**Document 3 Mandatory**

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

Following a governing body’s decision to convert to an academy the DBE will appoint an academy consultant to ensure that the DBE acts in a way that is timely and appropriate, as the legal process of academy conversion is undertaken. This will include administration, adviser and officer time for:

* Issue of DBE Conditional Consent letter to the school
* Up to 3 two hour meetings with DBE officers/consultants during the course of conversion
* Support for the appointment of DBE Foundation members and Foundation directors/trustees of the Trust
* Detailed scrutiny of the memorandum, articles and supplementary and side agreements by DBE consultant/officers
* Detailed scrutiny of land and trust issues relevant to the DBE by DBE consultant/officers
* Liaison with the Board of Education nominated solicitors
* Final approval by the DBE of all legal documentation
* Signing of the Trust deed

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

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 in document 6. 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 *Open* 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 sole convertor academy joining an *Open* MAT:**

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

**Actual cost for a sole convertor academy 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 4