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LIGHTHOUSE SCHOOLS PARTNERSHIP

Introduction

Dear Colleagues,

I attended Wrington CE Primary School's Carol Service at All Saints Church on Monday evening and was delighted to be asked to read a lesson. It was such a pleasure to hear the outpourings of a school that is well known for its music. Sarah Joskey was at the heart of everything and it was so evident that her own talent for and love of music provides so much of Wrington's ethos. It was a reminder to me of the very positive impact that heads have in leading characterful and authentic local identities in their schools; it is one of the privileges and responsibilities of headship. Lighthouse is a partnership and we work tightly together but we need not all be the same, indeed we should celebrate the variety and differences that our schools have.

My other takeaway from the Wrington service was just how brilliantly our schools can bind a community together. The church was packed, there were parents, grandparents, uncles and aunts, parents contributed to the readings and also provided a parent choir for some of the pieces. It was a distillation of the work that our schools do everyday. I'm going to Gordano's Music Concert this evening and will see the same magic at work. I can't wait. I'd like to say a big thank you to the teams in every one of our schools who have worked so hard to deliver these fabulous community events.

The other less euphoric but no less positive highlight of this week has been completing the last legals for the transfer in of our new Bristol schools. They join on 1st January 2025. I would like to thank Clare Welbourne, Michelle Omoboni and Christina Brugger and all their colleagues in the schools and my colleagues in Central Team, especially Tim Monelle, Beth Watts, John Finch, Natalie Fear and Tania Newman. Most of us know just how much work a process like this involves and Louise and I have been brilliantly supported by the wider team.

Lastly, at the end of a busy and successful term I would like to thank all our colleagues and Governors across the Trust for their work and contribution. I would like to especially thank our Trustees whose work I get to see at very close hand and who support and steer our Trust so effectively.

Merry Christmas and a Happy New Year.

Gary Lewis

Chief Executive

January Primary Moderation and Assessment

Thank you for confirming which staff will be attending the primary moderation session in January. 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	Friday 17 January 2025	1.00-4.00pm
Year 1	Thursday 16 January 2025	8.30-11.30am
Year 2	Thursday 16 January 2025	1.00-4.00pm
Year 3	Monday 20 January 2025	8.30-11.30am
Year 4	Wednesday 22 January 2025	1.00-4.00pm
Year 5	Monday 13 January 2025	1.00-4.00pm
Year 6	Monday 13 January 2025	8.30-11.30am

We know January will be a busy few weeks for assessment so I just want to share all the actions that you will need to take to make sure we make the most of this important point in our assessment calendar.

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 and I know many already have them.
2. [LSP Primary Assessment Guidance: January 2025](#) - 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 2024-25, Spring 1)
 - Make sure assessments are entered onto Insight by midday 31/1/24 and are in the correct place on Insight.
 - Plan Pupil Progress Meetings (PPM) using the LSP format on Insight and the LSP PPM agenda and actions. These must be done before the final submission of data on **31 January 2025** so school leaders are sure they are accurate.
 - Plan to share this assessment data with your Local Governing Body (LGB) at the next meeting using the LSP Governor format (training is available for Governors in January).

A copy of this information was also emailed directly to Primary Heads and Assessments Leads yesterday.

If you have any questions about the above [please contact me](#).

Janine Ashman, Director of Learning

Latest Edition of The Beacon

The [latest edition of our staff newsletter, The Beacon](#), and Gary's CEO video address was circulated yesterday directly to all staff. We hope you enjoy the contents. Thank you to all those who submitted stories and articles.

Clerks - please can you forward the email with The Beacon links onto your LGBs.

We will be producing a shorter edition for parents in January and will update schools when this is ready for circulation.



LSP Headteachers' Meeting - January 2025

A reminder that the next LSP Headteachers' Meeting is taking place on Wednesday 15 January 8.30-12.30am at Nailsea Baptist Church.

We send the calendar invitation, and agenda, in the first week of Term 3.

Merry Christmas - and thank you!

As this is the final bulletin of this year, we'd like to take this as an opportunity to wish you all a Merry Christmas and to say thank you for all your hard work this year. We look forward to seeing you all in 2025!



Utilities contracts

In October, the majority of our utilities contracts migrated over to Crown Gas and Power for gas and Ecotricity for electricity.

The new contracts are monitored and verified by our partner, ESOS, who will now validate the invoices and send them directly to the school for payment. This will support each school ensure there aren't estimated bills or broken meters that could lead to incorrect bills.

The new contracts aren't on DD - and the invoices will need to be actioned by each school. We understand that this may not have been communicated clearly at the time of moving over and apologies for any confusion this has caused. Can we ask that invoices or communications from ESOS are actioned as per the instructions in the email.

If you have any questions about your invoices or the contract than please don't hesitate to contact either ESOS directly, or [email Trust services](#).



