



In this week's edition...

ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Introduction	All	Info
Future Policy Consultations	All	Info
Invitation and notice of Annual General Meeting	All	Info
Reminder - Articles for The Beacon	All	Reminder
Reminder - Staff List Checking for 14 February	Headteachers	Reminder
ESTATES & TRUST SERVICES	AUDIENCE	TASK
RPA Survey	SBMs/OMs & Heads	Action
Cyber Security Training	SBMs/OMs	Info
GDPR Guidance Sheet and Helpful Hints	SBMs/Oms & Heads	Info
FINANCE UPDATES	AUDIENCE	TASK
PE and Sports Premium guidance and reporting for 2024/25	Primary Headteachers, Governors & SBMs/OMs	Info
New Finance Support email address	SBMs/OMs & School Finance Staff	Info
HR UPDATES	AUDIENCE	TASK
Workforce Census - Primary Schools only	Primary Heads & SBMs/OMs	Action
iTrent Web Recruitment Updates	Heads & SBMs/OMs	Info
Absence - Work Related Stress	Heads & SBMs/OMs	Info
Support Staff Pay Award	Heads & SBMs/OMs	Info
Timesheets via iTrent	Heads & SBMs/OMs	Info
Term time only (TTO) Leaver Calculations	Heads & SBMs/OMs	Info
GOVERNANCE UPDATES	AUDIENCE	TASK
Update on any changes to your Local Governing Body	Clerks	Action
CPD UPDATES & OPPORTUNITIES	AUDIENCE	TASK
Ofsted Preparation Webinar - slides and recording	Clerks, Chairs & Governors	Info
Boolean Maths Hub: Raising Attainment @ KS2	Primary Heads, Maths Leads	Info
Boolean Maths Hub Conference 2025	Heads & Maths Leads	Info
KEY LINKS, DATES & DEADLINES		



LIGHTHOUSE SCHOOLS PARTNERSHIP

Introduction

Dear Colleagues,

At the CST Conference almost two weeks ago we heard directly from Sir Martyn Oliver about Ofsted's greater focus on quality of education in Alternative Provision (AP) settings. We have seen that priority in the questions from inspectors during LSP Ofsted inspections in the last couple of weeks. Janine Ashman has circulated a request to gather information on AP being used by LSP schools, confirmation of a visit by our staff for risk assessment and safeguarding, and recorded decision-making about the appropriateness and quality of the placements for each individual child. Please get those returns to Janine (via enquiries@lsp.org.uk) as a matter of urgency and ask for advice if needed. Ofsted's interest in this is legitimate and sincere and we need to meet our legal and ethical duties.

In saying the above I am very aware of the increasing challenges of inclusion for mainstream schools and our raised expectations of trauma informed practice and relational behaviour management. I am really delighted that we now have greater capacity, with Louise O'Rourke Advisor for Behaviour and Nurture, to support schools. I know that there is demand for this and if we need more in the future we will seek to expand that provision. Working in partnership should help us be as inclusive as possible. No school can contain all the resources required and we must work together to get it right for our most vulnerable children.

I remember an epiphany from my own headship when I realised that I was using the 'language of problems' to describe the young people who needed the school's support most. As an organisation we commit in our values to going the second mile.

Finally, this morning we held our Business Breakfast at Churchill Academy & Sixth Form. Thank you very much to the school, especially Chris Hildrew and Ally Bigwood for all their help in hosting this event. It was very well attended, with around 100 people enjoying networking and a talk from Simon Lawrence OBE, General Manager of the Bristol National Trust Portfolio. Our secondary schools are also on an INSET Day today; Natalie Wilcox and I are looking forward to visiting and talking to colleagues during the day.

As ever,

Gary Lewis, Chief Executive

Future Policy Consultations

As you are aware we often run policy consultations across the Trust for comments. With a considerable amount of policies (52 and counting) which need to be cyclically reviewed we have been reflecting on the consultation process to make this less time consuming, and more meaningful, for stakeholders.

