



*In this week's edition...*

ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Introduction	All	Info
Keeping Children Safe in Education 2025	All	Info
Policy Approved: Business Ethics Policy	All	Info
Model Staffing Levels for Primary Schools	Primary Heads, SBMs & Business Partners	Info
TRUST SERVICES & ESTATES	AUDIENCE	TASK
Aspens Updates	Heads, SBMs & OMs	Action
GOVERNANCE UPDATES	AUDIENCE	TASK
Reminder: Primary School Standards Meetings	Chairs	Reminder
Upcoming LSP Clerks' Network	Clerks	Info
PE & Sports Premium: Sign-off by Chairs	Primary SBMs/OMs & Chairs	Action
CPD UPDATES & OPPORTUNITIES	AUDIENCE	TASK
Upcoming Lighthouse Learning Sessions and CPD Networks	All	Info
Unlocking Letters and Sounds (ULS) Training 2025/26	Primary Heads	Action
Team Teach Training Reminder	Headteachers, DSLs & SENDCOs	Info
Reminder: Governance CPD: Risk Management (rearranged)	Clerks, Chairs & Governors	Info
KEY LINKS, DATES & DEADLINES		

## Introduction

Dear all,

I had a very uplifting experience yesterday when I spent some time with colleagues at our Operational Away Day at Leigh Court (see picture below). Looking round the room I was counting my blessings. Even though our operational team across the Trust is necessarily large, I knew virtually everyone by name and the sense of connection and collegiality was palpable. We have absolutely excellent people doing complex and demanding jobs with success.

One of the valuable things about spending time together and away from school sites is that we can step back and consider the value and impact of our work with a little bit more perspective. In a big organisation systems and processes need to be strong. Hugely important as that is, it is not enough by itself. We also need common purpose and an ethic of professionalism. I saw both at Leigh Court yesterday.

Some people may have inwardly remarked on a juxtaposition of our strained finances with a beautifully produced conference in idyllic surroundings. The same thought may have occurred when our pupil-facing staff had their conference at Ashton Gate in February. I make no apology however for spending a modicum of funding on getting the environment right to build the crucial team-ethic that we need to deliver our goals for pupils. Indeed, I wish we had more resource available to do invest even more in the Trust's workforce. The flourishing of pupils depends on the flourishing of the adults.

To turn to another matter, we had our KS2 outcomes yesterday. Local Governing Bodies will be examining these in upcoming meetings and the Trustee Board will see them next week. As ever there are some amazing performances and some themes across our schools. The overall combined measure has been limited in many cases by outcomes in writing. This has been a Trust-wide area for focus recently and although I would love to say that mission has been accomplished, it hasn't, yet. We need to keep this at the forefront of our attention.

I can feel the frenzy of the last weeks of term already and I know how busy this period is in school. Keep going, everyone!

With best wishes, *Gary Lewis, Chief Executive*



## Keeping Children Safe in Education 2025

Following on from the update in [last week's bulletin](#) the Department for Education have unexpectedly released [Keeping Children Safe in Education \(KCSIE\)](#) for September 2025.

We will review the changes/updates (which are minimal) over the next few days and draft our Trust-wide safeguarding policy so this can be ratified by Trustees next week. We will also be able to update you on key changes so staff can be updated in September - you can read the key changes at the bottom of KCSIE, or by using [this summary from The Key](#).

KCSIE 2025 does refer significant changes to both the RSE curriculum and gender questioning guidance for schools, which have yet to be released by the DfE, and are expected to follow 'in the Autumn'.

## Policy Approved: Business Ethics Policy

The Trust-wide Business Ethics Policy was updated and approved by the Audit and Risk Committee on Tuesday 1 July 2025.

No further action is required by schools - please ensure you are referring to the latest version of this policy. A copy can be found on the policies section [of Foldr](#) and on [our website](#).

Links to the forms for declaring Business and Pecuniary Interests and Gifts and Hospitality (which is outlined in this policy) are linked in the Preparing for September bulletin (coming soon!) for ease.

## Model Staffing Levels for Primary Schools

At the Primary Heads' meeting last week we shared our new Model Staffing Levels. A set of slides which explain the model staffing levels and the spreadsheet itself are [available for your use](#). If you wish to use the model staffing levels spreadsheet please **download a local copy**.

An [online webinar](#) has been set up for 10.00am on Tuesday 15 July to provide a demonstration. This session is designed for school business managers and business partners but anyone is welcome to attend.

*Louise Malik, Chief Financial and Operating Officer*

## Aspens Updates

### Serving Food

To ensure the health and safety of pupils and staff, we'd like to remind everyone of an important catering guideline:

- Only school catering staff are permitted to serve food.

