

SCHOOL & TRUST GOVERNANCE JARGON BUSTER



A quick reference guide to commonly used governance acronyms and key governance items in schools and academy trusts.

ACRONYMS

ACRONYM	DESCRIPTION
AoA	Articles of Association
CFO	Chief Finance Officer
CoG	Chair of Governors (maintained schools)
DfE	Department for Education
GB	Governing Body
GP	Governance Professional (formerly Clerk)
HT	Headteacher
LGB	Local Governing Body
Local Committee	Committee of an academy trust board operating at local level.
MAT	Multi-Academy Trust
Members	Academy trust members
NED	Non-Executive Director
SFVS	Schools Financial Value Standard
SRMSAT	Schools Resource Management Self-Assessment Tool
Associate Member	Individual appointed to a maintained-school governing body committee.

KEY GOVERNANCE ITEMS

ITEM	DESCRIPTION
Scheme of Delegation (SoD)	Sets out who has authority to make decisions and at what level.
Terms of Reference (ToR)	Defines the purpose, membership and responsibilities of boards and committees.
Register of Interests	Record of relevant business and financial interests.
Quorum	Minimum attendance required for valid decision-making.
Reserved Matter	Decision retained by the board or members and not delegated.
Accounting Officer	Senior executive accountable for trust financial management.
Governance Statement	Annual accounts disclosure describing governance arrangements.
Risk Register	Document recording key governance and operational risks.



TOP TIP

Clear roles, effective structures and informed challenge are the foundations of strong governance.



GOOD PRACTICE

Regular training, robust documentation and open communication help boards and committees make confident decisions.



REMEMBER

Good governance ensures transparency, accountability and the best possible outcomes for pupils.