Essential Training for Staff– H&S Training and updated matrix

As you know we have been waiting for iAM Compliant to create a course that covers all our basic health and safety (H&S) requirements, removing the need to complete multiple courses. Unfortunately iAM have not yet provided us with this bespoke course.

As H&S training is such an important area we have decided to buy credits from IHASCO so that staff can complete their annual H&S training. The IHASCO courses now available include one course which takes approximately 45 mins that will cover all of the H&S training for all staff (except those with specific H&S duties or with management responsibilities). We have also purchased a 25 mins course for those with line management responsibilities.

Your current H&S training requirements will vary depending on what has already taken place at your school. This could include:

- new starters who have completed the separate iAM modules as part of their induction, in which case they need do nothing more until a year from their induction
- staff who have completed the separate iAM modules at some point in the last year, in which case they need not do anything more until a year after that date
- staff who have been trained in September using the slides produced by the Central Team in which case they need do nothing until next September.

Actions

To ensure that all staff have the correct level of H&S training, please do the following:

- Review your training matrix/log and ensure that any training that has been completed in the last year has been recorded.
- Identify staff that have not completed any H&S training in the last year and any January new starters. Add the staff you have identified to the IHASCO nomination spreadsheet ([on Foldr: School Business Managers/Trustwide/Elearning](#)) spreadsheet and send it to trustservices@lsp.org.uk. These staff will then receive a link to the IHASCO training via email.

The training matrix has been updated to reflect this change, and others around frequency of other essential training (GDPR and Cyber Security). This can also be found [on Foldr: School Business Managers/Trustwide/Elearning](#).

If you have any questions please do not hesitate to contact the [Trust Services Team](#).

Changes to Budget Assumptions

Following the updates made to IMP on Monday 9 December to reflect funding for 2025/26 and known National Insurance (NI) changes from April 2025, we have received further information that requires further updates to IMP:

The Government have announced recommended public sector pay awards in 2025 of 2.8% - we have currently budgeted for 3% for both support staff and teachers for April 2025 and September 2025 respectively - with no additional funding to cover the increase. We are proposing to make this change in IMP on Monday 9 January so that it is projecting for December forecasts. Although future assumptions on pay will need to be agreed by the Board of Trustees as part of our assumptions and guidance for producing 3-year budgets for 2025-26, we are proposing to reduce pay awards for future years to 2.5% for 2026, and 2% thereafter and will be making these changes in IMP at the same time.

Additionally, it is clear from the Treasury that all government department budgets, including Education, will be set based on key outcomes that public services should deliver, and that funding is unlikely to significantly increase. Therefore, on reflection, we propose to reduce future funding increases in IMP based on increases in 2026/27 and 2027/28 to 0.5% rather than the 1.5% currently projecting. Again, these assumptions will need to be agreed by Trustees, but we are proposing to go ahead and make these changes to IMP on Monday 9 January so that schools have a more realistic overview of future projections as part of their December forecasting in the new year and any early budget planning undertaken.

Although no action is required at school level, please put this date in your diaries and refrain from running any reports from IMP on this day. We will send out a reminder first thing and notify you once the updates have been completed in the usual way.

Budget Forecast as at 31/10/24

Thank you to School Business Managers, and any other staff involved, for producing your first budget forecast report for the 2024-25 financial year. The Central Team have now checked your submissions for reasonableness and have reported the collated information to the Board of Trustees Finance Committee. The feedback from our quality assurance checks can be found [on Foldr](#):

School Business Managers - Trust Wide- Information for 2024-25 Budgets - Monitoring Feedback - Submission based on 31.10.24.

Enter your LA and DfE number to find the information for your school. Please ensure that this feedback is reported to your next LGB meeting. 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.

For further information, please do not hesitate to contact the [Central Finance Team](#).

Budget Planning Timetable

We have also been giving some thought to the 2025/26 budget planning timetable. The proposed timetable below, takes into account the benefits that we are getting from using IMP. As long as schools master scenarios are being kept up to date on IMP, the work required to put together the first draft of the budget for the next three years is much less than in the past. As a result, we are able to bring forward the planning for setting an in year balanced budget for the 2026-27 financial year, as per our financial strategy, so that it is completed by the time LGBs approve the three-year budget by Friday 4 July. Although the full timetable will be published as part of our budget assumptions guidance, we would like to share some key dates and expectations to help you plan ahead:

Date	Action
Wednesday 26 February	Budget Assumptions agreed by Board of Trustees.
By Friday 7 March	Budget Assumptions Guidance and Deployment model guidance and spreadsheet tool shared with schools and IMP updated with assumptions.
By Monday 31 March	IMP updated with GAG statements as they become available.
By Tuesday 22 April	First draft of budget plan to be completed by schools, including Deployment Model. This will ascertain whether Change Management is required in order to set an in-year balanced budget for 2026/27 and what Central Team support will be required for next phase of budget planning.
By Friday 6 June	Schools to have final budgets ready for Central Team quality assurance including review of updated Deployment Models. Schools will be expected, as far as possible, to set a 3-year budget with an in-year balanced position for 2026/27 and to have considered, costed and incorporated the changes to staffing and non-staffing budgets necessary. Schools will not be expected to have written Business Proposals for any required Change Management by this date, but to have built in the action required as part of their 3-year budget plans.
By Friday 4 July	The LGB will scrutinise the draft budget and propose a balanced budget to the trustees for ratification.

