|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| APPENDIX 1: Application for Conditional Consent to Convert to a Multi-Academy Trust  The Multi-Academy Trust you wish to join is referred to as “the Multi-Academy Trust” or “Trust” throughout this application. Please give as much information as you are able about the Trust.  The school must have followed the procedures outlined in the Diocesan Academisation Strategy and understands the additional conditions that may be requested to support the sustainability of all church schools in the Diocese.  The Trust agreeing the conversion of the school or Stand-Alone Academy must also apply to the Hereford Diocesan Board of Education (HDBE). Submissions should be made simultaneously by the Multi-Academy Trust and school so they may be reviewed at the same HDBE meeting.  If your application for conditional consent is approved, we will issue a Conditional Consent Letter which you should send with your application for an Academy Order from the Department of Education.  The Conditional Consent Letter will include the conditions which must be met before the Diocese will enter into the Agreements necessary for conversion. We will communicate directly with the Trust, and our solicitors will communicate directly with the solicitors acting for the Trust to ensure that these conditions are met. | | | | | | | | | | | | | | | | | |
| **School Information** | | | | | | | | | | | | | | | | | |
| **I** | Name of School | | | |  | | | | | | | | | | | | |
| Address of School | | | |  | | | | | | | | | | | | |
| Status of School (VC/VA) or formerly VA/VC if a SAT | | | |  | | | | | | | | | | | | |
| Age Range | | | |  | | | | | **Published Admission Number** | | | | | |  | |
| Please indicate whether pupil numbers will increase/fall over the next 5 years.  Provide numbers and reasoning | | | |  | | | | | | | | | | | | |
| Does the School have a nursery provision? | | | | **Y/N** | | | | | **Number On Roll:** | | | | | |  | |
| If Yes, is the provision Governor led? | | | | **Y/N** | | | | | | | | | | | | |
| Existing Federation (if applicable) | | | |  | | | | | | | | | | | | |
| Is the School receiving formal school improvement support. | | | | **YES** | | | | | | | **NO** | | | | | |
| If ‘YES’ please outline the nature of support and the delivery partner | | | |  | | | | | | | | | | | | |
| Current Ofsted Rating | | | |  | | | | | | | **Date:** | | | | | |
| Current SIAMS Judgement | | | |  | | | | | | | **Date:** | | | | | |
| **School Financial Statement** | | | | | | | | | | | | | | | | | |
| **2** | Annual School Budget  Please attach an overview of the school’s budget for the current year and a forecast for next 3 years | | | | | **£** | | | | | | | | | | | |
| **2.1** | Current Financial Position | | | | | **Surplus £** | | | | | | | **Deficit £** | | | | |
| Please specify surplus/deficit from last year’s revenue budget | | | | |  | | | | | | |  | | | | |
| Please specify surplus/deficit from last year’s capital budget | | | | |  | | | | | | |  | | | | |
| Please indicate if the school has run a deficit budget in the last three years | | | | |  | | | | | | |  | | | | |
| Please indicate if the school indicates a deficit budget in the next three years | | | | |  | | | | | | |  | | | | |
| If current figures suggest a future deficit, please indicate the school’s plan to address this **or attach a deficit recovery plan:** | | | | |  | | | | | | | | | | | |
| Please state the school’s current reserve position | | | | | **£** | | | | | | | | | | | |
| Please indicate how the school intends to cover the cost of the academisation process | | | | |  | | | | | | | | | | | |
| **Details of the Multi-Academy Trust the school is seeking consent to join and the process in coming to this decision** | | | | | | | | | | | | | | | | | |
| **3** | Has the followed the procedures outlined in the Diocesan Academisation Strategy? | | | **Y/N** | | | | | | | | | | | | | |
| **3.1** | Has the school board met with the DDE or Diocesan Education Team Member prior to this submission? | | | **Y/N** | | | | | | | **Date of Meeting:** | | | | | | |
| **3.2** | Has the appropriate Diocesan Multi-Academy Trust been considered, and formal meetings held? | | | **Y/N** | | | | | | | **Date of Meeting:** | | | | | | |
| **3.3** | Name of Multi-Academy Trust which the school would like to join | | |  | | | | | | | | | | | | | |
| **3.4** | Please provide the date of the Governing Body Meeting when the decision to join the Trust was ratified | | | **Date:**  **Please attach a copy of the minutes of the meeting** | | | | | | | | | | | | | |