The Central Leadership Team, in conjunction with Headteachers, has looked at the list of policies and have decided which of the following categories they fit into:

- Stakeholder consultation NOT required unless significant changes or updates are being proposed.
- Consultation required with stakeholders (Heads, LGBs, Trustees etc) whenever reviewed and/or unions.

The following image shows the list very simply:

Policy consultations

Policies: centrally drafted then consulted upon

Flexible Working (wider than statutory updates)
 Leave of Absence
 Family Friendly Policies - Maternity, Paternity, Adoption, Parental & Shared Parental Leave
 Redeployment Policy
 Recruitment
 Requesting Time To Train
 Staff Anti-Bullying
 Stress Management
 Performance Development Policy - Teachers and Leaders (formally Appraisal Policy)
 Appraisal - Support Staff
 Core Services Charge
 Scheme of delegation
 Business Continuity and Critical Incident Plan individual school version
 Mental Health
 Reserves Policy
 Persistent and/or vexatious communications
 Capability
 Code of Conduct part A
 Disciplinary & Managing Allegations
 Equality & Diversity (all)
 Grievance
 Complaints
 Finance Policy
 Attendance
 Special Education Needs Policy
 Admissions Policy
 Letting of School Facilities Policy

Policies: centrally updated and only consulted upon when large changes or amendments are proposed

Apprentice
 Business Continuity and Critical Incident Plan template
 Local Government Pension Scheme - Discretionary Policy
 Staff Expenses
 Probationary Policy
 Managing Attendance (staff)
 Reference
 Organisational Change
 Long Service Award
 SCA Prioritisation Policy
 Recovery of Salary Overpayments, & Correction of Underpayments of Salaries
 Debt recovery
 Letting of School Facilities Policy
 Prevent & Anti-Extremism
 Educational Visits Policy
 Investment Policy
 Pay Policy
 Business Ethics
 Charging and remissions
 Data Protection & GDPR
 Records Management
 Freedom of Information
 Health & Safety Policy Statement
 Health & Safety Policy for individual schools
 Members, Trustees & Governors Allowances
 Principal Accounting Policies
 Risk Management
 Safeguarding (model policy)

Future Policy Consultations *Continued...*

We have also added columns onto the [LSP Policy Schedule](#) so you can see whether a specific policy will be consulted on or not and with who.

We will of course keep you all up to date with reviewed and updated policies, as well as upcoming consultations in the bulletin.

Any questions please email [the Central Team](#).

Invitation and notice of Annual General Meeting

Notice is hereby given that an Annual General Meeting of the Lighthouse Schools Partnership (“the Trust”) will be held at LSP Offices, Gordano School, St Mary’s Road, Portishead, BS20 7QR and online on Thursday 12 December 2024 at 5.00pm.

The meeting will include an update from both the Chief Executive, Chief Financial and Operating Officer and the Chair of Trustees on recent development, future plans and the financial position of the Trust. This meeting is open to all stakeholders, including Trustees, Headteachers, school staff and Governors - please [click here](#) to view the draft agenda.

The AGM will be a hybrid meeting, with people being able to attend either online (via MS Teams) or in person (at Gordano School).

To allow us to prepare for this event, please [complete this form](#) to confirm your attendance and indicate how you will be attending, by 12noon on Monday 2 December.

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



Reminder - Articles for The Beacon

The next LSP Newsletter (The Beacon) will be published at the end of Term 2. The theme of this issue will be Nurture and the impact of the focus on nurture on schools and pupils.

As always, we would love to include any positive or interesting news stories from across the Trust. If you have any news stories or photos from your school that you would like us to include, could you please email them to me by **Monday 2 December**. This is a great opportunity to share with colleagues across the Trust and help to inspire one another.

A gentle reminder to please ensure that any photos and images you send have all required permissions.

