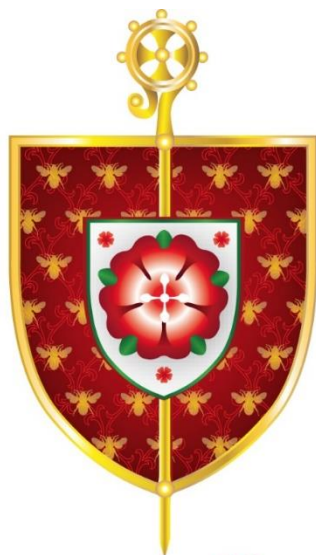


Diocesan Department for Education



DIOCESE OF SALFORD

Application guidance, key dates and contacts for schools planning to join a Catholic Academy Trust

Stay with us, Lord, on our journey

Revised – January 2023

Diocese of Salford guidance – Joining a Catholic Academy Trust (CAT)

The information contained in the following pages updates some of the general guidance published May 2017 in the document ‘**Diocese of Salford MAT advice for Headteachers and Governing Bodies**’. This summary document outlines the necessary steps to be taken by a school planning to join a Catholic Academy Trust (CAT)

The basic process is outlined as follows:

- The Governing Body may decide to join a CAT, as a Voluntary converter or the Governing Body may be required, through a Directive Academy order (DAo), to convert and join a CAT as a sponsored converter.
- If you intend to join as a voluntary converter you must inform the Diocese of your interest/intention by submitting **Stage 1 Conditional Consent** via email to Angela Williams (angela.williams@dioceseofsalford.org.uk)
- Once Stage 1 Consent is given, if you have not already done so, the school should formally engage with the CAT and Diocesan officers who will support you through every phase of both the process of conversion and in joining the CAT as outlined in the flow chart below
- Develop a broad idea of the timescale of the process ensuring that you feel comfortable with such timescales and are able to keep all parties well informed
- Following your own due diligence and that of the CAT, formally advise the Diocesan Trustees of your intentions to proceed to conversion by submitting the **Stage 2 Conditional Consent form** to Angela Williams (angela.williams@dioceseofsalford.org.uk)
- The Trustees will consider your application and either **approve without further condition** or **approve with further conditions**. Approval with further conditions is not a NO, it is a NOT JUST YET - and would typically relate to risks raised during the due diligence process which need to be resolved prior to the conversion process progressing any further.
- Once approval is given the school should submit the **DfE on-line application form** – the Trust will support you with this
- Your application is considered by a Regional Director **Advisory Board** and if approved the Secretary of State for Education will write to you confirming approval to become an academy and join the CAT named on your application form
- A series of **project planning meetings** then begin with DfE, school, diocese, CAT and LA regularly meeting to plan the conversion (see Indicative Academy Conversion Timescale below)

