



## Document 3

### Legal Costs for academy conversion

As well as the work which the DBE must do itself to support conversion, the DBE must also instruct solicitors to undertake the legal work involved. For these purposes we instruct Taylor Culshaw Solicitors whose costs must be paid by the MAT/Converting School, and are as follows:

- For the first Church school joining the MAT the costs are **£4,750 plus VAT**
- For the second and subsequent Church Schools joining the costs are **£2,750 plus VAT**
- If a MAT wishes to, or is obliged to, change its Articles of Association or Funding Agreements, or to change property arrangements then our solicitors will give an estimate of costs on a case by case basis.

The legal work undertaken in relation to each conversion includes the approval of the Articles of Association and Funding Agreements and the provision of a Church Supplemental Agreement which includes provision relating to the operation of Church Schools and grants the right to use the school site (either held on Trust by the DBE itself or by Local Trustees).

Taylor Culshaw will ask your solicitors for an undertaking to pay both the legal costs and SDBE's internal costs (set out in Document 2). In order to give this undertaking, your solicitors will need you to give them funds on account. Once the work is completed (or at the point where it is decided that the work will not go any further, in which case you will be charged for the work already done), you will receive an invoice from SDBE for our internal costs and will be able to recover the VAT. You will also receive an invoice from Taylor Culshaw to SDBE, but marked "payable by" the school or Trust. You will not be able to recover VAT in this amount because the invoice will be for services rendered to SDBE, not to you.

**N.B. If your Trust uses the same solicitors as SDBE (which is only possible where there is no conflict of interest between SDBE and your Trust), then you will not be required to pay these charges on top of your own legal costs.**