

## Academisation Governors' Checklist

Following receipt of a DBE conditional consent letter, the Chair of Governors will instigate the following (some of these steps take place simultaneously):

Action	By Whom	Tick When Complete	Date
<b>Application for DBE approval to proceed to conversion</b>			
Chair of Govs completes Form 'Application for DBE approval to proceed to conversion' sending this electronically to the DDE via <a href="mailto:education@hereford.anglican.org">education@hereford.anglican.org</a> marking the covering email '[insert school name] Application for DBE approval to proceed to academy conversion' If not already sent, a copy of governors' resolution and the resolution of the potential receiving MAT should be sent to the DDE via <a href="mailto:education@hereford.anglican.org">education@hereford.anglican.org</a>			
The DBE responds within 12 working days confirming the date the application will be considered by them. NB the chair of governors and MAT representatives may be requested to attend the meeting			
The DBE will dispatch a written response to the chair of the GB and CEO of the receiving MAT within 12 working days of the date of consideration of the application by the DBE.			
<b>Registration with the DfE, obtaining an Academy Order and notifying the LA</b>			
GB must be cognisant of both DBE and DfE deadlines			
If conditional consent to progress is given by the DBE, the school registers its interest on the DfE website (unless the school is 'required' to convert to academy status, when this interest is automatically recorded) A copy of the DfE Application forms must be sent to the DDE via <a href="mailto:education@hereford.anglican.org">education@hereford.anglican.org</a> marking the covering email 'Copy of DfE Application Form to convert to academy status [insert school name and MAT]			
The DfE assign a Project Lead Officer (DfE PLO) to the school (a school with a DAO will have a DfE PLO assigned at the time of issue of the DAO).			
Agree provisional conversion date (negotiated between the DBE, DfE, governors, MAT and solicitors)			
The school informs the LA of the decision to convert and provisional conversion date			
The GB writes to the Secretary of State for Education with a copy of the governors' resolution, seeking conversion to academy status			

<p>The Secretary of State for Education writes to the GB with the outcome of their decision The Secretary of State for Education produces an Academy Order</p>			
<p><b>Consultation and General Actions</b></p>			
<p>Consultation and General Actions The GB/MAT carry out an audit of school personnel to establish suitably qualified person(s) with availability to support the HT, Chair of Govs (and where appropriate the project manager) throughout the conversion process</p>			
<p>Commence a list to assist in due diligence:</p> <ul style="list-style-type: none"> <li>- contracts/services/utilities/hire and letting agreements/licences</li> <li>- staff details (incl. pensions/childcare vouchers)</li> <li>- shared facilities</li> <li>- any buildings projects - loans - grants received</li> <li>- potential claims</li> </ul>			
<p>The school/MAT carry out consultations with:</p> <ol style="list-style-type: none"> <li>1. staff</li> <li>1. parents</li> <li>2. pupils</li> <li>3. local church(es)</li> <li>4. wider community</li> </ol> <p>Record the meetings dates/times/venues including numbers attending and the responses.</p> <p>Include the GB's consideration and actions resulting from the consultations. Before conversion can take place written confirmation that due diligence is complete must be submitted to <a href="mailto:education@hereford.anglican.org">education@hereford.anglican.org</a> marking the covering email 'Due Diligence confirmation [insert school name and MAT name]</p>			
<p><b>Applying for Grants</b></p>			
<p>GB/MAT make an application(s) to the Education Funding Agency (ESFA) for:</p> <ul style="list-style-type: none"> <li>• set up grant of £25k</li> <li>• school improvement grant of £45k (for schools with a DAO)</li> <li>• any other grants where appropriate</li> </ul> <p>Current details of grants available for conversion are available on the DfE website <a href="http://www.gov.uk">www.gov.uk</a></p>			
<p><b>Appointing Solicitors (and project manager where appropriate)</b></p>			
<p>Upon receipt of the £25k set up grant, the GB/MAT engage Solicitors (and Project Manager if decision taken to appoint such a person)</p>			