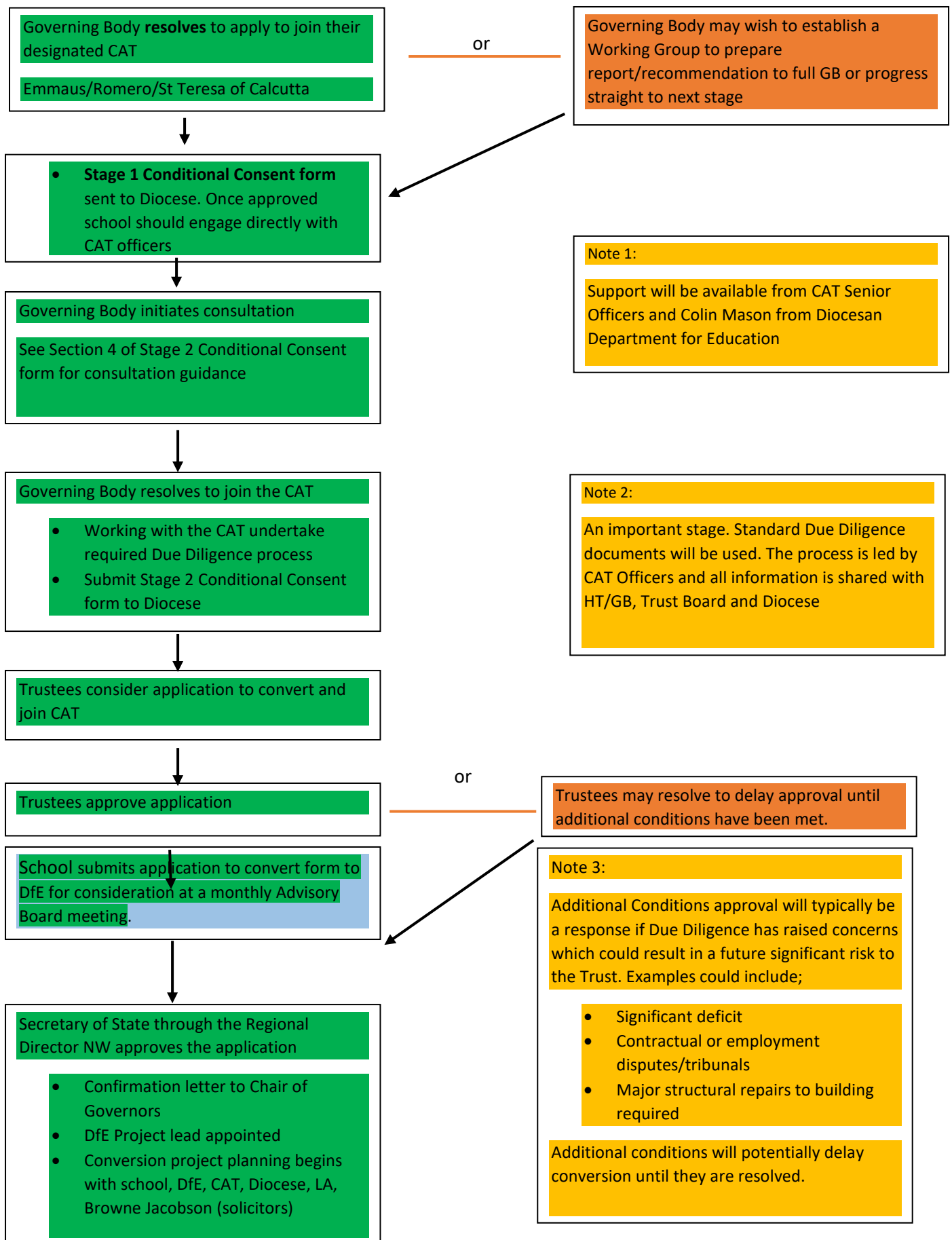
Key information and contacts:

In March 2019 the Diocesan Trustees approved the creation of three **Catholic Academy Trusts** across the diocese;

Emmaus CAT	Romero CAT	St Teresa of Calcutta CAT
Covering schools in the following Local Authority areas; Manchester, Stockport, Oldham, Trafford and Tameside	Covering schools in the following Local Authority areas; Blackburn with Darwen, Calderdale and Lancashire	Covering schools in the following Local Authority areas; Bolton, Wigan, Bury, Rochdale and Salford
The Senior Catholic Executive Leader (CSEL)/CEO for this CAT is; Daniel Copley Daniel.copley@emmauscat.com	The Senior Catholic Executive Leader (CSEL)/CEO for this CAT is; Des Callaghan Dcallaghan@romerocat.com	The Senior Catholic Executive Leader (CSEL)/CEO for this CAT is; Chris Foley cfoley@stoc.cat

Diocese of Salford Department for Education	Department for Education (DfE)/Regional Director for North West Region
Colin Mason – Academies Lead officer Colin.mason@dioceseofsalford.org.uk 07745659821	Deborah Dempsey – RD Strategic Lead Deborah.dempsey@education.gov.uk 07384520975

Flow chart outlining the process of joining a Diocese of Salford Catholic Academy Trust



Joining a Diocesan CAT- Indicative timeline with outline activities

Month	Activities and Required actions		Term
1	School is in scope within diocesan sequencing plan or school wishes to apply for Stage 1	Stage 1 approved and school begins engagement with the Trust	T E R M 1
2	School proactively engages with the Trust to complete due diligence and conclude 'soft consultation' activities		
3	School submits Stage 2 application to diocesan trustees	Stage 2 consent approved	
4	School works with Trust to complete the online DfE application	DfE on line application submitted	
5			T E R M 2
6	School application considered by DfE Advisory Board.	School receives DfE approval via letter from DfE. Engage Browne Jacobson LLP	
7	Formal Project Planning Meetings (PPM) arranged by DfE commence. Target conversion date agreed	At first PPM target conversion date to be agreed	
8	TUPE begins, legal and land related activities commence. PPM's continue		
9	TUPE concludes, legal and land documents drafted	LGB reconstitution begins	T E R M 3
10	Legal actions concluded. Earliest possible conversion date	School joins Trust on 1 st of month	
11	Outstanding legal or land issues resolved. Probable conversion date	School joins Trust on 1 st of month	
12	Reserve conversion date with all matter resolved	School joins Trust on 1 st of month	

For specific dates relating to Diocesan Trustees meetings and DfE application submissions please refer to the table in the document – 'Joining a CAT 2023 Guidance'.

