



Special Edition: July 2025



Governance: Preparation for September 2025

CONTENTS

Gifts and Hospitality Declarations

Register of Business and Pecuniary Interests

Annual Safeguarding Declaration 2025-26

Lighthouse Learning—Governance CPD for 2025-26

LSP Lead on Governance

LSP Communications

Who's Who in the LSP Central Team

LSP Social Media Accounts

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 2025) 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.

BEST WISHES!

for a smooth and successful
start to 2025-26!

LIGHTHOUSE
SCHOOLS PARTNERSHIP

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 2024–31 August 2025) needs to be returned to the LSP Central Team (LGBreturns@lsp.org.uk) by **Friday 19 September** so please request this information from your staff 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.	

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to gather this information from your Governors.

*individual teachers are unlikely to receive regular gifts or gifts worth over £250. Items from a parent(s) with no business interest would be deemed as acceptable (with no need to register) and the CFOO has delegated this decision making to the Headteacher. The exception would be if the gift was from an existing or prospective supplier. Any questions or queries please contact [Louise Malik](#).

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 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 19 September**—please email 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).

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to make this register for

[Gifts and Hospitality Form](#)

[Business Interests 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 2025-26.](#)

[Click here to access the 2025-26 online safeguarding declaration form.](#)

Annual Safeguarding Refresher Training should be on your agenda for the first meeting of next academic year, and needs to be undertaken by all by the deadline below.

[Prevent Refresher Training](#) should be undertaken every two years.

All new governors have to complete full Safeguarding training and Prevent training as detailed on the [Governance CPD 2025-26 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 3 October 2025** 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 2025-26

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 Lead on Governance

Sarah Cran has joined the Central Team as our Lead on Governance.

Sarah will be line managing all of our Clerks and running the LSP Clerks' Networks as well as other key training for Chairs/LGBs from September.

She is also your first port of call for any questions relating to governance. Her email is: scan@lsp.org.uk. Sarah is looking forward to meeting you all soon!

LSP Communications

Clerk Networks

LSP Clerk Networks will be running throughout 2025-26. Please do attend these sessions, led by Sarah Cran, to receive important updates and discuss ideas and processes for governance across the Trust.

More detailed information will be circulated in September and added to the Governance CPD Offer for 2025-26.

LSP Governance SharePoint

A reminder of the [LSP Governance SharePoint!](#) It contains lots of useful links, documents and information for Clerks and Chairs including:

- Template Agenda and Minutes
- [Key dates for LGB Planning 2025-26](#) (this is a live working document, more guidance will be given in September)
- The link for you to update us of any changes to you Local Governing Body.

If you have any issues accessing the SharePoint site 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.

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 LSP's newsletter for all staff and governors. This is published three times a year.

When the each edition of The Beacon is published this will be emailed to Clerks so it can be shared with LGBs.

Who's Who in the LSP Central Team

We have created a summary document of the LSP Central Team from September 2025 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.



LIGHTHOUSE
SCHOOLS PARTNERSHIP

FOLLOW US

Follow Lighthouse Schools Partnership online
and be the first to hear about:

- ▶ Job vacancies
- ▶ News from across the Trust
- ▶ Trust-wide opportunities

 @Lighthouse_MAT

 /lighthouseschoolspartnership

 @Lighthouse Schools Partnership

www.lsp.org.uk

