

Department for Education

Considering Academy conversion – early actions!

The information below relates to **actions and consequences** for Governing Bodies to consider **before** formally applying to the DfE to convert to academy status.

Actions	Consequences
Governing Body resolution to work towards conversion through the submission of Stage 1 Conditional Consent Form to the Diocese.	<ul style="list-style-type: none"> The application for Stage 1 conditional consent will be considered by the Diocesan Trustees Academy Committee (DTAC) which meets monthly. The school will be informed of the decision reached by the DTAC within 5 school days of their meeting. Governors are asked to include on the Stage 1 form an indicative date for conversion. This date is subject to change at the discretion of the Governing Body.
Governing Body formally engages Browne Jacobson to undertake legal aspects of the conversion process. Other than in exceptional circumstances formal engagement should be at least 9 months prior to the intended conversion date.	<ul style="list-style-type: none"> Browne Jacobson have agreed a fixed fee of £8500 for all ‘standard’ conversions. ‘Non-standard’ may include PFI or complex land ownership type issues. The Governing Body will sign a contract with Browne Jacobson for the provision of legal services relating to conversion. <p>Should the conversion take place as planned the Browne Jacobson fee will become payable once the school receives the £25,000 conversion grant from the DfE</p>
The Governing Body decides to delay or withdraw from the conversion process.	<p>Delaying the process:</p> <ul style="list-style-type: none"> Extending the conversion date by 6 months is unlikely to incur additional costs. Extending the conversion date by more than 6 months is likely to incur some additional costs as it will probably require Browne Jacobson to have to repeat some of the work already completed on behalf of the school. <p>Withdrawing from the process:</p> <ul style="list-style-type: none"> The contract between the Governing Body and Browne Jacobson will set out the terms of the agreement. Please be aware however that a consequence of fully withdrawing from the process will be the Governing Body becoming liable for either the full conversion costs or part costs depending on the level of work already undertaken by Browne Jacobson on behalf of the Governing Body.
Conversion takes place as planned.	<ul style="list-style-type: none"> The school will receive almost immediately the full £25,000 conversion grant from the DfE. The school will be invoiced for £8500* by Browne Jacobson. The school will be invoiced approximately £5000 by the LA. The balance to be used at the discretion of the Governing Body.