Monthly Finance Checklist

Please can we remind School Business Managers to email their completed monthly return financesupport@lsp.org.uk on 13th of each month, or as soon as reasonably practicable should this deadline fall within a school holiday. The receipt of these checklists is reported to our Finance Trustees on a monthly basis, but additionally they help the Central Team ensure that schools are “audit” ready and enable us to better support those schools who need it.

Trustee Board Meeting

At the Trustee Board meeting held on Tuesday 1⁰ December the following items were discussed and agreed:

- Received the CEO Report.
- Reviewed the Admissions Arrangements for 2025-26.
- Received the financial information summary and CFOO report.
- Received the post-audit report from the external auditors.
- Approved the final accounts and Annual Report for 2023-24.
- Approved the Executive Pay Report for 2023-24.
- Reviewed high risk items on the risk register.
- Received the LGB RAG summaries.
- Approved the LGB Governor appointments.

Thank you to LGBs and Clerks

A note of thanks to all of our LGBs and Clerks for all your sterling work this year. I hope you enjoy the Christmas break.

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
Monday 13 January 3.30-5.00pm	LSP Primary Assessment Network Online via Teams	Primary Assessment Leads
Monday 13 January 3.45-5.00pm	LSP Primary Maths Network Online via Teams	Primary Maths Leads
Tuesday 14 January 10.30-11.30am & 6.00-7.00pm	Introduction to LSP Governance Online via Teams. Link to be circulated shortly	Bristol Schools' LGBs
Wednesday 15 January 3.30-5.00pm	LSP Secondary Networks for Maths and MFL Both Online via Teams (link to be sent from Natalie Wilcox)	Secondary Maths and MFL Leads
Wednesday 15 January 3.30-4.30pm	LSP Secondary Teaching & Learning Network Online via Teams	Secondary Teaching & Learning Leads
Thursday 16 January 3.30-5.00pm	LSP Secondary English Networks Online via Teams (link to be sent from Natalie Wilcox)	Secondary English Leads
Monday 20 January 1.00-4.00pm	Primary English Network @ English Hub Room, St Peter's Primary School.	Primary English Leads
Monday 20 January 1.00-4.00pm	Trust Wide SEND Network Online via Teams	SENDCos
Tuesday 21 January 6.00-7.00pm	Governance CPD Webinar: Primary Assessment <i>webinar link to be produced shortly</i>	Primary Governors

Continued...

Upcoming Lighthouse Learning Sessions and CPD Networks

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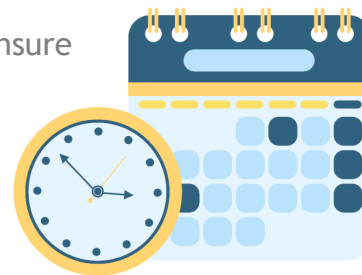
Please email [Lighthouse Learning](#) if you have any questions about the below events.

DATE	EVENT	AUDIENCE
Tuesday 21 January 6.00-7.00pm	Governance CPD Webinar: Primary Assessment <i>webinar link to be produced shortly</i>	Primary Governors
Wednesday 22 January 3.30-4.00pm	LSP Secondary Raising Standards Network Online via Teams	Secondary Standards Leads
Wednesday 22 January 3.45-5.15pm	WRM Mixed Age Classes Webinars: Episodic Teaching and Lesson Design. <i>Link already sent to Headteachers</i>	WRM Mixed Age Schools
Wednesday 25 January 10.30-11.30am & 7.00-8.00pm	Chairs' Forum Online via Teams. <i>Link will be circulated by Chris Hills in due course.</i>	Chairs
Monday 27 January 3.00-4.30pm	Trust Wide Safeguarding Network Online via Teams	Safeguarding Leads



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

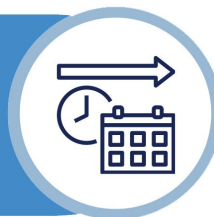
DATE	INFORMATION	FAO
Monday 6 January	BANES schools to complete Section 175 Safeguarding Audit and submit to Sophie_Brown@bathnes.gov.uk and lgbreturns@lsp.org.uk	Safeguarding Leads in BANES schools
Monday 9 January	Central Finance Team to updated IMP with pay award information.	SBM/OMs & Finance
13-17 January	LSP Primary Moderation Sessions	Primary Staff
Wednesday 15 January 8.30am -12.30pm	LSP Headteachers' Meeting @ Nailsea Baptist Church	Heads
Thursday 16 January	School Census Date	All



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
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Previous Bulletins

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LSP Weekly News Bulletin



The Beacon

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



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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