

## Truro Diocese Academy Conversion Checklist

The average conversion takes between 4 and 6 month from date of application

Action to be taken by the school	Number of weeks before completion
Complete research to inform all stakeholders about the pros and cons of academy conversion and joining or establishing a Multi Academy Trust which <b>must</b> include a discussion with the Diocesan Education Department. We are happy to attend a Governors' meeting.	Pre application
Governors must pass a resolution declaring their consent and intent to convert the school into an Academy.	Pre application
Register with the Department for Education, a simple online form, and receive named DfE lead. No commitment at this stage	Pre application
No VA or VC can convert without the consent of the Diocese. The Askel Veur Academy panel will meet with the school and the MAT to discuss the proposal. The panel will then make a recommendation to the full board, who can respond via email in order to meet a deadline. Simon Cade the Diocesan Director of Education will issue a letter of conditional consent.	Pre application
Decide who will undertake the conversion work? If the school is joining a VA MAT, it can use the MAT's legal representation. If it is joining a VC or Community MAT it must use the Diocesan legal representation, VWV.	Pre application
Make formal application.	
Voluntary Aided schools must run a TUPE process. Voluntary Controlled schools must contact the Local Authority and request that they start the TUPE process.	16
Prepare all contracts of employment so that they are ready to begin from the date of conversion. If the school is using Council contracts then they must be necessarily amended.	16
Prepare all titles to land and discuss any relevant leases that it would need to enter into. Led by solicitors.	14
Review all existing contracts and licence agreements for things such as waste disposal, computer software etc and decide on a transfer option, be it through assignment, novation or sitting the contract out.	14
Agree and share a Due Diligence document that will identify potential risks and threats to the new MAT	12
Agree a Memorandum of Understanding between all potential academies joining the MAT	12
Confirm the governance of the Academy trust board and the Local Governing Board, in compliance with the Articles of Association. Identify the members of the Trust and inform the Diocese. Askel Veur will be a corporate member of Community or VC MATs and will appoint the majority of members in a VA MAT.	12

Askel Veur requires a minimum of two Directors on the board of a VC/Community MAT. Askel Veur has a model scheme of delegation and terms of reference for a local governing board.	
Ensure that all contracts mentioned above are either assigned or novated. If the contracts cannot be assigned or novated and/or the school is seeking to use a new supplier the old contracts must be terminated and new contracts put in place. If services are lost from the Local Authority these services must be replaced, either with a new Local Authority contract or a new supplier.	12
Review the model documentation for the Memorandum, Articles of Association and Funding Agreement and raise any concerns that it might have for discussion. This is particularly important as any changes to the model documentation would have to be approved by the Department for Education and this could compromise the intended conversion date. (Led by solicitors)	10
Put provisions in place for dealing with outstanding loans and creditors, be it the Local Authority or another organisation. This applies to paying the debt off or transferring it to the new Academy.	8
Ensure that all relevant insurance policies are agreed upon and put in place so that they will take effect from midnight of the day of conversion.	4
After conversion liaise with LA re final pension figure, any monies that may be due to you or from you	

Number of weeks before completion is a guide. Some areas may be completed much earlier and are then ready for final conversion date.

Completion date is to be aimed for, but a school must convert on 1st of any month.