This policy is in place to:

- Prevent cross-contamination and the risk of allergen exposure
- Comply with food safety regulations and best practice

For the safety of everyone, we kindly ask that non-catering staff do not serve or distribute food at any time.

Please ensure this information is shared with all school staff. Thank you for helping us to maintain a safe and inclusive environment for all.

### Select - End of Academic Year Processes (Primary Schools)

There is a useful guide from Select, if required, to assist with the end of year administrative processes for Select. This can be [located in Foldr](#) in *School Business Managers\Trust Wide\Aspens*

Schools will be familiar with the processes already but if any further assistance is needed then Select support is available via the following:

- Email - [info@support-services.com](mailto:info@support-services.com)
- Phone - 0330 236 6849



## Reminder: Primary School Standards Meetings

The Education Team will be holding the yearly Primary School Standards meetings from Tuesday 15 July. Each Headteacher will have an online meeting (via MS Teams) lasting 1.5 hours to look at the SATs results and other progress measures for the school. Chairs of Governors have also been invited to attend these sessions. If you cannot find the invitation, in your email/diary, please ask your Headteacher to forward you their Teams meeting link.

If you are unable to attend please organise a representative from the Local Governing Body to attend in your place. We do appreciate that your time is precious and you all have busy lives outside of your volunteering with us. However due to the number of these meetings that need to be undertaken by Central Team colleagues in a small timeframe, we are not able to offer alternative times/dates for these meetings.

Thank you in advance for your support with these meetings.

## Upcoming LSP Clerks' Network

Our final Clerk's Network for 2024-25 will be held on Thursday 17 July at 1.00pm. It will be an opportunity to meet Sarah Cran, our new Lead on Governance, and talk through the Preparing for September governance special edition of the bulletin, which will be circulated to you later this week.

Sarah will circulate the MS Teams link to all clerks over the next few days. We look forward to seeing as many of you as possible.

## PE & Sports Premium: Sign-off by Chairs

It has come to our attention that there has been a slight change to the way PE and Sports Premium needs to be signed off by Chairs in the recent DFE Academies Handbook Updates (June 2025). You can find guidance on filling in your [PE & Sports Premium return here](#).

Can we ask that School Business Managers and Chairs ensure the school's digital reporting form return is reviewed by governors and signed by the Chair of Governors before your report is published on the website.

We are aware this may be late advice for this year, as you may have had your last LGB by now. If you have already had your last LGB of this year, this year's return may need to be done retrospectively, but please make sure it is done, minuted and a signed copy held.

*Sarah Cran, Lead on Governance*



## 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.

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](https://www.lighthouselearning.co.uk).

DATE	EVENT	AUDIENCE
Wednesday 9 July 10.30-12.00noon	<b>New Governor Training</b> Online via MS Teams	New LSP Governors
Thursday 10 July 5.30-7.00pm	<b>Governance: Risk Management Webinar</b> <a href="#">Click here to register.</a>	Governors
Tuesday 15 July 10.00-11.30am	Model Staffing Levels Webinar with Louise Malik <a href="#">Click here to register.</a>	SBMs and Business Partners, but all are welcome



## Unlocking Letters and Sounds (ULS) Training 2025/26

We are continuing to offer fully-funded, in person ULS training for all LSP staff (held in the English Hub Building, St Peter's School). It is essential that ALL new staff complete this training. The available dates are:

- Friday 12 September 2025
- Friday 16 January 2026
- Wednesday 3 June 2026

Places are limited so please [click here to book](#) as soon as possible.

## Team Teach Training Reminder

A reminder that Team Teach training is scheduled across the year covering both Level 1 and Level 2. There are spaces remaining for each of the courses below and the sign up form remains open. Please do ensure that teachers who should complete this course (including new staff who will be joining you in September) are booked in.

Date	Programme
Wednesday 17 September & Wednesday 1 October 2025	Level 2 Team Teach Training
Wednesday 15 October 2025	Level 1 Team Teach Training

[Please book here](#)

All training will be held at English Hub Room, St Peter's Primary, BS20 6BT, all day from 8.30am. Schools will be recharged for the cost of the courses (approx. £100 for L1 training and £200 for L2 training)

If you have any questions, please do not hesitate to contact [Lighthouse Learning](#).



Reminder: Governance CPD: Risk Management (rearranged)



# GOVERNANCE CPD: RISK MANAGEMENT

**THURSDAY 10 JULY 2025**

**5.30-7.00PM**

**ONLINE: MS TEAMS WEBINAR**

Open to all LSP Governors and Trustees

Delivered by:

Louise Malik, Chief Financial and Operating Officer

Beth Watts, Trust Services Manager

This session will cover an introduction to Risk Management, the Trust's Risk Management Arrangements and LGB roles and responsibilities.

