**Application for Conditional Consent to Convert to an Academy**

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

If your application for conditional consent is approved, after discussion with the RSC and the Trust, we will issue a Conditional Consent Letter which you should attach with your application for an Academy Order from the [Department for Education (DfE)](https://apply-convert-academy.service.gov.uk/).

The Conditional Consent Letter will include the conditions which 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 may require you to re-apply for Conditional Consent if there are any changes in circumstances to the school, the trust or an extended period of time during the application process. Please note the fees set out in this form are subject to change on an annual basis.

**Please note:**

* If you are proposing to join at the same time as another church school you may wish to submit a joint application form.
* Conditional Consent can only be approved if a meeting has taken place between the Headteacher, Chair of Governors and Foundation Governors with the Diocesan and Education Department Officers; this is so that the implications of joining a MAT as a church school have been explained.

\*You may wish to attach, paste or include website hyperlinks below documents that are relevant e.g. Staff Structure of the MAT, due diligence grids etc.

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| **School and Trust Details** | | | | | | | | |
| 1 | Name, Address and contact details of your School | | |  | | | | |
| 1b | Number of pupils on Roll: |  | | Overall Ofsted Judgement  & Date |  | SIAMS Judgment  & Date |  | |
| 2 | Name (or proposed name) of the Trust you wish to join, and proposed conversion date.  Has the MAT (Directors and Members) formally approved in principle you joining? | | | Name of Trust: | | | | |
| Minuted decision taken by the FGB on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Yes/No  Minuted decision taken by the Trust on \_\_\_\_\_\_\_\_\_\_\_\_ (If joining an existing Trust)  **NB If articles are to be changed approval is also needed by the Members**  **Date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| 3 | Please give a brief description of the other schools either already in, or proposing to join the Trust. | | | Names of Schools already in the trust (Please include [GIAS](https://get-information-schools.service.gov.uk/?msclkid=3decc221b1da11eca26c7f95c1369995) or website link if more than 10 schools)      Names of any Schools proposing to join the trust with proposed dates for joining.      Other schools in ‘conversation’, if known.      Please include name of school, age range, number on roll, whether sponsored or not, religious designation and any other information you consider relevant. | | | | |
| 3b | Will the Trust be a sponsor? | | | Yes/No | | | | |
| 4 | Why do you wish to be an academy?  Please answer the following questions within your narrative.   * Why this particular MAT? * How does the Trust and your church school vision align? * How will this trust challenge you in School Improvement? * What is their capacity to offer you support and/ or for you to offer support? * How will the trust support, develop, enhance and uphold your Church School Character/   distinctiveness?   * What benefits have been identified for the staff, pupils and the wider community?   \*You may wish to add Governor minutes/Due diligence forms to this section. | | |  | | | | |
| 5 | Please give a brief description of the make up of the Members and Directors (sometimes called Trustees) of the Trust you wish to join, including the ratio of Foundation Members and Directors and any changes proposed.  Please also give the names of the (proposed) Foundation Members and Directors if they are already appointed, or if you know who is proposed. | | | **Members**  Number of Members \_\_\_\_ **Foundation Percentage** \_\_\_\_        **Directors (Sometimes known as Trustees)**  Number of Directors \_\_\_\_ **Foundation Percentage** \_\_\_\_       Please note if there are any Proposed Changes in percentages?  (The basic position is that a VA School may only join a Trust with a majority of Foundation Members and Directors. A VC school may only join a Trust with at least 25% Foundation Members and Directors) | | | | |
| 6 | Please set out a brief description of the governance structure of the Trust, including local governance / advisory committees.\* (Include Scheme of Delegation if agreed) | | |  | | | | |
| 7 | Please set out a brief description of the proposed Staff Structure of the Trust, describing line management. | | | This information may be available from the Trust as an organisational chart which can be attached.  **Chief Education Officer/Executive Principal:**  **Business Manager/Chief Operating Officer:**  **School Improvement lead:**  **Other Information:** | | | | |
| 8 | Due Diligence: Please give a brief account of any other Trusts, existing or proposed, you have considered, and the reasons for your decision.\* | | |  | | | | |
| 9 | Please give details of the solicitors the Trust (or proposed Trust) intends to instruct, if known. | | |  | | | | |
| 10 | Please confirm the following:   1. The School or the Trust will pay the costs\*reasonably incurred by the Diocesan Board of Education (DBE)  and their solicitor in the approval process as follows:   Solicitor and DBE Costs:   1. Approval of New Trust or Approval of a Revision to Articles, make up of Members and Directors   Solicitor costs: First Church School in or a change in Articles £4, 750 plus VAT, and DBE Costs:  £2,000 for each school = £6, 750  or   1. Solicitor Costs: Subsequent Schools with no change in Articles £2,750 plus VAT and DBE Costs:  £2,000 for each school = £4,750 2. The Chair of Governors and Foundation Governors have spoken to the Bath and Wells School Organisation Team regarding the academies process.   \*Costs are reviewed annually & may be subject to change from the time consent is given to the time of conversion. | | | | | | | I have read each of the statements opposite and agree to the costs.  (Please highlight/circle the statement above to confirm) |
| 11 | **Named Contact/s:** | |  | | | | | |
| **Date Submitted:** | |  | | | | | |