



## Clerks: Preparation for September 2024

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We have created this special bulletin to give you all of the links and documents you need for the start of the next academic year (September 2024) in one place. We will put key reminders in the weekly bulletin in September as well, but this document should contain all essential information you need for the start of next academic year.

**WISHING YOU ALL THE BEST  
FOR A SMOOTH AND  
SUCCESSFUL START TO  
2024-25!**



## Gifts and Hospitality Declarations

As per the LSP Business Ethics Policy all members of staff are required to inform their line manager of offers, as detailed below, of gifts and hospitality offered in connection with their links with the school or Trust as they arise, and whether the offer was accepted or declined.

These need to be recorded on a Gifts and Hospitality Declaration Form and a collated register for the past financial year (1 September 2022–31 August 2023) needs to be returned to the LSP Central Team ([LGBreturns@lsp.org.uk](mailto:LGBreturns@lsp.org.uk)) by **Friday 20 September** so please request this information from your Governors to meet this deadline.

Recommended limits Gifts, Hospitality, Entertainment or other services	Information on acceptance/referral/declaration
Occasional/one off - Below £50	Deemed acceptable Declaration not required
Occasional/one off - Between £50 and £250	Advisory Band - please refer to the Trust's Chief Financial and Operating Officer as to whether declaration of offer to be registered*
Occasional/one off - Over £250	Declaration of offer to be registered whether accepted or declined
Regular - any value	Declaration of offer to be registered whether accepted or declined
Any gifts/favours that are sustained or Members, Trustees Governors/staff have concerns about that may compromise their integrity should be documented.	

## Register of Business and Pecuniary Interests

As per the [LSP Business Ethics Policy](#) the following staff must complete a Business and Pecuniary Interests form:

- All members of the Schools' Leadership Team
- All members of the Local Governing Body
- All members of the Schools' Finance Team
- Any members of staff that have, or contribute towards, authority to spend such as budget holders

Please organise completion of this within your school and complete the summary register section of each document. A copy of this register needs to be returned to the LSP Central Team by **Friday 20 September**—please email [LGBreturns@lsp.org.uk](mailto:LGBreturns@lsp.org.uk) so please request this information from your staff to meet this deadline.

A copy of the summary register should also be made available on your website for inspection by any interested party such as staff, parents, auditors and the Education and Skills Funding Agency (ESFA).

[Gifts and Hospitality Form](#)

[Business and Pecuniary Form](#)



## Annual Safeguarding Declaration 2024-25

All Governors and Trustees are expected to complete an Annual Safeguarding Declaration to confirm they have received the necessary safeguarding training/updates and to sign a number of declarations.

[Click here to view the safeguarding documents and expectations for 2024-25.](#)

[Click here to access the 2024-25 online safeguarding declaration form.](#)

Please note that in September 2024, in addition to the Annual Safeguarding Refresher Training (which should be on your agenda for the first meeting of next academic year) all Governors and Clerks will need to undertake [Prevent refresher training](#) before signing the online declaration.

All new governors have to complete full Safeguarding training and Prevent training as detailed on the Governance CPD 2024-25 programme.

As it forms part of the Single Central Record this declaration is compulsory and should be done swiftly after completion of essential safeguarding training.

Please can you share the above links directly with those on your LGB in September 2024.

It is good practice to get this done as soon as possible in the new academic year and we have a deadline of **Friday 4 October 2024** for all online Governor and Trustee returns to be complete.

After this date we will upload the responses to the [LSP Governance SharePoint](#) so you can chase those who have not yet completed their declarations. We will remind you of this in the weekly news bulletin.

## Lighthouse Learning—Governance CPD for 2024-25

We are delighted to confirm that we have been working on the Lighthouse Learning CPD programmes for Governance for next academic year.

[Click here to view the programme](#)

It covers statutory and essential courses as well as training and webinars for Clerks, Chairs and Governors.

Please do share this webpage with your LGB, and we will keep you up to date with upcoming training via the Weekly Bulletin.

## LSP Governance SharePoint

The [LSP Governance SharePoint](#) is being revamped! We have been working on this for a few months and from September it will contain lots of useful links, documents and information for Clerks and Chairs including:

- Template Agenda and Minutes we would like to be used across the Trust from September 2024.
- LGB Work Planner to assist with remembering key items for your agendas.
- The link for you to update us of any changes to you Local Governing Body.

If you have any issues accessing the SharePoint please email us to resolve this for you.

Chairs and Clerks should also have access to Foldr so that they can access, and download for other Governors if required, any documents that are stored on here. Again please let us know if you have any issues accessing this.

## LSP Communications

### Weekly News Bulletin

The LSP Central Team publishes the weekly news bulletin every Wednesday morning. This is circulated to Heads, School Business Managers, Clerks and Chairs and contains reminders about key deadlines and important updates from the Trust.

We ask that Clerks forward this promptly on to their LGB each week so they are kept up to date.

### The Beacon

This is the LSP's newsletter for all staff and governors. This is published at the end of the Autumn, Eater and Summer terms.

Please keep your eye out for The Beacon as it is full of the latest news and goings on from across the Trust.

If you have any news stories from your schools you would like to be included [please let us know](#).



## Who's Who in the LSP Central Team

We have created a summary document of the LSP Central Team from September 2024 onwards, with their working days and emails.

[Who's who in the LSP Central Team](#)



You are welcome to call the LSP Admin Team on 01275 841396 with any queries or questions you may have.



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