



LIGHTHOUSE SCHOOLS PARTNERSHIP

CORE SERVICE CHARGE POLICY

Policy Approved by the Board of Trustees

Signed:

Date: 02/03/22

Name: Adele Haysom

Chair of Board of Trustees

Authorised for Issue

Signed:

Date: 02/03/22

Name: Gary Lewis

Chief Executive

Document History

Version	Author/Owner	Drafted	Comments
1.0	Clare Sanders/TJM	June 2016 Published 3- August 2016	Based on Gordano School model - original source not recorded
2.0	Louise Malik/Tim Monelle	August 2018	Updated to reflect GDPR and latest requirements
3.0	Louise Malik	December 2019	Various updates
4.0	Louise Malik	January 2021	Annual review
5.0	Louise Malik	January 2021	Annual review

Date Policy Adopted	02/03/22
Review cycle	Annual
Review date	Winter 2023

This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

The Core Services Charge Policy (topslice)

1. The Academies Trust Handbook, 2021 (states in section 5.30 that ‘A trust with multiple academies can amalgamate GAG for its academies to form one central fund. This can be used to meet the running costs at any constituent academies within the trust’. This known as pooling GAG and is not the practice adopted in the Lighthouse Schools Partnership. Instead, the Trust collects a percentage of individual schools' GAG funding to create the MAT's central budget. This is sometimes referred to as 'toplicing' and, for the Lighthouse Schools Partnership, is called the Core Services Charge.
2. For the financial year 2022-23 The Lighthouse Schools Partnership the Core Services Charge will be 4.09% of a schools funding. This will apply to all funding the schools receive with the exception of:
 - Pupil Premium Funding
 - PE Sports Grants
 - Early Year Funding
 - Universal Infant Free School Meals Funding
 - Other non-GAG Government Funding
 - Student Financial Support Funding
 - Rates Relief
 - Top-Up Funding for special educational needs
 - Additional funding for a disproportionate number of high needs students
 - Other income generated by individual academies
 - Teaching School Income
 - Capital funding
 - Income for rent of premises to deliver the national curriculum
 - National Tutoring Programme/Covid recovery funding
3. The Trustees will review the Core Services Charge policy on an annual basis in advance of the start of the following financial year. Where appropriate the Core Services Charge may be adjusted to reflect the changes to the services provided by/via the Central Team, predicted increases in costs or anticipated cost savings.
4. A calculation of the Core Services Charge will be issued to schools in the Trust no later than 31 August for the next financial year detailing the funds to be retained to fund core services.
5. The Core Services Charge will be levied on individual school monthly during the financial year in question.

6. The Core Services Charge will be adjusted during the financial year to reflect changes in the relevant funding streams for individual schools within the Trust.
7. The Core Services Charge will be used to fund expenditure on behalf of the schools within the Trust as set out in Appendix A.
8. The Trustees will not approve an unfunded deficit budget for the Central Services Budget for the coming financial year i.e. budgeting expenditure in excess of income, unless there is a clear plan for covering the deficit. When setting the budget, the Trustees always will consider the sustainability of the Central Services Budget over a three year period. The Finance Committee monitors the Central Services Budget on a monthly basis and will require action to reduce the risk of an overspend wherever possible. If an overspend on the Central Budget does occur, it will be carried forward to the following financial year and a plan approved by the Board of Trustees to recover the deficit.
9. Should an underspend on the Central Budget occur the underspend, will be held in reserves by the Board of Trustees until its use is agreed.

Appendix A

Core Services 2022-23

The Lighthouse Schools Partnership (LSP) provides a range of services centrally, in order to deliver the best possible value for money to our schools. As well as those services provided from within the Core Services Charge ('Core Services'), other goods and services are procured centrally in order to maximise the potential economies of scale, whilst being charged out to schools separately. The LSP also recognises that the needs of each school can vary, so a range of optional services are also offered, again charged separately.

The list below provides an overview in each of these three categories, however, please note that this list will continue to evolve, in consultation with our schools, as additional needs and opportunities are identified.

Costs

Core Services - these are funded from within the Core Services Charge, which is set annually by the Trustees

Centrally procured/required (Non-negotiable) - a schedule of these costs will be provided to all schools each year during the budgeting process and additionally as opportunities arise during the year. The services listed as 'non-negotiable' are where schools are required to purchase, for either statutory, compliance or economic reasons. Please note this cannot always be achieved from the point of conversion, as schools may already have contracts in place. *

Centrally procured (Optional) - This is a schedule of services that schools can choose to participate in in order to gain best value through central procurement. This option offers services that can give schools flexibility to purchase at differing levels to meet their individual requirements. The list of these services will continue to expand as our central procurement function develops. *

**Where services are charged to schools on the basis of pupil numbers, the numbers used will be those included in the schools GAG statement for the relevant year*

Additional services - the intention is to provide schools with the flexibility to address their own particular requirements; the cost of these services will therefore vary and will be quoted on a case-by-case basis.

