

GOV.UK uses cookies to make the site simpler. [Find out more about cookies](#)



Education  
Funding  
Agency

[See more information about this Guidance](#)

Guidance

# Becoming an academy: top tips for governors

Updated 28 January 2015

## Contents

1. Introduction
2. Top tips
3. Additional reference material
4. Contacting us
5. EFA contacting you

# 1.

## Introduction

The Education Funding Agency (EFA) has developed this guidance for governors and their boards to consider before becoming an academy.

# 2.

## Top tips

- 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 are have the systems and the reports that allow you to monitor the financial health of the academy.
- Sort out your insurance or opt in to the [risk protection arrangement \(RPA\)](#) for academy trusts.
- Ensure you have a complaints procedure which is compliant with [The Education \(Independent School Standards\) Regulations 2014](#) .
- 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.

# 3.

## Additional reference material

- 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.

# 4.

## Contacting us

Our [website](#) should be the first port of call for all your enquiries. If the website does not answer your query or if you have any specific questions about academy governance arrangements, please email our enquiry service.

### EFA academy questions

Email

[academy.questions@education.gsi.gov.uk](mailto:academy.questions@education.gsi.gov.uk)

For all academies and free schools with queries for the Education Funding Agency

## EFA contacting you

# 5.

We send a welcome letter and a welcome pack to your academy on the day of opening. We subsequently 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 pack 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.

[Is there anything wrong with this page?](#)

## Services and information

---

[Benefits](#)

[Births, deaths, marriages and care](#)

[Business and self-employed](#)

[Citizenship and living in the UK](#)

[Crime, justice and the law](#)

[Disabled people](#)

[Driving and transport](#)

[Education and learning](#)

[Employing people](#)

[Environment and countryside](#)

[Housing and local services](#)

[Money and tax](#)

[Passports, travel and living abroad](#)

[Visas and immigration](#)

[Working, jobs and pensions](#)

## Departments and policy

---



[How government works](#)

[Departments](#)

[Worldwide](#)

[Policies](#)

[Publications](#)

[Announcements](#)



[Help](#) [Cookies](#) [Contact](#) [Cymraeg](#) Built by the [Government Digital Service](#)

**OGI** All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright