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| **Diocese of Westminster: Academy Conversion Programme****Summary Overview for Governing Boards (April 2018)** |
| **1.Informal exploration by Governing Board and school leaders** |
| **Governing Board informally agree to explore option** of becoming an academy within a Catholic Academy TrustAction: Review Academy Strategy Documentation on diocese website. |
| **Date Action taken:**  |
| **Governing Board Due Diligence on what Academy Status means**Action: create a working group to explore becoming an academy trust looking at areas including curriculum & school performance, finance and property, staffing and governance. |
| **Date Action taken:** |
| **Working group provides initial report to governing board** Action: Agree whether to register an interest in becoming an academy  |
| **Date Action taken:** |
| **2.Expressing an interest through to academy order** |
| **Register interest** with DfE and **obtain DfE advice** on next stages of process **& let the Diocese know as soon as you have expressed interest.** Action: <https://form.education.gov.uk/fillform.php?self=1&form_id=FitANqky23M&noLoginPrompt=1>​ |
| **Date Action taken:** |
| **Governing Board to pass resolution to investigate academy status** Action: Propose minute should be carefully minuted and expressed to be conditional upon further Governing Board, Diocesan and other approvals and upon agreement of the specific documentationSee example minute in Academy Conversion Pack |
| **Date Action taken:** |
| **Obtain conditional consents from Diocese and RO and any further advice required at this stage**Action: Submit Due Diligence Forms to the Academy Project Board Word document and Excel spreadsheet available on diocesan website Academy section. If Order school, obtain consent from Religious Superior.  |
| **Date Action taken:** |
| **Prepare to Inform staff, parents, pupils and your local authority** that you are considering becoming an academy and that, if the Governing Body decide to continue investigating academy status, a consultation will be undertaken. Action: send letter, create Academy conversion area on websiteSee example letter in Academy Conversion pack |
| **Date Action taken:** |
| **Academy Project Board and Education Commission Approval to move forward**Action: Chair of Governors to submit application to convert to DfE on line will need to create account with DfE<https://form.education.gov.uk/build/fillform.php?self=1&&form_id=qxvrr4gQioH&ShowMsg=1&skipExtraPage=1&form_name=Academy%20conversion%20application%20form&noRegister=false&ret=/MyServices&blackListId=qxvrr4gQioH&isBlacklisted=1&1>Example of forms available at<https://www.gov.uk/government/publications/academy-conversion-application-forms> |
| **Date Action taken:** |
| **Governing Board to draw up and agree consultation proposals** Action: Agree consultation timeframeSee example letter and questionnaire on Academy Conversion pack |
| **Date Action taken:** |
| **Initial discussions with solicitors as required****Action:**  Formal appointment to take place after academy order granted |
| **Date Action taken:** |
| **Local Government Pension Scheme notify L.A and seek guidance**Action: Actuarial assessment of pension contributions academy trust would be responsible for  |
| **Date Action taken:** |
| **Academy order granted** by DfEAction: support grant released £25,000 and indicative funding allocation letter provided to review |
| **Date Action taken:** |
| **3. Consultations** |
| **Governing Board to formally consult** on plans to become academy trust with anyone who has interest in school (including staff, parents, pupils and wider local community).Actions :Documents published /Consultation meetings /Consultation feedback considered by Governing Board to determine response. (Consultation must be completed before signature of funding agreement.)  |
| **Date Action taken:** |
| **TUPE informative process to be conducted** (after academy order grant)Action: TUPE letter / TUPE meeting with legal advice on letter and documentation See example letter and questionnaire on Academy Conversion pack |
| **Date Action taken:** |
| **4.Establishing the Catholic academy trust and agreeing the legal documents** |
| **Documentation for approval Academy Project Board templates must be followed**Action: **Memorandum and Articles of Association**  **Master Funding Agreement** applying to all academies in the trust **Supplemental Funding Agreements** for each academy within the trust. **Church Supplemental Agreement** for all Catholic schools  **Lease/other property documents**as required for the different academies **Commercial Transfer Agreement** for each academy **Scheme of Delegation** for each academy **Service level agreements** with providers |
| **Date Action taken:** |
| **Appointment of Members and Directors and provisional appointment of Local Governing Committee members** Action: Notifications to Companies House |
| **Date Action taken:** |
| **5.Transferring responsibility to the academy trust**  |
| **Final consents given** Action: Read Academy Financial Handbook , finalise banking, insurance and appoint auditors. Apply for Diocese’s conditional consent to become unconditional. |
| **Date Action taken:** |
| **Completion of relevant documentation and TUPE process.**Action: Issue relevant letters and notifications, see examples in Academy Conversion pack |
| **Date Action taken:** |
| **Completing necessary registrations/filings**Action: making necessary notifications DfE, Information Commissioner, Edubase, exam boards etc   |
| **Date Action taken:** |
| **Confirming policies and procedures** Action: CAT policy review for Academy status  |
| **Date Action taken:** |
| **Websites to go live/ Email headers updated/Stationary updated**Action: Update for new status and legal compliance for CAT  |
| **Date Action taken:** |

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| **Diocese Conversion Deadlines** |
| **Conversion date** | **1st September to 1st December**  | **1st January to 1st March** | **1st April to 1st August** |
| GB resolution | October | March | July |
| Submit 3 year budget plan and standards information  | Early-November | End March | Early-September |
| Audit report | End of term -December | Mid-May | Mid-October |
| Submit remaining Due Diligence | End of term -December | May Half Term | October Half Term |
| Project Board approval and recommendation to Diocese Trustees | Early-February | Early-June | Early-November |
| Diocese Trustees approval and consent letter | February Half Term | Mid-June | Mid-November |
| Submit Application, Minutes and Consent letter | February Half Term | Mid-June | Mid-November |
| Academy Order | Mid-March | Mid July | End of term -December |
| Start conversion work | After Easter | 1st week September | 1st week January |