

ACADEMIES PACK: DOCUMENT 6

Process Checklist for Church of England Schools in Salisbury Diocese Seeking to Move to Academy Status under the 2010 Academies Act

ACTION STEP	Action by whom	Tick when complete
1. School Governing Body gathers information on academy status and the possible implications for the school – use of steering group to report back is advised	GB	
2. School notifies Diocese of its thinking and attends one of the Diocese's Academy meetings to gather information specific to church schools in the Diocese and invites DBE colleagues to a GB meeting to discuss.	CoG/HT/ Chair of steering group	
3. Academy Conversion Support Pack downloaded from Salisbury Diocesan website (education section) or sent hard copy – contact sandi.hammer@salisbury.anglican.org or 01722 428420	School	
4. School Governing Body makes formally minuted decision to register interest in moving to academy status	GB	
5. School registers its interest on DfE website	HT	
6. School is allocated DfE Project Lead Officer	DfE	
7. School formally notifies Diocese of its desire to move to academy status and of the proposed date for change	GB	
8. Governing Body signs DBE conditions (see Academy Conversion Support Pack) and returns to DBE	GB	
9. Director of Education writes provisional consent letter	DBE	
10. Governing Body checks Trust Deed and Instrument of Governance (with help from DBE – jo.brookes@salisbury.anglican.org) to identify trustees and all bodies appointing foundation governors and writes to them to seek their formal written approval of the proposed move to academy status, should there be any other than the DBE. (See model letter and explanation in Academy Conversion Support Pack)	GB/DBE	
11. Governing Body agrees which model Memorandum & Articles is to be used and decides whether to use low-cost Diocesan legal support arrangements or appoint an independent legal adviser. NB in both cases all costs incurred by the DBE must be paid for by the school in addition to their own costs.	GB	
12. Where the trustees of the land and buildings are not the DBE (e.g. if	GB/DBE	

<p>they are incumbent and church wardens of the parish), arrangements should be made to transfer ownership to the DBE. Where assets are owned by the LA, a lease is usually granted. n.b. DBE does not grant leases.</p>		
<p>13. Governing Body sends agreed draft documentation to DBE for approval. This will include:</p> <ul style="list-style-type: none"> a. Copy of the minutes of the Governing Body meeting where the move to academy status was formally agreed (following consultation) b. Signed letters of approval from all trustees (where the trustees are not the DBE) c. Signed letters of approval from all bodies appointing foundation governors (where needed) d. Draft funding agreement e. Draft Memorandum and Articles f. Signed Supplemental Agreement g. Business plan 	GB	
<p>14. Where there is land and or buildings owned by the LA, in parallel, schools will need to continue liaison with the LA in relation to LA assets to progress the necessary lease arrangements to the proposed academy trust</p>	GB/LA	
<p>15. DfE agrees documentation</p>	DfE	
<p>16. DfE notifies LA of order to cease to maintain the school</p>	DfE	
<p>17. Building and Third Party Indemnity Insurance in place and copies of insurance policies sent to the Diocese</p>	DfE	
<p>18. School moves to Academy status</p>	GB	