<b>Legal / documentation</b>			
<p>Solicitors will ensure the following documentation is in place:</p> <ul style="list-style-type: none"> <li>Completed Land Questionnaire</li> <li>Memorandum &amp; Articles of Association (if no pre-existing MAT) Registration with Companies House (if required)</li> <li>Deeds of Variation (if required)</li> <li>Funding Agreement (if no pre-existing MAT)</li> <li>Supplemental Funding Agreement Church Supplemental Agreement (for the trustees' land) Leases (if required)</li> <li>Trust Modification Order (if required)</li> <li>Side Letter for the RPA (if required)</li> <li>Commercial Transfer Agreement</li> <li>Agreements in relation to any outstanding loans/building projects/shared facilities Novation of any contracts that are required</li> </ul> <p>If your school is subject to PFI, additional legal documentation will be required Report on title is prepared to establish who owns the school site / extent thereof and if any transfers/regularisation is required by the LA in favour of the trustees (the DBE via the Diocesan Education Team may be able to assist)</p> <p>Diocesan land use remains on an 'as is' basis as identified and protected in the Church Supplemental Agreement Where there is land owned by the Local Authority (often the playing fields) this will be subject to a 125-year Lease.</p> <p><b><i>NB land matters can be complex and can lead to delays in provisional conversion dates.</i></b></p>			
<p>Checks of the Trust Deed and Instrument of Government take place, to identify:</p> <ul style="list-style-type: none"> <li>- trustees (including land trustees)</li> <li>- all bodies appointing foundation governors</li> <li>- diocesan Bishop (via the Diocesan Education Team)</li> </ul> <p>Dispatch letter seeking formal written approval to the conversion from these bodies Formal written response is received from:</p> <ul style="list-style-type: none"> <li>- trustees</li> <li>- all bodies appointing foundation governors</li> </ul> <p>Governors can only proceed to conversion if approval is received from each of the bodies above as the DfE will ask for evidence of this.</p>			
<b>MAT arrangements</b>			
<p>The MAT confirms provisional arrangements for membership of the MAT:</p> <ul style="list-style-type: none"> <li>- Due diligence</li> <li>- Banking</li> <li>- Budgets (incl. indicative budget from ESFA)</li> <li>- HR (incl. all staff matters/pensions)</li> </ul>			

- Insurance - IT systems/services - Reporting (financial / data) mechanisms			
<b>Staff</b>			
TUPE meetings with Unions and staff are undertaken by suitably qualified/ skilled person(s)			
Non-teaching staff pensions actuarial assessment requested (any deficits will be transferred to the MAT, but be the academy budget's responsibility) Teachers' Pensions deficits remain with central Government			
<b>Getting ready for conversion</b>			
Further information meeting with parents			
Written confirmation from the MAT that due diligence is complete, and a copy of the DfE Application to convert to academy status have been submitted to the DDE via education@hereford.anglican.org (see above)			
MAT commences appointments to the Local Governing Body (LGB)			
LGB DBS checks completed			
MAT provider of Payroll is informed of conversion date			
Staff records are checked for accuracy with all staff members			
Pass all staff information to Payroll provider			
Pass all Payroll information onto MAT Payroll provider			
Registered with Teachers' Pensions and LGPS			
Draft Scheme of Delegation between the MAT and the academy (dealing with delegation of specified items to the HT and LGB)			
Business Manager/MAT close down LA budget and open academy budget			
The school transfers from the current LA IT finance/data systems to the systems operated by the relevant MAT			
Preparations for opening: signage, logos, website, communication to parents			
<b>Conversion</b>			
The DfE notifies the LA to cease to maintain the school			
The school converts to academy status			
Current GB ceases to exist and LGB (if appointed) comes into being			
Check details on GIAS for new URN			

Received Welcome letter and pack from ESFA			
Adequate insurance arrangements are in place			
All existing Leases/Agreements transferred to academy/MAT			
Complaints procedures in place			
Academy/MAT joins the Diocesan Education Team Partnership Agreement			
The school has an appropriate suite of insurance in place			
Register with: ICO (data protection) <a href="http://www.ico.org.uk">www.ico.org.uk</a> National Centre Number Register (secondary)			
Formal Opening arranged			
Standards, Achievements and Progress arrangements set up			
School Improvement Partnership or similar engaged			
Website reflects academy status			
Upload Supplemental Funding Agreement to the academy website			
Ongoing requirements and deadlines are available on the DfE and ESFA websites <a href="http://www.gov.uk">www.gov.uk</a> and <a href="https://www.gov.uk/government/organisations/education-funding-agency">https://www.gov.uk/government/organisations/education-funding-agency</a>			