Deadlines for conversion applications to be considered at Advisory Board meeting

***Please note that these dates are indicative as some dates for 2023/24 are not yet confirmed**

All applications to convert **must** initially be considered and approved by Diocesan Trustees and only then can the application be formally made to the DfE. This application is considered by an Advisory Board who have monthly scheduled meetings. The agenda for these meetings is however published several weeks prior to the meeting so therefore **applications to convert must be with the DfE at least 8 weeks in advance of the meeting at which the application will be considered by the Advisory Board.**

We as a diocese have no flexibility with the DfE Advisory Board dates.

Diocesan Trustees Schools Committee have delegated Stage 2 Conditional Consent to the Academies Committee who are able to meet in the months when a Schools Committee meeting is not scheduled.

Stage 2 consent application submitted to diocese	Stage 2 Consent considered at Trustees Schools Committee	Deadline for voluntary converter application to DfE	Agenda published on Gov.uk	Advisory Board Meeting	Earliest conversion date
19 Aug 2024	6 Sept 2022	11 November	13 January	7 February 2023	1 July 2023
7 Nov 2023	25 Nov 2022	27 December	22 February	14 March 2023	1 September 2023
28 Dec 2022	11 Jan 2023	8 February	6 April	25 April 2023	1 October 2023
		8 March	2 May	23 May 2023	1 November 2023
22 Feb 2023	7 March 2023	10 April	31 May	20 June 2023	1 December 2023
		1 May	25 June	11 July 2023	1 February 2024
No August Advisory Board meeting					
27 April 2023	9 May 2023	29 June	24 August	14 Sept 2023*	1 March 2024
		11 August	29 September	20 Oct 2023*	1 April 2024
22 June 2023	4 July 2023	1 September	27 October	17 Nov 2023*	1 May 2024
16 Aug 2023	6 Sept 2023*	28 September	23 November	13 Dec 2023*	1 June 2024
No January Advisory Board meeting					
7 Nov 2024	21 Nov 2023*	10 November	12 January	6 Feb 2024*	1 July 2024



APPLICATION FOR TRUSTEES' CONDITIONAL CONSENT - STAGE 1

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.

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 Stage 2 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.

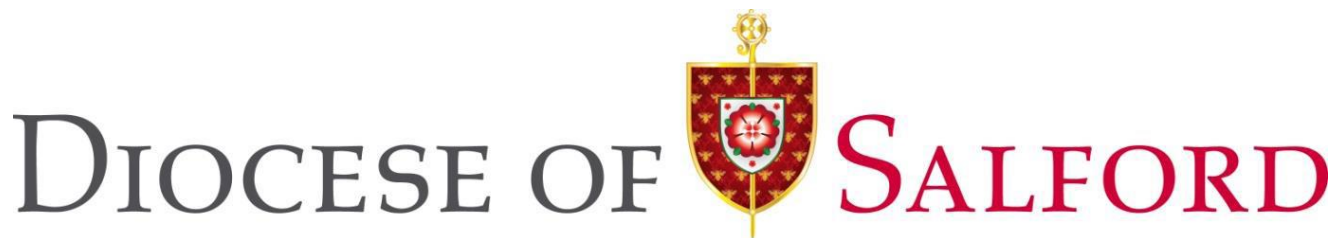
Signed

.....
Chair of Governors

.....
Headteacher

Date

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



APPLICATION FOR TRUSTEES' CONDITIONAL CONSENT - STAGE 2

The Governing Body of 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;
- 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;
- both 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

2.1 Current Ofsted category:

2.2 Date of inspection:

2.3 Date of last Section 48 inspection/CSI :

2.4 Governing Body's strategies for identifying underperformance and securing school improvement:

2.5

The Directors of CAT have adopted the Diocese of Salford Catholic Academy Trust Framework for Continuous Improvement. We confirm that we will use the vision,

principles and procedures outlined in the Framework to identify underperformance and secure school improvement.

3 CATHOLIC ACADEMY TRUST STATUS

3.1 We have been allocated to Catholic Academy Trust.

3.2 Schools currently in the Trust are:

3.3 We confirm that we have consulted with the Directors of Catholic Academy Trust.

4. CONSULTATION

We confirm that consultation with the following stakeholders has taken/is taking place:

- 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 CAT we are proposing to join

5. PARTNERSHIP

5.1 Our school currently undertakes the following work within the diocesan family of schools:

5.2 We are also involved in the following partnership work:

6. FINANCE

Please indicate that you have considered your financial position and completed financial due diligence

6.1 Three year forecast:

6.2 We have consulted the DfE site to determine what the likely level of our general annual grant (GAG) will be.

6.3 The CAT Central Team, along with the current capacity for business and financial management within the family of schools will provide the appropriate accounting system, payroll, banking services and legal

support. Where appropriate, services will be commissioned from across the CAT, the Diocesan family of schools, local authorities or commercial external providers.

