



Governor top tips

Advice for governors of schools on the path to becoming an academy.

In our experience and from lessons learnt these are the things you and your board of governors need to think about before becoming an academy.

You'll be running a charitable trust and a company so you will need to:

- Review your governance arrangements to ensure that you have a board of governors that is structured and constituted to deliver high standards of governance. The model articles of association provide a lot of flexibility. Academies should review the size of the board and the skills it requires, and ensure all current members are able actively to contribute relevant skills and experience.
- Read your Funding Agreement and [The Academies Financial Handbook](#)
- Set up your accounts – the sooner you appoint statutory external auditors the better as they will help you to sort your governance and financial frameworks
- Ensure you understand your [financial assurance and compliance responsibilities](#) and are confident you have the systems and the reports that allow you to monitor the financial health of the academy.
- Sort out your [insurance](#)
- Ensure you have a complaints procedure which is compliant with [The Education \(Independent School Standards\) Regulations 2010](#)
- Notify the Information Commissioner's Office ([ICO](#)) in writing that the academy is opening and will now be responsible for processing personal and pupil data.

Other things you might like to read:

- The [Governors' Handbook](#) provides information about the role and legal duties of the board of governors in maintained schools and academies (including free schools).
- Academies are charitable trusts but the Principal Regulator for academies is the Secretary of State for Education and not the Charity Commission. Trustees will however find the [Charity Commission's advice and guidance](#) helpful in understanding and carrying out their roles
- [School Admissions Code and School Admission Appeals Code](#)
- The [capital funding routes](#) which are eligible to open academies.

Contacting the Education Funding Agency (EFA)

[Our website](#) should be the first port of call for all your enquiries, if the website does not answer your query, please email our [Enquiry Service](#).

Education Funding Agency (EFA) contacting you

We send a welcome letter to your academy on the day of opening. We communicate with academies mostly through email and the [EFA e-bulletin](#). It is therefore really important we have the right contact details for your academy. Within the welcome letter is a link to an [online contacts form](#) which enables you to supply contact details for the key roles within your academy and ensure they are subscribed to the EFA e-bulletin.

If you have any specific questions about academy governance arrangements, please email our [Enquiry Service](#).

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