Education and School Improvement

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Education Improvement & Standards strategy, advice, oversight			
School Improvement Partner			
CPD core programme provided by the Professional Development Centre	CPD additional credits - via Professional Development Centre		
A core delivery of networks and assessment programmes	Insight Tracker and NFER		
Challenge Partners			
Funding for limited number of National Professional Qualifications			

Finance and Legal

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Strategic Finance Support (including specified financial training for new staff and on new systems)			Additional Financial training

Attend interviews for School Business Managers at schools if requested			
Deliver financial management support and challenge to schools			Finance service (financial management service (including setting and monitoring of the budget)
Coordinate and contribute to a multi-disciplinary team to develop and deliver an action plan for schools that are unable to set a balanced budget			
Accounting services provided by Trust finance/payroll staff			Finance service (day to day financial administration including central processing of orders and invoices, journals etc)
PS Financials (Finance accounting system) & support			Finance service (payroll administration and reconciliation)
Orovia (Budgeting and staffing software) & support			
Provide assumptions upon which budgets should be produced			
Financial returns (ESFA, RSC)			
Bank reconciliations and administration, treasury management			
BACs payments for all invoices etc.			
Consolidation and submission of VAT returns			

Central payroll service liaison, coordination, oversight, compliance, guidance & support	Payroll provider - Cost invoiced six monthly April and October based on number of payslips issued		
Local Government pension administration including monthly financial returns			
Teachers' Pension administration including monthly financial returns			
Preparation of Annual Teachers Pension Audit			
Internal Audit			
External audit and preparation of annual Trust accounts (with some information provided by schools)			
Companies House and Charities returns			
Centralised Procurement services - advisory, joint tender & selection exercises, benchmarking support			
Legal support			Legal support and intervention services - Specific issues requiring additional support

Human Resources including Staff wellbeing and recruitment

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Strategic HR Support (including producing & maintaining a Workforce Strategy)			
Support for change management processes including multi-disciplinary meetings, management of consultation process etc			
Civica HR system			
Management of redeployment process including attending interviews for potential redeployees			
HR advice, compliance, administration e.g. employee relations case work, management of investigations and hearings/appeals, single central record and performance management etc			HR Legal support and intervention services - Specific cases requiring additional support - Browne Jacobson
Provide training/induction visits in the first year to new Headteachers or School Business Managers			
HR - Contracts, variations,			Pre employment checks

Staff recruitment advice			Job Evaluation
Staff recruitment subscription -			
Management of payroll contract			
Management of pensions			
Coordinate remuneration and other HR policies & advice			
Gender pay gap reporting			
LSP Benefits Programme incl. administration, childcare vouchers, cycle to work scheme, etc			
	DBS checks		
Employee Assistance Programme	Occupational Health		
Unions: Employee Liaison Committee, RPTA Contingency			Specific union representation for change management
Apprenticeship Levy - for secondary schools	Apprenticeship Levy for primary schools		
		Insurance policies for staff cover such as sickness and maternity	
Long Service Awards			

Governance & Leadership services

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non-negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Company Secretary and Clerk to the Members/Board of Trustees			

National Governors Association membership for all Trustees and LGB members (standard membership)		Upgrade to gold membership for LGBs	
The Key - Leadership advice			
Confederation of School Trusts			
Programme of leadership meeting across the Trust for Headteachers, Deputy Headteachers and School Business Managers			
Training programme for LGB members and Trustees			
Governance coordination and advice			
Line management, network and support for Clerks to Governors			

Premises

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non-negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Maintain the estates strategy, policy and associated procedures.			
Strategic premises support (advice and guidance on safety, compliance, site improvement,	Premises Contracts including: Utilities Grounds Maintenance	3 rd Party Capital Funding support Premises Contracts including:	Line management of school based premises staff

capital grant bids, support for capital projects etc).	Compliance Services (to be specified annually) Annual Asbestos Inspection Cleaning Contract Catering Contract	Refuse Hygiene Services Tree Management Risk Assessment	
Develop and deliver a training programme across the Trust. Provide training to all new Site Managers/Caretakers in their first year.			
Attend interviews for caretakers or other site staff in schools if requested.			
3 rd Party School Conditions Assessments			
Operational maintenance advice and guidance			Caretaker services (permanent or absence cover)
Complete data collection as required by the MAT/ESFA (with some information provided by schools)			
Health and Safety advice and monitoring including external consultant	Cost of capital grant bidding process and professional support in preparing bids		Key holder service (out of hours calls)
Health and Safety - Fire Risk Assessments			Lone worker monitoring
Compliance Software - 'Every'			

Maintain preferred supplier details on 'Every'			
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I.T. including licences

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non-negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Strategic IT Support and leadership			
Capita Licence - core annual entitlement	Support for management information systems		
Microsoft Licence - core windows and office licences			
LSP Web Hosting		School website hosting and support	
LSP file sharing			
IT Security Audit			
	School Broadband		
	Infrastructures improvements		
	Parent Payments System		
	Telecoms		
	Hardware		
	Server upgrades		
	External IT Technician Support Contract and		

	associated helpdesk software		
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Other - Pupil Services

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non-negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
Inclusion strategy, advice, oversight			
Admissions			
Admissions appeals			
		Behaviour Support - Lead teacher for engagement	
Provision map SEND system			
Education Welfare			
Safeguarding - CPOMS Licence			
Careers Coordination			

Other

Core Services (Annual % Core Services Charge)	Centrally procured/required - chargeable (Non-negotiable)	Centrally procured - chargeable (Optional)	Additional Services on offer subject to availability (price available on application)
	Premises and liability Insurance		
	Routine plant inspections (where necessary)		

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5.0

Administration and support with complaints			
Data Protection Officer (DPO) and advice and guidance for GDPR			
Policy development and updating			
Support and advice on risk management including business continuity			
Coordination and advice on carbon reduction			
Business Partnership Scheme			