

How to: find and use key sources for governance

Definitions of Documents

Instrument of governance - A legal document setting out the composition of maintained school governing boards. It will include details on the categories of governor, the numbers of governors in each category and their terms of office.

Articles of association - The formal governing document for an academy that sets out its rules for operating, including the composition of the governing board

Scheme of delegation - Defines the level of responsibility and accountability in a MAT (a key point of reference if you serve on a local committee of an academy within a MAT).

Academy trust handbook - an overarching framework for implementation of effective financial management and other controls, consistent with governing board obligations.

Academy trust governance guide - Guidance from the Department for Education on the strategic leadership and governance of academy trusts.

Maintained schools governance guide - Guidance from the Department for Education on the strategic leadership and governance of local authority maintained schools.

Terms of reference - The scope and limitations of a committee's or individual governor's activity or area of knowledge.