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We have created this special bulletin to give Local Governance Professionals (LGP/Clerks) and Chairs of Governors all the links and documents you need for the start of the next academic year (September 2026) in one place.

We hope you find it useful.

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.



Introduction

Before you take a well-earned summer break, we wanted to provide you with a single document containing the key information you'll need to be fully prepared for September.

We hope this document provides clarity and confidence ahead of September, allowing you to familiarise yourself with the changes at your own pace over the summer. Thank you for your continued commitment and contribution to governance across the Trust.

Have a wonderful summer break, and we look forward to working with you in September.

NexGen Governance at Lighthouse Schools Partnership

The NexGen Governance model for Lighthouse Schools Partnership creates a clearer, more strategic approach to governance. It simplifies processes, reduces duplication and clearly defines the roles of Trustees, executives and Local Governing Bodies (LGBs). LGBs will focus on providing local insight and assurance, particularly around school culture, pupil experience, safeguarding, inclusion, educational standards and risk. Streamlined reporting and dashboards will help meetings focus on what matters most—impact, risks and outcomes for pupils. Built around six core principles, the model strengthens links between schools and the Trust while ensuring local voices continue to influence decision-making and school improvement.

Six Core Principles of Local Governance at LSP

1

Stakeholder Voice Is Integral to Governance

Structured insight from pupils, parents and staff to triangulate Trust data.

2

Local Governance is Oversight, Not Operational

Strategic direction and oversight — not day-to-day school delivery.

3

Accountability Is Collective and Aligned

One unified system where accountability flows from the Trust Board.

4

Assurance Is Systematic, Proportionate, and Risk-Based

Templates and dashboards focus scrutiny where it matters most.

5

Governance Embodies Ethical Leadership and Public Service

Governors model Nolan Principles and serve as Trust ambassadors.

6

Governance Grows Through Continuous Development and Trust-Wide Collaboration

Governors grow together — developing expertise, sharing practice, and learning collectively across the Trust.



Annual Safeguarding Declaration 2026-27

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 several declarations.

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

Please ensure that all online Governor and Trustee returns are completed, and that all Governors and Trustees have undertaken the Annual Safeguarding Refresher Training, by **Friday 2 October 2026**. The safeguarding refresher must also be included on the agenda for your first meeting of the new academic year.

[Click here to access the 2026-27 online safeguarding declaration form.](#)

[Click here to view the safeguarding documents and expectations for 2026-27.](#)

After the deadline 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.

The links/locations for the following training can be found in the [Governance CPD 2026-27](#).

Prevent Training

Should be completed every two years to ensure Governors and Trustees maintain an up-to-date understanding of their safeguarding responsibilities in relation to extremism and radicalisation.

Cyber Security

Should be completed annually to promote awareness of cyber risks and support good information security practices

GDPR Guru

Should be completed every three years to maintain awareness of data protection requirements and responsibilities relating to the processing of personal data.

All newly appointed Governors must complete the full programme of training detailed in the [Governance CPD 2026-27](#) programme.



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

Members, Trustees and Governors are also required to complete this form.

Please organise completion of this for your LGB 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 18 September**—please email LGBreturns@lsp.org.uk so ensure you request this information from the board 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 DfE.

Gifts and Hospitality Declarations

Also outlined in the LSP Business Ethics Policy is the requirement for all members of staff and governors 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 2025–31 August 2026) needs to be returned to the LSP Central Team (LGBreturns@lsp.org.uk) by **Friday 18 September** so please request this information from your board 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.	

[Click here](#) to either download paper forms or links to template MS online forms so you can gather the details you need from your LGB.



Start of Academic Year Governance Checks

At the start of each academic year, Governance Professionals (Clerks) should:

- Review and update Get information about Schools (GIAS) records.
- Confirm governing board and committee meeting dates for the year.
- Check that governor and trustee attendance records are up to date and published on your school's website.
- Ensure governor and trustee membership details, terms of office, declarations of interest and governance information published on the website are accurate and current.
- Plan the annual programme of governance activity, training and statutory returns.

Policy Review and Compliance

At the start of the academic year, Governance Professionals (Clerks) should review the school's policy tracker and ensure that key policies are up to date. It is good practice to map out when policies that need approval by the LGB will be reviewed throughout the year. Planning policy reviews in advance helps spread the workload across meetings, ensures compliance requirements are met and reduces the risk of policies becoming overdue. The policy tracker should be kept up to date and accessible to relevant staff to support effective monitoring and planning.

Governance Professionals (Clerks) should also use the LSP Policy Schedule to plan agenda items for the year, enabling the Governing Body to discharge its responsibilities effectively and maintain compliance with statutory requirements

Lighthouse Learning—Governance CPD for 2026-27

We are delighted to confirm that we have been working on the Lighthouse Learning CPD pro-programmes for Governance for next academic year. Please keep your eyes on the bulletin as we will be adding things to it as the year goes on.

[Click here to see the programme](#)

It covers statutory and essential courses as well as training and webinars for Governance Professionals, 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.



Term 1 Board Meeting Essentials

For the 2026-27 academic year, as we begin to launch NexGen Governance at LSP, your agenda for Terms 1 will look slightly different; It will be finalised in August, ready for you in September. Meeting agendas are aiming to create a more strategic, focused, and effective approach to governance. They have been streamlined to prioritise what is important and reducing time spent on operational matters. The revised structure provides clearer accountability, better use of data and insight, and more meaningful discussions, enabling governors to focus on providing challenge, support, and assurance where it adds the greatest value.

It is essential that the Safeguarding Policy is ratified by your LGB at this meeting. The template will be circulated as soon as possible (we are awaiting the final draft of Keeping Children Safe in education 2026)

Key Dates Document

The Local Governing Body (LGB) Key Dates document provides an overview of important governance deadlines, trustee meetings, and school events throughout the academic year, helping governors to plan effectively and fulfil their responsibilities.

[Click here to view the key dates document for 2026-27](#)

Annual Planner 2026-27

The LSP Annual Planner for 2026-27 is being moved over the summer. [You can view it prior to September here](#). In September we will confirm the link to its new location.

This document outlines the key activities, returns and deadlines for all those within the LSP for the next academic year. It should be used to form agendas for Local Governing Bodies (LGBs) as well as tasks and activities for your school's Senior Leadership Team (SLT).

A 'how to use the annual planner' video [can be viewed here](#).

Governor Recruitment

September is an ideal time to focus on recruiting new governors, ensuring your Local Governing Body has the right mix of skills, experience, and perspectives around the table.

To support this, a short promotional YouTube video is available to help raise awareness of the governor role and encourage applications. The video can be shared widely across social media, community networks, workplaces, and other harder-to-reach audiences, helping to attract a diverse range of candidates and strengthen governance capacity.

[Click here to access/view the Youtube video](#)



LSP Communications

Local Governance Professional (Clerk) Networks

LSP GP Networks will be running throughout 2026-27. Please do attend these sessions, led by Sarah Cran, to receive important updates and discuss ideas and processes for governance across the Trust.

Wednesday 30 September 2026	6.00-7.00pm	LSP Offices
Wednesday 03 February 2027	6.00-7.00pm	Online
Wednesday 14 July 2027	6.00-7.00pm	LSP Offices

Chairs' Forums

The Chairs' Forum provides an opportunity for our Chairs to come together with the Chair of the Trust Board and members of the Central Team to share good practice, discuss current educational and governance developments, receive updates from the Trust, and network with fellow Chairs. The forum supports Chairs in their leadership role, encourages collaboration across schools, and provides a space to discuss challenges, successes and emerging priorities in governance. It also helps ensure that Chairs remain informed about key strategic issues and developments affecting schools and governing bodies.

Tuesday 29 September 2026	6.30-8.00pm	Backwell School
Wednesday 13 January 2027	10.30 - 11:30am	Online
Thursday 14 January 2027	7.00 - 8.00pm	Online
Wednesday 10 March 2027	10.30-11.30am	Online
Thursday 11 March 2027	7.00-8.00pm	Online

LSP Weekly News Bulletin

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

We ask that LGP 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 at least twice a year.

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



LSP Governance SharePoint

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

If you have any issues accessing the SharePoint site please [email us to resolve this for you](#).

Foldr retirement

We will be retiring Foldr as a document storage/communication system over the summer. We will provide details of new locations of documents in due course so please keep your eyes peeled!