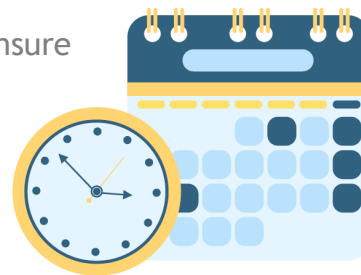
[Sign up for this webinar by clicking here.](#)



Any questions email [lighthouselearning@lsp.org.uk](mailto:lighthouselearning@lsp.org.uk)

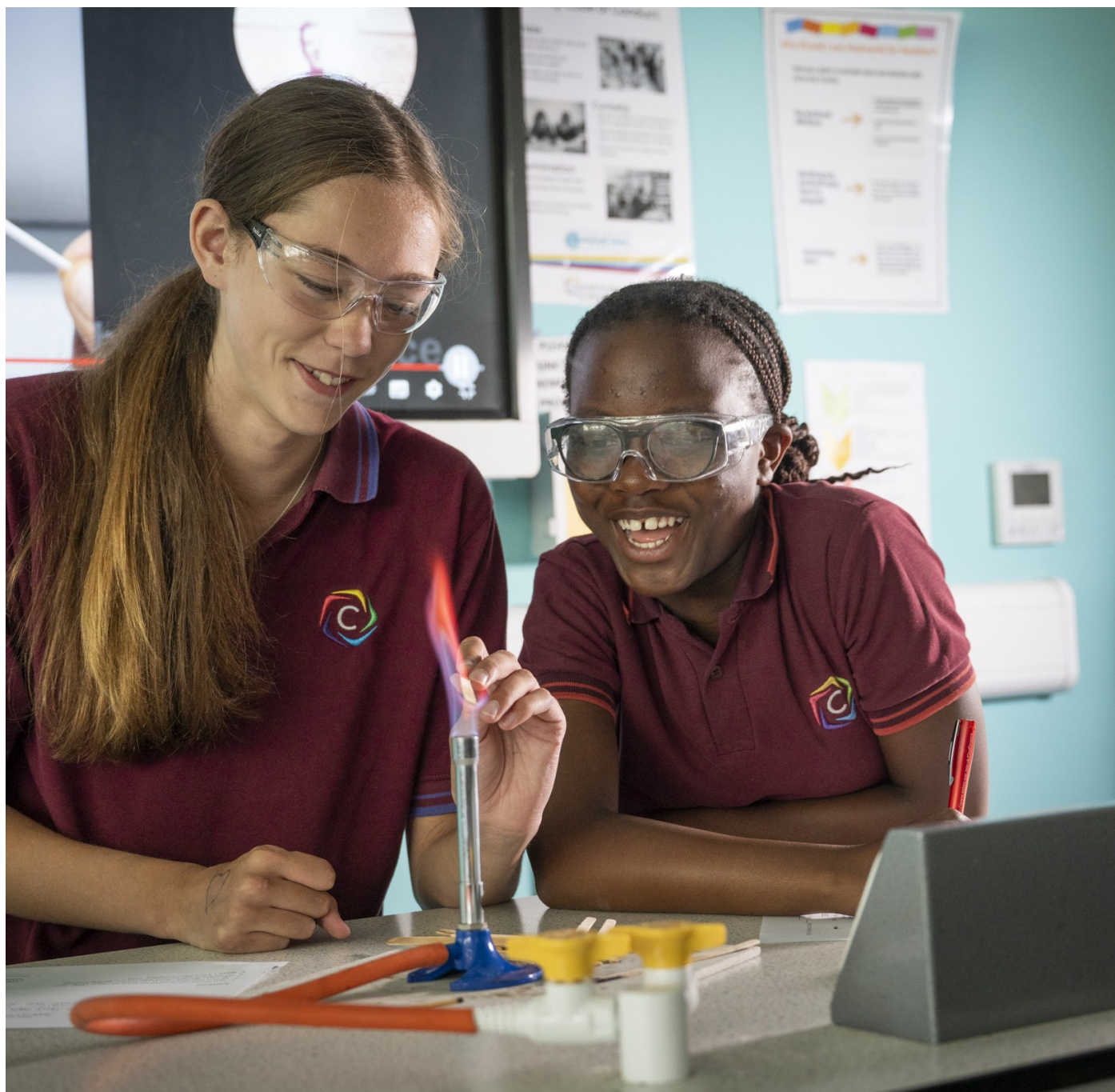
# KEY DATES, DEADLINES & REMINDERS

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
Thursday 31 July @ 5.00pm	Deadline for primary schools to have completed the DfE PE and Sport Premium digital reporting document.	Heads, SBMs & OMs



# KEY LINKS

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)



## Annual Planner 2025/26

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



# 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](mailto:newsletter@lsp.org.uk)