



APPLICATION FOR TRUSTEES' CONDITIONAL CONSENT

PURPOSE

The purpose of these papers is to provide the Bishop and Trustees with certain guarantees, information and evidence which will enable them to evaluate properly a school's request to become an academy as well as the implications for other schools, both in the Diocese and within the local education community, and for the Diocese itself. This information will be taken into consideration in the decision to give **conditional consent** to the Governing Body to submit an application for conversion to academy status.

STAGE 1. NOTIFICATION AND STATEMENT OF PRINCIPLES

The Governing Body of (Name of School)wishes to consider conversion to academy status and, following consultation with stakeholders and the exercise of due diligence, may formally apply to the Diocesan Trustees for conditional consent to seek conversion.

The date of proposed conversion is

The timeline for conversion is dependent on receiving Trustees' final unconditional consent prior to completing the DfE processes. This can take up to 6 months from the date of receiving an Academy Order from the DfE.

The Governing Body endorses the following statement of principles in submitting this notification and requesting diocesan support.

1. All Diocesan schools, whether academy or voluntary aided status, will continue to be members of the Diocesan family of schools and will not be left to work in isolation.
2. All Diocesan schools will continue to work for the Common Good and promote community cohesion.
3. The Headteacher, Deputy Headteacher and any member of staff appointed to deputise for the Headteacher, and the Head or Co-ordinator of Religious Education in a Diocesan Catholic school must be a practising Catholic as determined by the Bishops' Conference Memorandum of Appointment.
4. Religious Education must be taught:-
 - a) In line with the Curriculum Directory and any directive given by the Bishop with regard to specific programmes of study; and
 - b. In line with the Bishops' Conference which specifies 10% of curriculum time required in Key Stages 1-4 and 5% in Key Stage 5.

5. Religious Worship will be in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church.
6. The Governing Body will resolve to sign the Statement of Guarantee annexed to the policy document.
7. Personal Health and Social Education and in particular, Sex and Relationship Education must be taught in line with DfE guidance and in accordance with the teaching of the Catholic Church.
8. Foundation Governors must be in the majority of at least two on the Governing Body of any diocesan Catholic Voluntary Academy. The Chair of Governors of a diocesan Catholic Voluntary Academy must be a Foundation Governor.
9. Diocesan schools will be lead, managed and governed according to the Social Teaching of the Catholic Church. They will express a preferential option for the poor and disadvantaged, particularly those with Special Needs and those in Public Care.
10. Governors and staff will ensure that priority is given to promoting good relationships with homes and parishes of the children.
11. All diocesan schools will be obliged to work collaboratively with diocesan and local families of schools.

The Governing Body understands it will be required to resolve to sign the Statement of Guarantee attached to this document if it submits a formal application for Trustees' conditional consent to make an application for conversion to academy status.

Signed

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Chair of Governors

.....
Headteacher

Date

Please return this Stage 1 document to Angela Williams at the Cathedral Centre.



STAGE 2. FORMAL APPLICATION FOR TRUSTEES' CONDITIONAL CONSENT

The Governing Body of (Name of School)wishes to make a formal application to the Diocesan Trustees for conditional consent to seek conversion to academy status.

The Governing Body understands that:

- any consent granted is conditional only, and allows the full exploration of the school becoming a Catholic Voluntary Academy within a multi-academy trust without involving any final commitment on the part of either the Trustees or the School until the point of final sign-off by both the School and Trustees;
- any conditional consent will be subject to the approval of the Trustees to the particular model or models of MAT developed, and that there is no guarantee that any model will be approved by the Trustees as appropriate in the Diocese;
- conditional consent is not guaranteed to any School applying to receive it;
- final consent will be subject to satisfactory outcome of the various reviews required by the Trustees;
- the Diocese and the School both have the right to postpone or stop the conversion process if at any time they consider that to be in the best interests of Catholic education.

In applying for conditional consent, the school submits the following information in support of its application and undertakes to carry out any other steps or due diligence exercises required by the Trustees:-

1. MISSION AS A CATHOLIC SCHOOL

Please describe how conversion to academy status would better enable the school to fulfil and develop further its mission as a Catholic school and serve the common good.

2. SCHOOL PERFORMANCE AND SCHOOL IMPROVEMENT

Please provide details of the school's current Ofsted category and date of inspection.

Please provide the date of the last Section 48 inspection.

What are the Governing Body's strategies for identifying under performance and securing school improvement?

3. MULTI ACADEMY TRUST STATUS

The Trustees will only give conditional consent to a diocesan school becoming an academy as part of its allocated MAT in all but exceptional circumstances.

Please confirm the name of the MAT allocated to you.

Are any other schools within the allocated MAT considering conversion? If so, what are their possible dates of conversion, if known?

If you are joining an existing diocesan MAT please list the names of the schools in that MAT and confirm that you have consulted the Directors of the MAT.

4. CONSULTATION

Please provide evidence of how you are consulting/have consulted with the following and any outcomes of that consultation (e.g. copy of letter/proforma to parents, governors' minutes, and minutes of consultation meetings including number attending):

- parents/carers of pupils at the school
- for secondary, parents/carers of pupils in years 5 and 6 of any primary schools in the area
- for primary, parents/carers of pupils offered a place at the school for the next academic year
- staff working at the school and any staff due to be employed at the school from the next academic year
- for secondary, pupils at the school
- other local Catholic schools
- other local schools
- local clergy
- the Local Authority
- the MAT you are proposing to join if the MAT is already established

5. PARTNERSHIP

If you become an Academy what will be the impact upon?

- Other Diocesan Schools
- Other Local Schools

Describe the work your school currently undertakes within the diocesan family of schools. Describe any other partnership work you are involved in.

Describe how being an academy would enhance your partnership work.

Academies are meant to work with at least one other school. Please provide the name of the school(s) that you intend working with.

6. FINANCE

Please provide evidence to demonstrate that you have modelled your anticipated future budget and compared it to your current budget.

Please advise of financial arrangements to:

- Transfer any surplus budget
- Recover from a deficit situation
- Repay any loans from diocesan sources

Please confirm that you have:

- Consulted the DfE site to determine what the likely level of your general annual grant (GAG) will be

Please explain how you propose to provide in relation to:

- Accounting system
- Payroll
- Banking services
- Legal/financial/HR/media support as the Local Authority may no longer be providing support in these areas

- Insurances. Please confirm that the insurances will be obtained from diocesan recommended insurers or through the diocese

7. EMPLOYEES

Please explain how you propose to provide in relation to:

- Employees' pay and conditions of service. Please confirm that CES contracts, local or national pay and conditions will be adhered to and tracked where available
- Pay negotiations with staff
- Staff pensions/redundancy
- Staffing and personnel policies

8. PROPERTY, PLANT AND EQUIPMENT

Please give details of any on-going or planned capital projects.

Please give details of any defects in property, plant or equipment which will lead to significant expenditure.

9. ADMINISTRATIVE AND MANAGERIAL CAPACITY

As an academy you will be a business and a charity as well as a school. Please provide evidence to demonstrate that you have the capacity to successfully manage the requirements of company and charity law.

10. REASONS FOR SEEKING CONVERSION

Please explain why you see academy status as the way forward for your school.

What do you see as the additional benefits of academy status compared with maintaining voluntary aided status?

If there are particular 'local' reasons for seeking conversion please describe them.

11. GUARANTEES

We ask that the Chair of Governors and the Headteacher sign the enclosed Statement of Guarantee on behalf of the school Governing Body.

STATEMENT OF GUARANTEE

A. LEGAL AND ADMINISTRATIVE COSTS

We confirm that the school will use the legal firm nominated by the Diocese for academy conversion - Browne Jacobson

We acknowledge that in the management, approval and subsequent support of this school's application to convert to academy status the Diocese will incur certain costs as a result of the additional work involved.

We guarantee that the school will fund in full any such costs.

B. ANNUAL AUDIT

We agree to furnish the Diocese with a copy of our annual financial audit each year upon request.

C. SCHOOL PERFORMANCE

We agree to furnish the Diocese with pupil performance data upon request.

D. MULTI ACADEMY TRUST MODEL

The school will follow the MAT model provided by the Diocese and agree to use the model articles of association, funding and supplemental agreements (based on CESEW models) memorandum of understanding and initial scheme of delegation.

We confirm that we are willing to accept direction from the Diocese regarding the admittance of any other diocesan school into the MAT of which our school may already be a member.

E. WORKING WITH PARTNERS

We commit to working with other schools in the family of schools across the diocese.

We commit to working in partnership with the Diocesan Department for Education including making our contribution to the Diocesan School Contribution Scheme and the Diocesan School Building Fund established for the benefit of all diocesan schools

GOVERNING BODY RESOLUTION

We enclose a copy of minutes containing the Governing Body's resolution to convert to academy status and confirmation that the Governing Body has formally agreed to Statements A to E above.

Chair of Governors
Name _____

Headteacher
Name _____

Signature _____

Signature _____

Date _____

Date _____

Please return this Stage 2 document, the Statement of Guarantee and any accompanying papers to Angela Williams at the Cathedral Centre.