DATE XXXX

Dear XXXXX,

**Application for Conditional Consent to convert to an established Multi Academy Trust**

We wish to acknowledge receipt of your letter asking for Salisbury Diocesan Board of Education (SDBE) Conditional Consent, and request that you **complete the application** (Document 5) that you will find below, and return it to us within at least a month prior to submission to the HTB. On receipt the DBE will consider your completed application and make a decision about consent. The DBE will contact you in respect of the completion of this form and the necessary due diligence that the SDBE will need to undertake. Should a Conditional Consent Letter be subsequently issued by the SDBE you should send this with your application for an Academy Order to the Department of Education.

The Conditional Consent Letter will include the conditions that must be met before the Diocese will enter into the Agreements necessary for conversion. We will communicate directly with the Trust, and our solicitors will communicate directly with the solicitors acting for the Trust, to ensure that these conditions are met.

We also ask that you **sign the Document 2** pertaining to the charges levied by SDBE to cover SDBE’s academy conversion costs. SDBE does not have any internal funding to support the work required to process the conversion of schools to academy status.

The Multi Academy Trust you wish to establish, or join is referred to as “the Trust” throughout this application. Please give as much information as you are able to provide about the Trust.

Please find enclosed the following documents:

**Document 1** [Process for schools considering academy conversion and next steps](https://www.salisbury.anglican.org/schools/academy-trusts)

**Document 2** [Academy conversion costs (scroll down for completion)](https://www.salisbury.anglican.org/schools/academy-trusts)

**Document 3** [Legal costs for academy conversion](https://www.salisbury.anglican.org/schools/academy-trusts)

**Document 4** [SDBE MAT due diligence process](https://www.salisbury.anglican.org/schools/academy-trusts)

**Document 5** SDBE Academy Conversion application form (scroll down for completion)

**Documents relating to Foundation appointments:**

* Appointment Process, representation policy and role of the SDBE Corporate Member and appointment process [click here](https://www.salisbury.anglican.org/resources-library/schools1/governors/the-role-of-the-sdbe-corporate-member)
* Policies and appointment forms for foundation Members, foundation Trustees (Directors) and local foundation governors [click here](https://www.salisbury.anglican.org/resources-library/schools1/governors/governing-in-a-trust)

The SDBE wishes you well in the next stages of your academy conversion journey, and please do not hesitate to contact us if you have any questions or concerns.

Kind Regards



Dan Roberts

Foundation Governance and Academy Trusts Adviser



**Document 5**

**Application for Conditional Consent to Convert into a Multi Academy Trust (MAT)**

The SDBE will reach a decision about giving conditional consent, in the light of the submission made by the school and the Trust found below.

SDBE will share their decision with the school and the Trust, in writing, in the form of a letter of Conditional Consent.

Conditional consent from the SDBE must be secured in writing ahead of the Trust’s submission being formally considered by the South West Headteacher Board.

|  |  |  |
| --- | --- | --- |
| 1 | Name and Address of your School & status (VA or VC) |  |
| 2 | Name of the Trust you wish to join |  |
| 3 | Are you seeking the join the Trust through sponsorship? |  |
| 4 | Proposed date for consideration by HTB |  |
| 5 | Contact name, email address and telephone number of the lead person responsible for the conversion – in your school and for the MAT and (if known) for the Regional Schools Commissioner (RSC) | School Lead:  MAT Lead:  RSC Lead: |
| 6 | Why do you wish to become an academy within this MAT? |  |
| 7 | Please provide a summary of due diligence that your governing body has undertaken in relation to the MAT you propose to join (please attach any supporting paperwork\*)  \*see DBE suggested model document for strong due diligence |  |
| 8 | Please detail the other MATs you have considered, or you have been asked by the RSC to consider, and the reasons for not selecting each (please attach any supporting paperwork) |  |
| 9 | Please explain your understanding of the changes which will occur in local governance following your conversion; and include the scheme of delegation |  |
| 10 | Please indicate that you have included an organisational diagram for the Trust to include your school e.g. members, directors, committees, Hubs, LGB’s. |  |
| 11 | Please confirm that the Headteacher, Chair of governors and governors of your school have read:  SDBE Academy Policy  SDBE sample MOU and understand and agree SDBE expectations  SDBE Corporate Member Role and Responsibilities and understand and agree SDBE expectations |  |
| 12 | Please confirm the following, and that you have had a conversation with, if you are joining an existing MAT:   * SDBE Corporate Member for the Trust (name, contact details) * Foundation Members (name, contact details) |  |
| 13 | Please give the names and contact details of the proposed roles, and include a short pen picture for each if you are joining a new MAT:   * SDBE Corporate Member for the Trust * Foundation Members |  |

**Name of Headteacher completing the application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Chair of Governors completing the application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Document 2**

**Mandatory**

Name of school: …………………………………………………………………………………………

Individual school costs for **Multi Academy Trust /Academy Conversion**

Name of (proposed) Multi Academy Trust: **…………….…………………………………**

School status **(please circle as appropriate)** Foundation / VA / VC

**We accept the terms of the DBE Multi Academy Trust Conversion costs, as detailed and agree to settle full and final payment, post conversion, within 30 days of receipt of the invoice; the invoice will be sent to the school named above.**

Headteacher: (print name): ……………………………………………………Signature: ……………………………………………………

Chair of Governors: (print name): …………………………………………..Signature: ……………………………………………

Date: ………..…………………….. Current actual N.O.R.

**Actual cost for each school joining an *Existing* MAT:**

**PSA subscribers £4000 +VAT Non PSA £6000 + VAT**

**Actual cost for each school joining a *new* MAT:**

**PSA subscribers £5000+VAT Non PSA £7000 + VAT**

**Actual cost for a Single Academy Trust joining an *Existing* MAT:**

**PSA subscribers £2000 +VAT Non PSA £3000 + VAT**

**Actual cost for a Single Academy Trust joining a *new* MAT:**

**PSA subscribers £2500+VAT Non PSA £3500 + VAT**

**In addition** the school will cover the DBE legal costs incurred through the school’s conversion. The DBE offers the option of shared legal support with solicitors minimising legal costs to the school – Document 3.