Leah Evans, Communications Officer

Reminder - Staff List Checking for 14 February

Please ensure you have reviewed and updated your school's tab on the Staff List Spreadsheet (link emailed directly to you on Tuesday 12 November) by **3.30pm on Friday (22 November)**.

Full instructions on what to do were included on the spreadsheet itself (overview and instructions tab).

Any questions about this, or the wider event, please email Lighthouselearning@lsp.org.uk.

Thank you for your assistance with this task.



RPA Survey

As mentioned in [last week's bulletin](#) all LSP schools need to complete a survey for the RPA around so they can assess risks, ensure minimum standards are being met and identify training needs.

Schools have been emailed (via SBMs/OMs) more detailed information on this, including answers for certain questions. Once you have completed the survey you need to [email Trust Services](#) confirming it has been completed for your school.

Deadline is Thursday 28 November. The survey should take around 10-15 minutes to complete and can be [accessed here](#).

If you have any questions please email [Trust Services](#).

Cyber Security Training

As per our email on Friday 15 November (mentioned above), the RPA Risk Management Survey has brought to our attention that Cyber Security Training needs to be completed annually rather than every 3 years. The training can be undertaken individually or delivered in group sessions, and completion/attendance will need to be recorded. The training can be found [here](#).

The Training Matrix with the template spreadsheet to record completed training, has been updated to reflect this change. This is saved [in Foldr](#) at:

School Business Managers\Trust Wide\E Learning\Training Matrix & Record of Training

If you use this template to record your training then you will need to update your version. You will need to amend the following:

- the cyber training information on the matrix needs to say annually, not 3 yearly
- the title on the cyber security training column of the training record needs to say annually, not 3 yearly
- any cyber training expiry dates already input will need to be shortened by 2 years. E.g. 06/02/2027 will need to be changed to 06/02/2025 - ***please note, no formulas will need to be altered.***

If you have any questions around this, please email [Trust Services](#).

GDPR Guidance Sheet and Helpful Hints

We have put together a GDPR guidance sheet for schools, should you find it useful. It may be particularly useful for new staff or for use in staff training. The guidance highlights several of the key areas of data protection and summarises some of the key terminology and actions required for schools. There is also available a checklist from One West regarding the areas that the audit covers. These documents can both be found in **Foldr** as follows.

LSP Communications\GDPR\Data Handling and GDPR Guidance Sheet November 2024

LSP Communications\GDPR\Audits - Areas covered during One West Audits

The below areas came up in some recent GDPR annual audits so may be useful for schools to consider ahead of their own audits:

- Ensure you are recording any Near Miss data breaches as well as recording and reporting actual breaches
- Check your websites have a popup, on visiting, that enables acceptance of cookies
- Ensure any staff iPads have passcodes enabled

GDPR Risk Registers - Headteachers Note

Please note that Trust Services will be adding to each school's Risk Register a GDPR entry as per audit requirements. This has been added to the Risk Register within your individual channel in the Business Continuity, Cyber Security and Risk Register Teams, with scoring as Impact 4, Likelihood 1. Headteachers can change this scoring directly within the Risk Register if they want to reflect differently for their school.



PE and Sports Premium guidance and reporting for 2024/25

The DfE have published the PE & Sports Premium allocations for the 2024/25 academic year which must be fully spent by Thursday 31 July 2025. IMP will be calculating this grant accurately as long as January 2024 census pupil numbers were updated in the system. The DfE has also published detailed [guidance](#) and increased clarity to help schools in the 5 key areas identified.

There is now a **mandatory** digital reporting form for the 2024/2025 academic year that we advised schools of via the bulletin in the summer term. Details of reporting requirements can be found in the guidance as well as the new [PE funding evaluation form](#) and [governors' monitoring tool](#) developed to support recording of spending through the year.