6.4 Insurances will be obtained from Diocesan recommended insurers or through RPA.

7. EMPLOYEES

The CAT will ensure that all contracts for employees are CES contracts. Current employees pay and conditions of service will continue unchanged. Local and national pay and conditions will be adhered to.

8. PROPERTY PLAN AND EQUIPMENT

8.1 On-going or planned capital projects:

8.2 Defects in property, plant or equipment:

9. ADMINISTRATIVE AND MANAGERIAL CAPACITY

The Central Team will provide the capacity to successfully manage the requirements of company and charity law. Where required, the solicitors Browne Jacobson will act on behalf of the school/CAT

10. REASONS FOR SEEKING CONVERSION

Academy status is the way forward for our school because we see the following benefits:

11. GUARANTEES

We ask that the Chair of Governors and the Headteacher sign the Statement of Guarantee below 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.

B. SCHOOL PERFORMANCE

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

C. MULTI ACADEMY TRUST MODEL

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

D. WORKING WITH PARTNERS

We commit to continuing to work to support the aims and objectives of the Diocese.

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.

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

Headteacher

Name

Name

Signature _____

Signature _____

Date _____

Date _____

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

The dates for consideration by Trustees or Advisory Board are indicative and may be subject to change.

1. Budget	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Finance support is currently resourced internally or bought in from: 2. Financial system used: 3. Resources Committee meet termly, last meeting xxx next meeting xxx. 4. 21-22 budget - attached 5. 3 year forecast - attached 6. Latest reconciliation – attached 7. <u>Insurance arrangements</u> currently provided by: Catholic Insurance Scheme: £ Employer and Public liability: £ Absence insurance - teaching staff: £ Absence insurance - support staff: £ 	

2. Previous financial audits	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Recommendations 2. Fraud or theft 3. SFVS audit – attach 4. Process & procedure 5. Status of latest audit and date 	

3. Debts/creditors	
Information required	Agreed actions
SDSBP – please provide balance	
Other	

4. Fixed Asset	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Age of current IT 2. School owned Vehicle 3. Other assets 4. Fixed asset register 5. ICT plan 	

5. Other income	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Nursery 2. After school provision 3. Community 4. Other (including charitable/school fund) 5. Income reconciliation 	

6. Staffing	
Information required	Agreed actions

<ol style="list-style-type: none"> 1. Staffing list 2. Compromise agreements 3. Turnover 4. Skills audit 5. Governors 6. Supply 7. Absence 8. Pay disputes 9. Percuniary interests 10. Payroll 	
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7. Pupil numbers	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. PAN 2. Actual 3. Appeals 4. 5 year projections 	

8. Building issues	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. State of the estate 2. Current and projected cost of maintenance/capital 3. PFI (Private Finance Initiative) 4. Are any of the premises leased, including mobile units 5. Asset Management Plan 	

9. Health and safety	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Health and Safety Audit/report 2. Fire Risk Audit/report 	

10. Legal	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Claims for 2. Claims against 	

11. Contractual Any issues and copies of contracts	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Staff 2. Land 3. Leases 	

12. Trade Union agreements/relationship	
Information required	Agreed actions
<ol style="list-style-type: none"> 1. Associated unions 2. Facilities time arrangement 	

13. Risk Register	
Information required	Agreed actions

1. Attach copy	
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14.. Systems eg FMS/SIMS	
Information required	Agreed actions
1. Backup 2. GDPR 3. Trained staff/administrators	

15.. Governance	
Information required	Agreed actions
1. Resources Committee Minutes 2. FGB	

16. Safeguarding	
Information required	Agreed actions
1. Any known issues	

17. School Improvement Plan	
Information required	Agreed actions
1. Current Ofsted judgement: Date: Projected date for next inspection: 2. Attach report	

18. Local schools	
Information required	Agreed actions
1. No/PAN/Current intake/Ofsted	

19. Significant one-off costs	
Information required	Agreed actions
1. Incurred in last 12 months 2. Anticipated in next 12 months	

20. Bank	
Information required	Agreed actions
1. Bank accounts 2. Statements for last 12 months	

21. GDPR	
Information required	Agreed actions
1. Training and knowledge 2. GDPR policy 3. Breaches	