| **3.5** | Please provide written evidence from the school’s current Foundation Governors (including the Ex-Officio Governor) of their support to join the chosen Multi-Academy Trust. A letter from each individual is required. | | | | | | | | | | | | | | | | |
| **3.6** | Number of schools within the Multi-Academy Trust (MAT) | | | **Primary** | | | | | **Secondary** | | **Church** | | | | | | **Other** |
|  | | | | |  | |  | | | | | |  |
| **3.7** | Names of other schools in this MAT *(please state former VC/VA status where appropriate)* | | |  | | | | | | | | | | | | | |
| **3.7** | Please outline the other Trusts that were considered as part of your decision making: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **3.8** | Please outline what the Board sees as the benefits in becoming an Academy in the chosen Trust over the other Trusts considered: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **3.8** | Please give details of the due diligence that the school has undertaken on the chosen Trust and on those that were considered. Where meetings with the Trusts have taken place, please indicate the dates and whether the full governing body were in attendance. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **3.9** | Has the governing body fully considered the chosen trust’s Scheme of Delegated Authority and understand their roles and responsibilities moving forward? | | | | | | | | | | | | | | | | |
| **Y / N** | | | | | | | | | | | | | | | | |
| **Information on the Multi-Academy Trust the school is seeking to join** | | | | | | | | | | | | | | | | | |
| **4** | Has the School Board had sight of, considered and understood the Trust’s Financial Statement (Audited accounts)? | | | | | | | | | | | | | | | | |
| **Y/N** | | | | | | | | | | | | | | | | |
| **4.1** | From the school’s Governing Body perspective, is the Trust in a sound financial position? Please provide evidence of how the Governors have reached this conclusion | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4.2** | Has the Board had sight of, considered and understood the Trust Offer including the financial contribution of the school to the Trust? | | | | | | | | | | | | | | | | |
| **Y/N** | | | | | | | | | | | | | | | | |
| **4.3** | How will the school’s budget pay towards the Central MAT team and services (GAG Pooling / Top slice percentage)? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4.4** | What Central Services will be provided by the MAT? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4.5** | What will be the School Improvement Offer from the MAT? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4.6** | Please outline how the MAT will support and enhance the school’s distinctively Christian ethos, vision and values. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4.7** | Has the Board had sight of the long-term growth strategy of the Trust? | | | | | | | | | | | | | | | | |
| **Y/N** | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | |
| **School Community Consultations** | | | | | | | | | | | | | | | | | |
| **5** | In order for HDBE/DHET to consider providing consent, there is an expectation that governors will have informed staff and the wider community (including parents, the local incumbent and the PCC) of their intention to explore academy status before applying to the HDBE/DHET for conditional consent. Please specify when and how you consulted with each group of your decision to explore academy status and attach copies of relevant questionnaires, reports of Consultation meetings, etc… | | | | | | | | | | | | | | | | |
|  | **Group** | **Date of Consultation** | | | | | | | | | | | | **Method (e.g meeting)** | | |
| a) | Teaching and associate staff |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| b) | Parent body |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| c) | Wider community |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| e) | Parochial Church Council and incumbent |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| f) | Other Trusts associated with the school |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| g) | Local Authority |  | | | | | | | | | | | |  | | |
| Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| h) | Other |  | | | | | | | | | | | |  | | |
|  | Please detail the outcome of the consultation with any % figures for and against |  | | | | | | | | | | | | | | | |
| **Academy Governance** | | | | | | | | | | | | | | | | | |
| **6** | **Appointment of Governing Body** | | | | | | | | | | | | | | | | |
| a) | It is the expectation of the Hereford Diocese Board of Education that the constitution of the academy’s Local Governing Board (LGB) or equivalent reflects that of the school’s Governing Body prior to conversion | | | | | | | | | | | | | | | |