It is worth noting that there is currently no commitment for the continuation of this grant for primary schools for 2025/26 and beyond. The Trust made the assumption that it will continue in future years as part of our 2024/25 3-year budget planning. Nothing has yet been published to indicate it will not continue, but we will, of course, advise schools as soon as information becomes available and will clarify our position as part of our 2025/26 budget assumptions.

New Finance Support email address

Due to our continuing growth, we have decided to start using a new email address for the school support side of the Finance Team managed by Sue and Pascale. The new email address is financesupport@lsp.org.uk and is available for use immediately. Please use this for school support queries, completed accrual and prepayment templates and monthly checklists. Credit card templates, paylists and payroll authorisations should continue to be sent to finance@lsp.org.uk on a monthly basis. For those schools with a centralised services SLA, the payroll should be sent to your Finance Business Partner for authorisation.

Thank you.

Sue Warneford-Thomson, School Finance Support Manager



IMP updates for future income and expenditure projections

You will have seen recent bulletin articles on changes to employers' national insurance, information on CSBG funding from April to August 2025 as well as initial information received about funding for 2025-26. These changes and estimates of income need to be reflected in IMP as accurately and consistently across the Trust as soon as possible: to ensure accurate reporting we are proposing to update IMP on all school's behalf on a selected date. We are keen not to apply any changes whilst schools are in the process of October budget forecasting. This is therefore advanced notification that on **Monday 9 and Tuesday 10 December**, the Central Finance Team will:

- Update the IMP Master Scenario with the changes to National insurance with effect from 6th April 2025 and use the increase in costs to estimate associated funding to cover costs. Please be aware that unless more information is forthcoming within the next few weeks, this will be 'best guess' only. We propose to add this estimate of funding as a separate funding stream on nominal code 1045.
- Update the Master Scenario with revised estimates of CSBG for the April to August 2025.
- Use the updated Funding Estimated tool (again 'best guess only until GAG statements are published in March 2025) to update GAG funding for 2025-26 and future years. This will rely on IMP being updated with pupil numbers from the October 2024 census - please ensure that this is actioned as part of your October forecasting.
- Remove values in the Master Scenario in 2025/26 and beyond for those grants due to be subsumed into GAG funding for the 2025-26 financial year (i.e. Teachers' Pay Additional Grant (TPAG), Teachers' pension employer contribution grant (TPECG) and the Core Schools Budget Grant (CSBG)).

Please make a note of these dates. You can and should continue to update IMP whilst we are undertaking these updates, and this work will not impact your payroll reconciliation on **Tuesday 10 December**. However, please refrain from running other reports as the information will not be reliable. We will, of course, let you know when the updates have been completed.

Sue Warneford-Thomson, School Finance Support Manager



Workforce Census - Primary Schools only

All primary schools have been sent their data capture spreadsheets which require limited amendments or additions. HR have requested the spreadsheets be returned by Wednesday 20 November if possible. Once all spreadsheets have been returned, Neo People can produce the .xml files which the Central HR Team will distribute to schools ready to be uploaded to the DfE Collect system. The DfE submission deadline date is the Friday 6 December 2024. If you have any questions, please contact Laura Payne via the [Central HR email address](#).

iTrent Web Recruitment Updates

- **Closing requisitions**
Please remember to close your requisitions once recruitment is complete by entering an end date. This will remove them from the 'open requisition' view. There is guidance on how to do this in the Recruitment Guide accessed here: [iTrent Web Recruitment - User Guide.pdf](#)
- **New employee Checklist**
We have created a new employee checklist so that schools can quickly identify which documents are held on iTrent and this can be accessed here: [LSP HR Checklist for New Employee.docx](#). Please note that candidates are provided with a link to access Prevent Training directly via iTrent and are asked to forward their certificate to the school.

Absence - Work Related Stress

If you have an instance of absence due to work related stress, please contact hr@lsp.org.uk so that we can ensure that the appropriate support is provided to the employee.

