

A woman with long dark hair and glasses is looking down at a small electronic device. She is wearing a dark t-shirt and a lanyard with a staff ID badge. The background is blurred, showing what appears to be a school or office setting. The entire image has a teal overlay.

# Academisation Toolkit: Glossary of Terms



DIOCESE OF  
CHICHESTER  
EDUCATION DEPARTMENT

## Academisation Toolkit- Glossary of Terms

Term	Definition
<b>Academy</b>	An academy is an independent school that is directly funded by central government and free from direct control by local government.
<b>Academy Company</b>	A registered company and charitable trust which runs a single academy trust (SAT) or a multi academy trust (MAT)
<b>Academy Order</b>	Formal document from the Secretary of State enabling progression towards academy conversion
<b>Advisory Board</b>	Advisory Board to the Regional Director.
<b>BLLP</b>	Bishop Luffa Learning Partnership
<b>Chief Executive Officer (CEO)</b>	Key role and runs the MAT.
<b>Church Supplemental Agreement (CSA)</b>	Document which formalises the legal relationship between the academy/MAT/trustees in relation to the Church school site
<b>Condition Improvement Fund (CIF)</b>	This fund supports projects which address condition issues and a small number of expansion projects for good and outstanding academies (the latter based on need to increase admissions in main year of entry and/or address overcrowding, including recently approved age range expansion)
<b>Companies House</b>	Statutory body for all registered companies
<b>Company Trustees</b>	A person or firm that holds or administers property or assets for the benefit of a third party. In the academy the Trust is a registered company and a charitable trust
<b>Conversion</b>	The term used for the legal conversion of status from a maintained school to an independent academy
<b>Corporate Members</b>	The voting members of a Corporation or Company
<b>DCAT</b>	Diocese of Chichester Academy Trust
<b>Department for Education (DfE)</b>	The Department for Education (DfE) is a department of Her Majesty's Government responsible for issues affecting people in England up to the age of 19, including child protection and education.

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<b>Devolved Formula Capital (DFC)</b>	Provided to academy trusts as capital funding to address own priorities. DFC funding can be used for improvements to buildings and other facilities, including ICT, or capital repairs/refurbishment and minor works.
<b>Diocesan Authority</b>	The Diocesan Board of Education
<b>Diocesan Board of Education (DBE)</b>	Established pursuant to the Diocesan Boards of Education Measure 1991 responsible to the diocesan synod and the statutory body responsible for Church schools and academies within the Diocese
<b>Diocesan Board of Finance (DBF)</b>	The Diocesan Board of Finance (DBF) is an incorporated, charitable body which is the diocese's financial executive and the employer of its staff.
<b>Diocesan Director of Education (DDE)</b>	A statutory role and appointed by the Diocesan Bishop, the Diocesan Director of Education implements the Diocesan Board of Education's policy for its Church schools and academies
<b>Directive Academy Order (DAO)</b>	Issued by the Secretary of State for Education directing a school to convert to academy status
<b>DOCET</b>	Diocese of Chichester Education Trust- this is the umbrella trust for the diocese which has oversight through membership for all the multiacademy trusts with a CE school in within the diocese
<b>Educational Services Grant (ESG)</b>	Funding received to enable LAs/SATs/MATs provide/purchase services
<b>Finance Director (FD)</b>	Leads on Trust Finance matters; including preparing an annual budget for the Trust Board and managing day to day operational spend. Ensures all requirements of the Department for Education (DfE) and Education Funding Agency (ESFA) are met.
<b>Funding Agreement (FA)</b>	The document entered into between a single academy trust (SAT)/MAT with the Secretary of State. It sets out how the SAT/MAT will be funded to carry out its objects
<b>General Annual Grant (GAG)</b>	The main revenue funding an academy receives
<b>Governor</b>	A trustee/director of a MAT is a governor of the academies within the MAT. Some of the roles and responsibilities of a MAT governor will be devolved to a local governing body.

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<b>HET</b>	Hurst Education Trust
<b>Incorporation</b>	In the context of academies means a company limited by guarantee.
<b>Incumbent</b>	The holder of a Church of England parochial charge or benefice. Often the Incumbent is an ex officio foundation governor on the governing body of a maintained school, and member of the local governing body of an academy.
<b>Land Trustees</b>	The owners of the school site (excluding any playing fields owned by the LA).
<b>Local Authority</b>	The administrative body of local government
<b>Local Governing Board (LGB)</b>	Have devolved responsibility (from the MAT) in relation to the operation of the academy. The level of delegated responsibility depends on the content of the individual scheme of delegation.
<b>Maintained School</b>	Maintained by the LA. This also refers to Church schools whether they are voluntary aided, voluntary controlled or foundation schools
<b>Members</b>	The subscriber to the Memorandum & Articles of Association of the Company and whose names will appear on the Register of Companies at Companies House
<b>Memorandum &amp; Articles of Association (M&amp;AoA)</b>	The governing document of a Company
<b>Multi Academy Trust (MAT)</b>	A Registered Company and Charitable Trust, registered both with Companies House and the Charity Commission and set up to run academies
<b>Objects</b>	Contained in the Memorandum & Articles of Association of a Company and in a Trust Deed
<b>Parochial Church Council (PCC)</b>	A parochial church council (PCC) is the executive committee of a Church of England parish and consists of clergy and churchwardens of the parish, together with representatives of the laity.
<b>Project Manager</b>	A person engaged to plan and manage the academy conversion

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<b>Regional Director (RD)</b>	Act on behalf of the Secretary of State for Education and are accountable to the National Schools Commissioner. Each RD is supported by an Advisory Board
<b>Religious Authority</b>	The Diocesan Board of Education for the diocese within which a school is located.
<b>School Condition Allocation (SCA)</b>	Formerly known as LCVAP, this fund is only available to VA schools and MAT which have more than 5 schools and 3000+ pupils.
<b>School Effectiveness Officer</b>	A member of the Diocesan Education Team responsible advising on Church School effectiveness and distinctiveness
<b>Secretary of State (SofS/SoS)</b>	Government Minister with the Education portfolio
<b>Single Academy Trust</b>	An academy which is not a member of a MAT
<b>Supplemental Funding Agreement (SFA)</b>	Supplemental to the Funding Agreement entered into between the MAT and the Secretary of State. The SFA relates to individual academies within the Trust
<b>Trust Modification Order</b>	Required if the Trust Deed objects do not extend to cover academies

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