| b) | The Governing Body understand the roles and responsibilities of the LGB post conversion as set out in the Trust’s Scheme of Delegation. | | | | | | | | | | | | | | | |
| **7** | **Land and Buildings** | | | | | | | | | | | | | | | | |
| The Governing Body understands that there is no requirement to lease the school’s site from the trustees of the religious foundation. However, there is a requirement for a supplementary agreement to identify and confirm the ownership of the school’s assets with the Secretary of State. The process requires the Governors to fund the registration of the land owned by the trustees of the religious foundation.  The governing body accepts that the Hereford Diocesan Board of Education will have to give consent to all future capital building projects. | | | | | | | | | | | | | | | | |
| **Appointment of Solicitors** | | | | | | | | | | | | | | | | | |
| **8** | Please state the solicitors representing the school in the conversion to Academy status if different from those engaged by the DBE | | Name of Solicitors | | | | | Contact Details | | | | | | Point of Contact | | | |
|  | | | | |  | | | | | |  | | | |
| **Governor Statement of Awareness** | | | | | | | | | | | | | | | | | |
| **9** | Statement of Awareness | | | | | | | | | | | | | | | | |
| ✓ | The Governing Board confirms that it is aware that (please tick) | | | | | | | | | | | | | | | | |
|  | (a) | the Academy Act does not allow a school to convert to Academy status with the intention of substantially changing its admission arrangements | | | | | | | | | | | | | | | |
|  | (b) | it must continue to consult with the HDBE on admission arrangements | | | | | | | | | | | | | | | |
|  | (c) | the Academy Act does not allow conversion to a new Academy with intent to lose its status as a Church of England School as shown in the Designation of Schools having a Religious Character (England) Order | | | | | | | | | | | | | | | |
|  | (d) | the Academy Act does not allow conversion to a new Academy with intent to become a selective school | | | | | | | | | | | | | | | |
|  | (e) | it will need to recompense the HDBE for legal costs incurred in the process of conversion | | | | | | | | | | | | | | | |
|  | (f) | it will cease to exist as the Governing Body of a Maintained School with an Anglican designation and will become an Academy with an Anglican designation with a new Governance structure. The Academy will continue to be inspected by SIAMS under the existing cycle of inspection | | | | | | | | | | | | | | | |
|  | (g) | as an Academy, existing VA/VC funding routes for capital building projects will no longer apply | | | | | | | | | | | | | | | |
|  | (h) | it will be the responsible of the Trust and not the Local Authority (LA) with regard to staff pensions, employer’s liability and insurance. The Governing Body accepts that it is not the role of HDBE/DHET to step into the role of the LA in such circumstances | | | | | | | | | | | | | | | |
|  | (i) | it is the expectation of HDBE/DHET that the constitution of the new Academy’s LGB or equivalent reflects that of the school’s FGB prior to conversion | | | | | | | | | | | | | | | |
|  | (j) | HDBE/DHET appointed Trustees will report to back to the HDBE/DHET termly. | | | | | | | | | | | | | | | |
|  | (k) | A review of teaching and learning in at least one of the trust’s Church of England schools will be undertaken annually by the Diocesan Education Team. | | | | | | | | | | | | | | | |
|  | (l) | The school will not change its name or logo without prior consent from the DBE. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **10** | **The governing board (please tick):** | | | | | | | | | | | | | | | | |
|  | (a) | has read and completed this form | | | | | | | | | | | | | | | |
|  | (b) | understands the statements set out above | | | | | | | | | | | | | | | |
|  | (c) | acknowledges that, following consideration of this application, the HDBE may impose additional conditions before assessment to convert will be granted | | | | | | | | | | | | | | | |
|  | (d) | will meet the costs incurred by the Diocese of Hereford as a result of academy conversion | | | | | | | | | | | | | | | |
|  | (e) | will reconcile any outstanding payments or loans to the Diocesan Board Finance. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Signed:** | | | | | | | | | | | | | | | | | |
| **Headteacher:** | | | | | | | **Print name:** | | | | | | | | | | |
| **Chair of Governors:** | | | | | | | **Print name:** | | | | | | | | | | |
| **Date:** | | | | | | | | | | | | | | | | | |