

# Process for Church of England Schools in the Diocese of Bath & Wells Seeking to Move to Academy Status Under the 2010 Academies Act

## Checklist for School Use

- [ ] School Governing Body gathers information on academy status and the possible implications for the school
- [ ] School notifies Diocese of its thinking and attends one of the Diocese's Academy Fora to gather information specific to church schools in the Diocese
- [ ] Diocese signposts school to Diocesan Support Pack on Bath & Wells website (Education Section)
- [ ] School Governing Body makes formally minuted decision to register interest in moving to academy status
- [ ] School registers its interest on DfE website
- [ ] School is allocated DfE Project Lead Officer
- [ ] School formally notifies Diocese of its desire to move to academy status and of the proposed date for change
- [ ] Governing Body signs DBE Conditions (see Support Pack)
- [ ] Governing Body identifies trustees and all bodies appointing foundation governors and writes to them to seek their formal written approval of the proposed move to academy status. (See model letter and explanation in Support Pack). **NB Schools will need to check their Trust Deed and their Instrument of Government to identify the relevant parties. Guidance on how to do this, and useful contacts, are contained in the Support Pack**
- [ ] Governing Body appoints independent legal adviser and agrees model Memorandum & Articles to be used
- [ ] The Governing Body will need additionally for the trustees to agree to the terms of the lease and to sign it. Trustees will need to seek independent legal advice on this – the school must bear all professional costs in relation to any move to academy status
- [ ] Governing Body sends agreed draft documentation to DBE for approval. This will include:
  - [ ] Copy of the minutes of the Governing Body meeting where the move to academy status was formally agreed (following consultation)
  - [ ] Signed letters of approval from all trustees
  - [ ] Signed letters of approval from all bodies appointing foundation governors
  - [ ] Draft funding agreement
  - [ ] Draft Memorandum and Articles
  - [ ] Draft Lease
  - [ ] Signed Supplemental Agreement
- [ ] If the DBE is content with all documentation, then the Governing Body will send it to the DfE for processing

- [ ] In parallel, schools will need to continue liaison with the trustees (and the LA in relation to LA assets) to progress the necessary lease arrangements to the proposed academy trust
- [ ] DfE agrees model documentation
- [ ] DfE notifies LA of order to cease to maintain the school
- [ ] Lease agreements finalised
- [ ] Building and Third Party Indemnity Insurance in place and copies of insurance policies sent to the Diocese
- [ ] School moves to academy status