Tools and Checklists:

Academy websites – what you need to publish

Government legislation and guidance

National Governors' Association

The National Governors' Association (NGA) is an independent charity representing and supporting governors, trustees and clerks in maintained schools and academies in England. The NGA's goal is to improve the well-being of children and young people by increasing the effectiveness of governing boards and promoting high standards. It does this by providing information, guidance, research, advice and training. It also works closely with, and lobbies, UK government and educational bodies, and is the leading campaigning national membership organisation for school governors and trustees.

The NGA online Guidance Centre is the information hub for governors. It supports you in your role as a governor, giving you access to up to date guidance and advice covering all aspects of school governance, including finance; staffing; Ofsted; curriculum; special educational needs; legislation and school improvement.

Practical governance resources include sample documents; templates; checklists; information summaries; insights; case studies and much more.

To join NGA and receive regular updates, contact:
T: 0121 237 3780 | E: membership@nga.org.uk | www.nga.org.uk

Required by law	Not published	Partially - To be updated	In pplace - Published
Academy contact details including school name, postal address and telephone number, along with a contact name for enquiries			
A statement of the academy's **ethos** and **values**			
Admission arrangements – publish your academy's admission arrangements, explaining how you will consider applications for every age group, including: ▪ Arrangements for selecting the pupils who apply ▪ Your oversubscription criteria (how you offer places if there are more applicant than places) ▪ An explanation of what parents should do if they want to apply for their child to attend your academy Publish details of how parents can find out about your academy's admission arrangements through your local authority			
Link to the academy's recent **Ofsted inspection** and **Department for Education's Performance Tables** or publish this on the website			
Where applicable, the most recent **key stage 2 results**, provided under the following headings: ▪ % achieving level 4 or above in reading, writing and maths ▪ % improved by 2 or more levels in reading, writing and maths between KS1 and KS2 ▪ % achieving level 5 or above in reading, writing and maths			
Where applicable, the most recent **key stage 4 results**, provided under the following headings: ▪ % achieving a C or above in GCSEs (or equivalent) in 5 or more subjects including English and maths ▪ % achieving the English Baccalaureate ▪ % achieving at least the minimum expected levels of progress in English and maths between KS2 and KS4			

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The following **curriculum information** must be outlined for each academic year group: ▪ Curriculum content, and details of how additional information relating to the curriculum may be obtained by parents ▪ For KS1, the names of any phonics or reading schemes in operation ▪ For KS4, a list of all courses available, including GCSE's			
The policies on: ▪ **Behaviour** – must comply with section 89 of the Education and Inspections Act 2006 ▪ **Charging and remissions policy** - including activities or cases which you charge pupils parents for and circumstances where you would make an exception on a payment ▪ **Academy trust/academy specific complaints procedure**			
Details of how you spend **Pupil Premium** funding (per academic year) and the effect this has on the attainment of the pupils who attract the funding: ▪ Amount of allocation for the current academic year and how it is intended that this will be spent including reasons and evidence ▪ How the previous academic year's allocation was spent, and its effect (impact) on the educational attainment of disadvantaged pupils			
For academies in receipt of the **PE and Sport Premium (primaries)** – information to be published: ▪ Amount of allocation for the current academic year and how it is intended that this will be spent ▪ How the previous academic year's allocation was spent, and its effect (impact) on the PE, sport participation and attainment of the students who attract this funding			
For academies in receipt of **Year 7 Catch-up Premium funding** – information to be published: ▪ Amount of allocation for the current academic year and how it is intended that this will be spent ▪ How the previous academic year's allocation was spent, and its effect (impact) on the attainment of the students who attract this funding			

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Publishing information about governance structures: In the interests of transparency, an academy trust must publish on its website up-to-date details of its governance arrangements in a **readily accessible format.** this effectively means it should be on a webpage and avoids the need to download or open a separate document.			
The **structure and remit of the members**, board of trustees, its **committees** and local governing bodies, and the full names of the chair of each (where applicable) including Scheme of delegation for the Trust and terms of reference detailing clear lines of accountability			
For each **member** who has served 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			
Or **each trustee and local governor** who has served 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 (in accordance with the trust's articles), and relevant business and pecuniary interests including **governance roles in other educational institutions**			
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			
Published on a webpage and avoids the need to download or open a separate document			
The academy memorandum and articles of association, annual accounts, annual report, and funding agreement. Trusts must publish their annual accounts no later than the end of January following the financial year to which the accounts relate			

NGA best practice	Not published	Partially - To be updated	In pplace - Published
Safeguarding and exclusion policies			
Equality information and objectives			
Special educational needs (SEN) report published by the governing body including: ▪ Admission arrangements for students with SEN or disabilities ▪ Steps taken to prevent students with SEN from being treated less favourably than other students ▪ Access facilities for students with SEN ▪ The academy's accessibility plan			
British values statement			
Term dates for this academic year and for the next year (once set)			
Timetable – start / finish times, lessons, assemblies and break times			
Information on taking holidays / time off for students in term time			
Bad weather / academy closure information and protocol			
A link to parents / staff / students pages and how to register (if applicable)			
Enrichment activities			
Academy news page			
Newsletter and copies of letters to parents			
Link to Parent View			
Names and pictures of the principal and members of the senior leadership team including responsibilities			
Governance page – including photographs of current board members and meeting dates as well as information about the role of the governing board and how to become a member of the board			