

### **National database of governors (published September 2016)**

As outlined in the government's White paper published in March – **Educational Excellence Everywhere** – the DfE has recently announced that from September 2016, details about governors/trustees in maintained schools and academies must be uploaded to [EduBase](#) (the DfE's database of all schools in the country).

For academies, this requirement is stipulated in the updated Academies Financial Handbook 2016 but the DfE has pre-populated EduBase with the current information they hold about those governing in academy trusts. However, trusts will need to check the details held on EduBase for accuracy, make any updates, and complete any empty fields. Going forward, trust will be required to update EduBase as those vacancies arise and new appointments are made.

For maintained schools, the requirement falls under section 538 of the Education Act 1996 but unlike academies, will need to complete the relevant fields from scratch as the DfE does not currently hold information about those governing in maintained schools. As with academies, EduBase must be updated regularly where information about those governing changes.

#### **Information to be collected:**

Publicly available:

- full name (including title)
- appointing body (e.g. board, foundation, parents, etc.)
- date of appointment
- date term of office ends/ended if in last year
- for maintained schools, whether they are the chair of governors or a member of the governing body
- for academies whether they are a trust member, a trustee, the chair of trustees, or a 'local governor' on a 'local governing body'

Not publicly available:

- postcode
- date of birth
- previous names
- nationality
- direct email address for chair

The governance data that is not publicly available will be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair. Subject to successful pilots, the DfE will also use the email to send to chairs information about the issues that national performance data suggests the board needs to address with its senior leadership team.

When collecting information from your governors and trustees the DfE ask you to make them aware that you will be sharing this information with DfE, and also explain the reasons why the information is being collected and the purpose to which it will be used (please note that this information is now included in the Code of Conduct and Standing Orders).

EduBase is accessed via **Secure Access** account therefore most probably someone within the school's office will have the overall responsibility for keeping it up to date. As a clerk you can assist this person by ensuring that the governing/trustees board information is always kept up to date and shared as appropriate.