

Glossary

Academy

A state school funded directly by the government, rather than maintained by a local authority. Each academy is run by an academy trust.

Academy Order

Formal permission given by the RD (formerly RSC) (see below) to a school seeking to academise to proceed with full conversion.

Academy Trust

A not-for-profit company, registered at Companies House with named Members and Directors, which employs the staff and is responsible for the performance of its schools.

AFH

Academies Financial Handbook – an overarching framework for the implementation of effective financial management control which Academy Trusts must abide by. Produced by the ESFA, it contains mandatory guidance for Members, Directors, CEO/Accounting Officer, Chief Financial Officers and Auditors.

<https://www.gov.uk/guidance/academy-trust-handbook>

Burgundy Book

The term given to a document setting out the conditions of service of teachers in England and Wales.

Delegation Matrix

See *Scheme of Delegation* below.

Directors

The key decision-makers in the MAT: legal responsibility for the performance of each academy rests with them. Strategic rather than operational, they delegate responsibilities to the Chief Executive Officer, Local Governing Bodies and headteachers of each school.

ESFA

Education Skills Funding Agency – a government agency combining the responsibilities of the former Education Funding Agency (EFA) and Skills Funding Agency (SFA) to create a single body accountable for funding education and skills for children, young people and adults.

FRP

Financial Recovery Plan – a spreadsheet to identify future savings to ensure that the school is able to live within its means and deliver a stable 3-year budget necessary to meet Diocesan and DfE approval to convert.

Green Book

Also known as the Single Status Agreement, the Green Book covers the pay and conditions for 1.4 million local authority employees, ranging from architects to cleaners, lawyers and school support staff. It is also used to determine the pay and conditions of non-local authority staff.

Hub

A group of schools, which have converted to become academies, working together within a MAT. It is part of the same legal entity as the MAT, under the Trust Board of Directors and reports to the MAT's CEO. It can have an Executive Leader with delegated powers under a Scheme of Delegation (see below). A hub can be thought of as a subsidiary company of the MAT itself.

LGB

Local Governing Body (also known as Local Advisory Council) – The term for the Governing Body of an academy after conversion. The LGB is a sub-committee of the MAT Trust Board.

MAT

An academy trust which runs more than one academy.

Members

The guardians of the governance of the MAT, but who have a minimal role in its actual running. The members of each MAT are The Bishop, a Vicar General, Director of Education, Director of Schools and the Financial Secretary.

RD (formerly RSC)

Regional Directors (there are nine) act on behalf of the Secretary of State for Education and work with the ESFA to provide oversight and scrutiny of academy trusts' performance. After Diocesan approval has been given to schools wishing to academise, the next step is to secure the approval of the RD's Advisory Board, which advises RDs on the decisions they make. Such approval will result in the issuing of an Academy Order.

Scheme of Delegation

The document which sets out where responsibilities lie within the MAT. The delegation matrix of each MAT makes clear who will make decisions and carry out particular functions within the MAT.

SDP

School Development Plan – a strategic document to plan and deliver the development of a school in governance, leadership, finance, staffing, teaching, curriculum, assessment and attainment terms.

Trust Board

The name by which the Directors of an academy trust are corporately known.

TUPE

The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) protects the entitlement of UK employees to the same terms and conditions, with continuity of employment, as the business they are employed in transfers from one provider to another. TUPE applies to staff employed in schools as the school converts to academy status.