Support Staff Pay Award

Support staff will receive their pay award in November, which will include back pay from April 2024. Should you receive queries regarding the possibilities of staggering the backpay amount in order to prevent universal credit issues, please ask them to contact their Universal Credit Work Coach for assistance. This is based on the National Employers advice.

Timesheets via iTrent

Schools will receive guidance for employees on how to complete and submit timesheets via iTrent, and for reporting managers on how to authorise timesheets, along with a handy checking guide.

Schools are requested to review their reporting managers to ensure that they are correct in iTrent ahead of this being rolled out in your schools. Schools can decide when they want to roll this out in their school.

Term time only (TTO) Leaver Calculations

As previously advised, schools will need to complete a leaver calculation for all TTO employees (the LSP Central Team will complete for schools within the SLA model). The calculator and guidance can be found on iTrent under 'Guides and Forms', which includes how to notify payroll of the amounts to be paid/recovered.

Please note that the calculations are a total of the salary and holiday pay that is owed to the employee or the school upon leaving. Most employees are paid for 39 weeks per year with 6.8/7.8/8 weeks holiday (dependant on years service). As we split these payments over 12 months, the employee is only being paid the amount for the 39 weeks plus their holiday pay. This is then pro-rated for the weeks they have worked in the academic year (September - August). For example, the hours that the employees work over the 1st term would equate to a higher salary than the 1/12th monthly salary they receive per month. Therefore, we would have paid them less than they have worked, so we are likely to owe the employee monies if they decide to resign within the 1st term. This same example is likely to happen across the year, especially if the employee decides to resign in July. However, there are points within the year where the employee may owe the school or trust money, therefore this will be reclaimed within their final payslip.

In addition to this payment, we are also likely to owe holiday pay upon the resignation date. To work out the new holiday entitlement we would divide their holiday weeks (6.8/7.8/8) by 39 (the weeks that they work), then multiply this figure by the amount of weeks they have worked, equalling the 'new holiday entitlement'. We would then multiply their hourly rate by their hours per week and finally multiply this by their 'new holiday entitlement'.

Please remember: When calculating leaver calculations please be aware that the calculation needs to include backpay for this holiday year only. Back pay paid to support staff covers the period 01 April 2024 until 30 October. This covers two holiday years (April to August, and September to October). The backpay needs to take place from the new holiday year - e.g. September. Therefore divide the total backpay by 7 (months) and multiply by 2 (months - Sept and October) to ensure that two months of backpay is used as part of this calculation.



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) since 3 July 2024.

The deadline for this is **3.30pm on Friday 29 November**. Anything submitted after this deadline will not be considered until March 2024.

It is worth noting that Trustees can make re-appointments in advance (for example reappoint in December for a term of office which will expire in February 2025) and remember that a governor should only serve three terms of office.

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](#) if you have any questions about the below events.

Agendas, Teams links (if required) and other resources will be emailed one week in advance of each network. The full programme of Lighthouse Learning CPD on offer for 2024-25 can be found on the [LSP website](#).

DATE	EVENT	AUDIENCE
Wednesday 20 November 3.45-5.15pm	White Rose Maths Mixed Age Webinar: <i>Deepening our understanding of adaptive teaching.</i> Online via Teams.	Selected LSP Schools
Wednesday 20 November 3.30-4.00pm	Secondary Raising Standards Network Online via Teams (link to be sent from Natalie Wilcox)	Secondary Standards Leads
Monday 25 November 3.30-5.00pm	Primary Science Network. Online via Teams	Primary Science Leads
Monday 25 November 6.00-7.30pm	Governance CPD: Financial Forecasting Click here to register for this webinar	Governors
Wednesday 27 November 3.30-4.15pm	LSP Attendance Network. Online via Teams	Attendance Leads
Monday 2 December 2.30-4.30pm	Using Assessment to Drive Standards Click here to register for this webinar	Primary Heads and Assessment Leads
Wednesday 4 December 6.00-6.45pm	Governance CPD: Nurture and SEND Click here to register for this webinar	Governors

continued.....



LIGHTHOUSE
LEARNING



SEND WEBINAR:ADHD

WEDNESDAY 4 DECEMBER 2024

3.30-4.30PM

ONLINE: MS TEAMS WEBINAR

Open to all LSP Employees (not just teachers)
Delivered by Suzy Divine: LSP Lead Teacher for
SEND.

This session will focus on:

- What ADHD is and how it can vary for individuals.
- How ADHD may affect engagement, learning, well-being and progress.
- Developing a range of strategies to support young people with ADHD in your setting to maximise their potential.



Sign up for this webinar using the link below.

Any questions email lighthouselearning@lsp.org.uk

[CLICK HERE to sign up to this ADHD webinar.](#)

Ofsted Preparation Webinar - slides and recording

Thank you to all of the governors who came to the Ofsted Preparation Webinar on Thursday 14 November - we hope you found the session informative.

If you were unable to attend you can click [here to see the slides](#) and [here for the video](#) of the session.

A reminder that the full programme of CPD for Governance can be [found on our website](#).

Boolean Maths Hub: Raising Attainment @ KS2

Boolean Maths Hub are launching an exciting new project on **Wednesday 4 December** aimed at 'Raising Attainment @ KS2', particularly targeting schools with Maths end of KS2 outcomes which were below national expectations last year. The project is aimed at supporting senior leaders and maths leads as well as Year 6 teachers and will be facilitated through a series of online workshops.

Please [click here to view further details](#) of the fully funded support being offered, with a booking link included to sign up to the launch session on Wednesday 4 December. Details of the workshops being offered will be discussed in more detail during the launch.



Boolean Maths Hub Conference 2025

The Boolean Maths Hub Conference 2025 will be held at Taunton Racecourse on **Wednesday 22 January**. This conference will provide mathematics professional development for teachers and leaders with a focus on securing greater equity in the maths classroom. [Click here](#) for more details and to book.



www.booleanmathshub.org.uk

ANNUAL
CONFERENCE
2025

WEDNESDAY
22 JANUARY

£60

*EARLY BIRD
OFFER £50

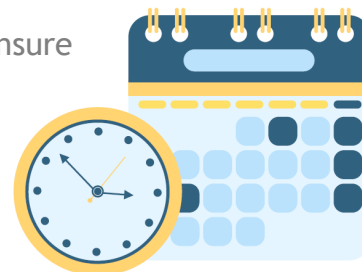
Inspirational speakers and interactive
workshops from Early Years to Post 16



TAUNTON RACECOURSE
SOMERSET, TA3 7BL

KEY DATES, DEADLINES & REMINDERS

These reminders do not replace the LSP Annual Planner so please ensure you are checking this regularly (link on next page).



Key Dates

DATE	INFORMATION	FAO
Wednesday 20 November	LSP Business Breakfast @ Churchill Academy & Sixth Form	All
Wednesday 20 November	LSP Secondary INSET Day	Secondary Schools
3.30pm on Friday 22 November 2024	Deadline to have checked and updated the 14 February Staff Attendance List	Headteachers
Friday 22 November 2024	Deadline for providing evidence to DfE Curriculum and Assessment Review. Click here to access the call for evidence	All
Friday 29 November 2024	Deadline to ensure LGB Updates Form has been updated with any leavers, joiners or reappointments for approval by Trust Board on 11/12/2024	Clerks
Monday 2 December 2024	Deadline to submit the following to Leah Evans, Communications Officer : <ul style="list-style-type: none"> • Designs for LSP Christmas Messages • Articles for next edition of The Beacon 	All
Wednesday 4 December 8.30am -12.30pm	LSP Headteachers' Meeting @ Nailsea Baptist Church	Heads
Monday 9 & Tuesday 10 December	Central Finance Team to update IMP with CSBG and national insurance information.	SBMs/OMs & Heads

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 2024/25

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



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