



APPLICATION FOR CONSENT FOR APPLICATION TO CONVERT TO ACADEMY STATUS

GUIDANCE FOR PRESENTATIONS

Attendance

The Board would like to meet the Chair of Governors and the Head Teacher. Substitutes should be avoided where possible. The presentation should be led by the Chair of Governors.

Presentation

Each school will be timetabled for a 20 minute slot, 10 minutes to present its case and 10 minutes for questions and answers from Board members. The Board considers brevity to be a virtue.

The Board prefers an oral presentation supported by a written paper. The written paper should be forwarded in order that it can be electronically distributed to Board members.

In addition, it would be helpful if relevant governing body minutes, when the decision to apply was taken, could be appended.

Content

The presentation may include the following issues in terms of its proposals:

Governance

Who are the existing and proposed members of the Trust and governing body?

The Board's preference is for members to be defined by title/post rather than name for the sake of continuity eg. the Board of Education, the vicar or a diocesan governor; rather than Mr Smith, Revd Jones or Mrs Brown.

Are there any other foundations from whom consent is required?

They should be clear about the duty to maintain the purposes of their trust(s) under charity law and their duty to ensure, so far as they may, the continuation into perpetuity of any religious character and ethos the school may have.

Business Plan

The business plan should include some overall budget forecasting and some analysis of the additional funding expected compared to what the LA estimate will be granted; some listing of existing LA services and how they are going to be replaced and paid for; some consideration of continuity in case of emergency eg. Fire/flood/financial or legal challenges. Are there any on-going liabilities?

What arrangements will the academy make for preparing annual financial statements and appointing external auditors?

Church of England distinctiveness

In the absence of the constraints of the National Curriculum, how will the governors preserve the distinctive nature of the Church of England foundation of the proposed academy? What are the plans for the religious education and collective worship? How will the future leadership and management of the academy drive the CE ethos?

As the admission authority, does the academy plan any changes in admission criteria? How is it going to manage admission appeals and appeals against exclusion?

'Family of schools' and support for other schools

The academy will be independent, how will it relate to other CE schools or other schools within its local authority? What has been the outcome of consultation with other groups – existing trustees; staff; parents; trade unions?

Human resources

What is the future staffing plan? What will be the arrangements for TUPE transfer and pensions?

Land and buildings

What will be the future arrangements regarding the academy's land and buildings; how will the interests of the foundation be preserved or protected?

What are the future arrangements for capital development and funding?

What arrangements are proposed for the transfer of staff and assets?

Land in trustees' ownership will not be transferred freehold to the academy trust.

Letter of assurance

You may wish to draft a letter of assurance to the Diocese; if consent is considered, no consent will be given without an agreed letter.

What happens next?

The Board will come to a decision which will be communicated to the school. The Board will wish to consider, overall, whether the application for academy status is 'fit for purpose'. Has the 'lead time' of a term been used productively to prepare the application and is the planning robust and rigorous? Any consent will be subject to the letter of assurance (supplemental agreement) being agreed.