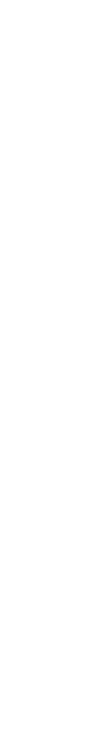
Academy Conversion – Joining a Multi-Academy Trust

Information Request





# Proposed Conversion

Information

### This questionnaire has been prepared to assist us in efficiently gathering the information that we require in order to carry out the legal work in connection with the conversion of the school.

| **Question No.** | **Enquiry** | **Response** |
| --- | --- | --- |
|  | The school | |
|  | Name of school (please also confirm the name of the school on conversion if will be different) |  |
|  | Type of school (e.g. special, community, foundation, VA, VC, etc) |  |
|  | Age range (please explain if different from GIAS) |  |
|  | Capacity (please explain if different from GIAS)  (note that this needs to be the net capacity figure that has been agreed with the Local Authority) |  |
|  | Nursery numbers (if applicable) |  |
|  | 6th form numbers (if applicable) |  |
|  | Preferred conversion date |  |
|  | Do you have a copy of your DfE letter of conditional consent/Academy Order? If so, please attach  Please confirm if this is a Directive Academy Order |  |
|  | The Multi Academy Trust (MAT) | |
|  | Name of the MAT the school is joining |  |
|  | Do you have a signed and sealed copy of the MAT Master Funding Agreement? If so, please attach |  |
|  | Contact Details | |
|  | Main school contact(s):  Telephone no:  Mobile No:  Email address: |  |
|  | Main MAT contact(s):  Telephone no:  Mobile No:  Email address: |  |
|  | Local Authority (LA):  Telephone no:  Mobile No:  Email address: |  |
|  | DfE project lead:  Telephone no:  Mobile No:  Email address: |  |
|  | (For church schools/schools with religious ethos only)  Diocese lead:  Telephone no:  Mobile No:  Email address: |  |
|  | Employees  *Where you respond ‘yes’ to a question in this section then please provide brief details* | |
|  | Is the Local Authority (LA) currently working with you in respect of the TUPE process? |  |
|  | Are any meetings planned with employee representatives or unions? |  |
|  | Do you propose to make any changes to employees’ terms and conditions? |  |
|  | Does the LA currently provide benefits for staff which may be difficult to replicate? |  |
|  | Are there any outstanding disciplinary issues or competency issues? |  |
|  | Are any of the workers at the school employed by a party other than the LA/Governing Body, such as catering or cleaning staff? |  |
|  | Have there been any recent/ongoing job evaluation/single status processes?  If yes, then please provide brief details including if any decisions made pursuant to such processes are subject to appeal |  |
|  | Are any current employees due to retire through ill health? |  |
|  | Assets and liabilities | |
|  | Please provide a list of all contracts/ licenses and arrangements relating to the school which are to transfer to the MAT using the attached Annex to provide this information |  |
|  | Are there any contracts/licences or arrangements which should not transfer to the MAT?  If yes, then please provide details |  |
|  | Please confirm if there any contracts or arrangements in your attached list of contracts which would require the consent of the supplier or any other party in order to transfer the benefit across to the MAT |  |
|  | Are there any assets at the school which will **not** transfer across?  If yes, then please provide details |  |
|  | Is the school budget in surplus or does the school have a deficit ?  If the school has a deficit, please provide brief details including details of any arrangements agreed with the DfE/LA to contribute towards repaying/writing off this deficit |  |
|  | Does the school have a private fund account? *(e.g. for funds for school trips)* that should transfer to the MAT on the conversion date?  If so, please provide the following details:  Bank name:  Account name:  Account number:  Sort code: |  |
|  | Does the school have any collaboration companies, trading companies or separate charitable trusts? |  |
|  | Property  *Where you respond ‘yes’ to a question in this section then please provide brief details* | |
|  | Please provide full address(es) of school site |  |
|  | Who currently owns the school’s land?  If it is owned by a foundation/trust, do they agree in principle to the school’s conversion? |  |
|  | Does the school have the benefit of or the use of any other property which does not form part of the main school site? |  |
|  | Does any other entity have the benefit of the use of the school site?  If yes, please give details |  |
|  | Have there been any issues arising in relation to the school gaining access to the property or the maintenance of the access roads? |  |
|  | Are there any communication masts on the site? |  |
|  | Are there any temporary buildings on the site, e.g. modular buildings or portacabins? |  |
|  | Is there a caretaker’s house on the school site? |  |
|  | Does the school share use of any part of the premises with anyone else? |  |
|  | Disputes and insurance |  |
|  | Please provide details of any ongoing or potential disputes involving the school **(**e.g. slip and trip claims, disputes with suppliers, etc) |  |
|  | Please provide details of any claims in the last three years under any insurance policy |  |
|  | Shared Use | |
|  | Other than those already outlined in the ‘Property’ section, does the school have any other shared use arrangements in relation to land or premises?  If yes, please summarise these and explain whether and how the current shared use arrangements will continue after conversion |  |
|  | **Leisure/Sports Facilities** | |
|  | Does the school premises have a leisure centre/sports hall/swimming pool/sports pitch/MUGA or similar facilities which are used by the wider community?  If no, go to next question |  |
|  | If yes: | |
| 8.3.1 | Who uses these facilities and what is the pattern of use? |  |
| 8.3.2 | Does the school or some other body manage this wider community use of the facilities? |  |
| 8.3.3 | What are the staffing arrangements in relation to the facilities? Are staff working in the facilities employed by the school or by some other body? |  |
| 8.3.4 | Are charges levied for the use of the facilities?  If yes, who sets the level of fees charged? |  |
| 8.3.5 | What is the total annual income received? |  |
| 8.3.6 | What are the costs of running the facility? |  |
| 8.3.7 | How are the finances monitored? |  |
| 8.3.8 | What is the level of any profit generated, and what is it used for? |  |
| 8.3.9 | Has any external body contributed to the costs of the facility?  If yes, are there any conditions attached to their contributions? |  |
| 8.3.10 | What arrangements for the management and running of the facilities are proposed post conversion? |  |
|  | **Children’s Centres** | |
|  | Is there a Surestart/Children’s Centre on the school premises or operated/run by the school?  If no, go to next question |  |
|  | If yes: | |
| 8.5.1 | Please confirm who runs the centre and the management arrangements |  |
| 8.5.2 | What arrangements/agreements exist in relation to the centre/centres? |  |
| 8.5.3 | Who will operate the centre and what arrangements/agreements are proposed post conversion? |  |
|  | **Nursery** | |
|  | Is there a nursery on the school premises or operated/run by the school?  If no, go to next question |  |
|  | If yes: | |
| 8.8.1 | Please confirm who runs the nursery and the management arrangements |  |
| 8.8.2 | What arrangements/agreements exist in relation to the centre/centres? |  |
| 8.8.3 | Who will operate the nursery and what arrangements/agreements are proposed post conversion? |  |
| 8.8.4 | Does the school charge for the nursery arrangements (if providing more than 15 hours per week)? If yes, how much money is generated per annum? |  |
|  | Grant funding |  |
|  | Has the school received any grants?  *Sport England grants, National Lottery grants, Energy Local grants, Football Foundation grants* |  |
|  | Please provide brief details of each grant received and indicate for each one whether it has been spent  Please also provide a copy of any novation agreements in respect of such grants |  |
|  | Is the school in the process of applying for any grant funding/any further grant funding?  If so, please provide details |  |
|  | Construction |  |
|  | Have there been any construction works at the school within the last 12 years (excluding current ongoing works)?  If yes, please provide:   * Brief description of works (identifying these works by reference to a plan and preferably by building name) * Copy of any construction documents * Value of works/contracts and the date of completion * Details of who procured the works, i.e. Governing Body, Diocese or LA * Arrangements for funding (including whether the works were funded by/provided under the BSF, PFI, PSBP or capital funding programmes) and how, if at all, funding arrangements will be affected by the conversion * Confirmation that the benefit of any warranties or guarantees will pass to the MAT |  |
|  | Is there any construction currently ongoing (e.g. works that have not reached practical completion or are within the defects liability period)?  If yes, please provide:   * Brief description of works (identifying these works by reference to a plan and preferably by building name) * Copy of any construction documents * Value of works/contracts and the date of completion * Details of who procured the works, i.e. Governing Body, Diocese or LA * Arrangements for funding (including whether the works were funded by/provided under the BSF, PFI, PSBP or capital funding programmes) and how, if at all, funding arrangements will be affected by the conversion * Confirmation that the benefit of any warranties or guarantees will pass to the MAT |  |
|  | Are any construction works planned?  If yes, please provide:   * Brief description of works (identifying these works by reference to a plan and preferably by building name) * Copy of any construction documents * Value of the planned works/contracts and the proposed date of start and completion * Details of who is procuring the planned works, i.e. Governing Body, Diocese or LA * Arrangements for funding (including whether the works were/will be funded by/provided under the BSF, PFI, PSBP or capital funding programmes) and how, if at all, funding arrangements will be affected by the conversion * Confirmation that the benefit of any warranties or guarantees will pass to the MAT |  |
|  | General |  |
|  | Is there anything else that you think we should know in respect of this project?  If yes, please provide details |  |
|  | Is there any aspect of the project that you are particularly concerned about?  If yes, please provide details |  |

