

## The Academy Conversion Process and Timeline (including consultation) at High Storrs School

Figure 1: Stages of conversion to academy status

Overall process can typically take between 3 and 4 months

### Registration

- Schools Register interest using the on-line form.
- A named contact in Department for Education (DfE) contacts the school and supports them through the conversion process.
- School governing body starts the consultation required by legislation with interested parties (can start later but must be completed before Funding Agreement).

### Application to convert/pre-approval checks

- School governing body and Foundation (where relevant) pass a resolution in favour of academy conversion
- School submits application to convert form to DfE
- Schools develop plans to support another school to raise standards and discuss with named DfE contact
- Local Authority/ governing body start the TUPE process
- Secretary of state approves school proposal and issues Academy Order

### Achieve Funding Agreement

- School submits grant claim to DfE and receives £25,000 grant to cover costs associated with the conversion process
- School finalises governance documents based on DfE model documents provided
- School registers the Academy Trust with Companies House
- School agrees leasing arrangements for the school land and buildings
- Local Authority/governing body complete the TUPE process
- School completes required consultation with interested parties
- School submits the Funding Agreement to the secretary of state for approval

### Pre-opening – Opening

- EFA provide school with indicative funding letter
- DfE sign and seal Academy funding agreement
- School undertakes CRB checks as necessary
- School puts new financial systems and contracts in place
- School completes academy registrations eg with exam bodies
- School opens officially as an Academy

Source: The Department for Education [www.education.gov.uk/schools/leadership/typesofschools/academies/primary/steps/b00204843/become-an-academy](http://www.education.gov.uk/schools/leadership/typesofschools/academies/primary/steps/b00204843/become-an-academy)

## **Timeline at High Storrs School**

### **October - December 2015**

Initial discussions around academisation and the key question ‘should High Storrs School become an academy?’ began at governing body meetings

### **June 2016**

Governing Body established a working group to investigate the options and the pros and cons

### **July 2016**

Chair of governors wrote the school community informing them that a working group had been set up and stating time scale for reporting back to full GB. Members of the working group given.

*NB During this period Headteacher also shared thinking around academy status (including pros and cons academisation) at Staff Meetings.*

### **November 2016**

Working Group reported back to the Full Governing Body outlining a number of options (including the changing landscape). Autumn newsletter to updated all on the governing body’s discussions. Letter sent to parents in Spring Term sharing the view that academisation was ‘extremely likely’.

### **January 2017**

Extraordinary meeting of the Governing Body to discuss a number of options. Working group tasked with further conversations with potential partners.

### **March 2017**

- Letter sent to all members of the school community (including local Primary Schools) detailing the Governing Body discussions. All invited to share questions and comment. FAQ section established on the website (and updated with each new question or comment). Staff updated/reminded in staff briefings about this important consultation.
- Extraordinary meeting of the Governing Body. The Governing Body voted to share a letter of intent to explore partnership with the Minerva Multi Academy Trust.

### **April 2017**

- (Before Easter) Decision to explore partnership with Minerva MAT shared with all staff. Letter of intent shared with Regional Schools Commissioner. Register of interest online form completed.
- (After Easter) Letter sent to all staff, parents/carers (including those of Y6s) and to local Primary Schools. Reiteration of the process to submit questions and comments. Dates given for parent/carer consultation meetings. Reminders via text and social media.
- Local Authority informed

*Next steps – consultation and final decision*

### **Further Parent/Carer Consultation**

- Meeting with Headteacher and representatives of governing body - Tuesday 23<sup>rd</sup> May 5pm-7pm

- Meeting with Headteacher and representatives of governing body - Thursday 25<sup>th</sup> May 5pm-7pm
- Ongoing additions to FAQ

### **Further Staff Consultation**

- Meeting with school union representatives – Thursday 25<sup>th</sup> May
- Meeting with local Trade Unions – Monday 19<sup>th</sup> June
- Staff Meeting – Monday 19<sup>th</sup> May
- Ongoing additions to FAQ

### **Further Student consultation**

- Form representative discussions with forms – w/c 15<sup>th</sup> May
- Form representative feedback – 25<sup>th</sup> May
- Student representatives meeting with governors – 6<sup>th</sup> June
- Assembly – w/c 10<sup>th</sup> July (tbc)

*NB this timeline does not include all updates with staff in staff via briefings and opportunities for staff and students to ask questions/meet with Headteacher*

The Governing Body will then meet to discuss all the feedback from the consultation process. They will also discuss progress with due diligence on Minerva MAT. They will then vote to proceed or re-assess the situation in the light of all information gathered. This meeting will take place in September 2017 (date tbc).

If the decision is taken to proceed the school and governing body then complete the steps in the 'achieve funding information' box (including the TUPE consultations).