BFR) and announced changes to the reporting of the ICT across schools, requiring schools to provide a greater breakdown of ICT expenditure from 23/24 and future years.

As a result, we are requesting information from yourselves to complete the future years of the forecast. 23/24 data will be reviewed by the central team based on actuals within PS Financials. The ICT Breakdown Workbook, as well as guidance to support completion of the workbook, can be found [on Foldr](#):

L:\LSP Communications\LSP News Bulletin\2023-24\Bulletin documents\Budget Forecast ICT documents

Submissions should agree to the future year budgets within IMP.

We would be grateful if you could complete and return the document to finance@lsp.org.uk no later than **Monday 15 July 2024**.

Please contact Natalie Fear nfear@lsp.org.uk should you require further support.

Preparing for the end of the financial year

Preparations are now underway for the closure of the 2023-24 financial year. Audit workbooks are available [within Foldr](#).

From previous experience the schools have found that the best approach is to prepare in advance and be up to date with all of the items on your monthly checklist. **Please note that the last day for raising purchase orders in the 2023-24 financial year will be Tuesday 9th July 2024.**

This date also applies to Amazon purchases and Credit Card purchases which should be used as a contingency option for emergency/site purchasing. Any capital works will be unaffected.

School staff should have already been advised of a deadline however please take this opportunity to remind them in order to allow finance staff sufficient time to process orders.

Please do not hesitate to contact the [Central Finance Team](#) should you have any further queries.

PE and Sports Premium - Accountability and Reporting

As you know, schools are accountable for how they use the PE and Sport Premium funding allocated to them. The Senior Leadership Team should make sure that the funding is spent for the purpose it has been provided - that is to make additional and sustainable improvements to the PE, sport and physical activity offered.

As part of the [conditions of grant](#), schools must publish a report detailing how they have spent their PE and Sport Premium funding allocation on their school website by **31 July 2024**.

As highlighted via the Bulletin in May, the DfE have introduced a [digital tool for reporting on the PE and Sport Premium](#) for schools to capture details on how a school has used its PE and Sport Premium and the impact it has on achieving the aims and objectives of the funding. The tool is open to all schools on a voluntary basis for reporting on the 2023 to 2024 PE and Sport Premium. This is a pilot and information on its use will be used to inform future developments. **It will be a mandatory requirement for schools to complete it from the academic year 2024/25.**

The DfE will continue to monitor published reports. They will look at a selection of reports to confirm that the use of the PE and Sport Premium described in the report meets the requirements outlined within the conditions of grant document.

Please note that school will need to enter the amount of PE and Sport Premium funding received for the current 2023 to 2024 academic year (including the amount of any PE and Sport Premium funding that you've carried forward from the 2022 to 2023 academic year). Schools cannot carry forward any funding into 2024-25 so any unspent funding is likely to be clawed back.



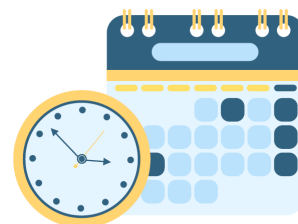


Upcoming Lighthouse Learning Sessions and CPD Networks

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

Date	Event	Audience
Term 6		
Monday 8 July 1.15-4.00pm	CANCELLED Science Network. St Peter's Agenda and further details to follow from Light- house Learning.	Science Leads

Key Dates and Deadlines



DATE	KEY DATE OR DEADLINE	FAO
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 Click here 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

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

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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



SHARE WITH US

Don't forget, you can submit your school news stories to
be shared in our newsletters and on our social media.

Email your stories to: newsletter@lsp.org.uk