**Academies Financial Handbook**

**September 2019**

**Updates for Clerks to Governors**

**Being transparent about your governance**

2.47 The trust must be transparent with its governance arrangements.

2.48 The trust must provide details of its governance arrangements in the governance statement published with its annual accounts, including what the board has delegated to committees and, in MATs, to local governing bodies. The trust must also publish on its website up-to-date details of its governance arrangements in a readily accessible format, including:

• the structure and remit of the members, board of trustees, committees and local governing bodies (the trust’s scheme of delegation for governance functions), and the full names of the chair of each

• for each member serving at any point over the past 12 months, their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in other educational institutions

• for each trustee and local governor serving at any point over the past 12 months, their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, and relevant business and pecuniary interests including governance roles in other educational institutions. If the accounting officer is not a trustee their business and pecuniary interests must still be published.

• for each trustee their attendance records at board and committee meetings over the last academic year

• for each local governor their attendance records at local governing body meetings over the last academic year

**Information about key individuals in the trust**

2.51 The trust must notify ESFA of changes to the governance information described in this section within 14 calendar days of the change.

2.52 Notification must be through the governance section of DfE’s Get information about schools (GIAS) register, accessed via DfE Sign-in.

2.53 All fields specified in GIAS for the individuals must be completed and the trust must ensure its record in GIAS for the individuals is kept up to date.

2.54 The records required in GIAS for the trust are:

• members

• chair of trustees

• all other trustees

• accounting officer

• chief financial officer

including direct contact details for all.

2.55 The records required in GIAS for constituent academies in a multi-academy trust are:

• headteacher, including direct contact details

• chairs of local governing bodies (where adopted), including direct contact details

• local governors (where adopted)

**Failure to provide information**

2.56 If the trust does not return the information ESFA requires by the deadline, or the information is not acceptable quality, ESFA may conduct investigations to collect it. ESFA may deduct the cost of the investigations from the trust’s recurrent funding. ESFA may take further actions it deems necessary, such as publication of the names of late returners, to enforce compliance where trusts fail to fulfil their duties to provide information.