

DIOCESE OF ARUNDEL & BRIGHTON



**DIOCESE OF
ARUNDEL &
BRIGHTON
EDUCATION SERVICE**

**DIOCESAN ACADEMY
STRATEGIC BOARD**

SCHOOLS PACK

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The Diocesan Education Service has developed the following guidance and model documents to assist Governing Bodies considering proposals to establish or join a cluster multi academy trust.

	Document	Purpose
1	FAQs	Information for Diocesan schools considering conversion to academy.
2	Report for Governors	A template report, prepared by Winckworth Sherwood, the Diocesan solicitors, for governors considering a resolution to convert.
3	Diocesan Application Form	The form to be used by a school seeking the consent of the Bishop to become an academy (or make a significant change to an existing academy).
4	Note on consultation	Advice on how to undertake consultation on the proposal to become an academy.
5	Template consultation letter	A template letter which can be used by schools to commence community consultation (NB. this is not a TUPE consultation document).
6	Due Diligence Questionnaire	The checklist to be completed in support of a school's application for Diocesan consent to become an academy. This information will enable the Diocese to ensure that the school's needs are being fully reflected in the MAT's business plan.
7	Timeline for Conversion	An indicative timeline for a school becoming an academy, indicating key stages of the process.
8	Diocesan Memorandum of Understanding	Sets out the understanding between the Diocese and the schools when a school becomes an academy, noting in particular the role of the Diocesan Academy Strategic Board.
9	Model Articles of Association	The model Articles for a Catholic multi academy trust to be established in the Diocese, based on the CES model published February 2015.
10	Model Scheme of Delegation	A model governance scheme for a cluster multi academy trust. This reflects the ethos and vision of the cluster MAT and the responsibilities of both the Directors of the MAT and the Governors serving on Local Governing Committees for each of the schools.
11	Template Church Supplemental Agreement	To be entered into for each school becoming an academy, this reflects the Diocesan trusteeship and the strategic partnership between the DfE and the Diocese in the provision of education.