# Annex: School Contracts & Licences

Contracts to be **transferred** to the MAT

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of contractor/supplier** | **Goods/services provided under contract** | **Contract start date** | **Contract end date** |
| *e.g. Konica* | *e.g. Photocopiers* | *e.g. 1 April 2016* | *e.g. 31 March 2021* |
|  |  |  |  |
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|  |  |  |  |

Contracts to be **excluded** from the transfer (will not transfer to the MAT)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of contractor/supplier** | **Goods/services provided under contract** | **Contract start date** | **Contract end date** |
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# Contact us

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| --- | --- | --- | --- | --- |
| Birmingham office  Victoria House  Victoria Square  Birmingham  B2 4BU  +44 (0)121 237 3900  +44 (0)121 236 1291 |  | Exeter office  1st Floor  The Mount  72 Paris Street  Exeter  EX1 2JY  +44 (0)370 270 6000 +44 (0)1392 458801 |  | London office  15th Floor  6 Bevis Marks  London  EC3A 7BA  +44 (0)20 7337 1000  +44 (0)20 7929 1724 |
|  |  |  |  |  |
| Manchester office  14th Floor  No.1 Spinningfields  1 Hardman Square  Spinningfields  Manchester  M3 3EB  +44 (0)370 270 6000  +44 (0)161 375 0068 |  | Nottingham office  Mowbray House  Castle Meadow Road  Nottingham  NG2 1BJ  +44 (0)115 976 6000  +44 (0)115 947 5246 |  |  |
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