Document 1: Process for schools considering academy conversion and next steps

THE SALISBURY DIOCESAN BOARD OF EDUCATION

Board of Governors consider conversion to academy status

Board of Governors read and consider:

1. SDBE Academy Policy
2. SDBE Academy conversion costs – *Doc 2*
3. SDBE Legal Costs for academy conversion – *Doc 3*
4. SDBE sample Memorandum of Understanding
5. SDBE Corporate Member Role and Responsibilities

Board of Governors vote to undertake conversion to academy status within a MAT

CONSIDERING

Board of Governors undertake due diligence process to explore and consider existing MATS and/or potential partners for a new MAT

Board of Governors pass a resolution declaring their intent to convert and become part of XXX multi academy Trust (MAT)

Chair of XXX MAT, working with the CEO of XXX MAT, completes SDBE MAT due diligence process (*Doc 4*) as part of the request for SDBE granting conditional consent. Once complete, this is sent to SDBE signed by Chair of XXX MAT

CHOOSING

Board of Governors appoint an 'Academy Conversion Lead' who, with the Headteacher and Chair of Governors, complete the SDBE Academy Conversion application form and return it to sarah.mcnicol@salisbury.anglican.org

Letter from Chair of Governors requesting conditional consent for the school to convert into XXX MAT, accompanied by the completed SDBE Academy Conversion application form (*Doc 5*) is sent to SDBE

CONSENT