

APPENDIX 1

The Process for seeking 'In Principle' consent from CDBE

Schools and Trusts should:

- a) Seek early advice: Speak to the Diocesan School Adviser who will outline the process of academisation from the perspective of the CDBE. A school should then seek further guidance from the Diocesan Director of Education (DDE) or Assistant Director.
- b) Demonstrate due diligence: This will include scrutiny of educational performance, finance, leadership and governance, legal and commercial issues, organisational structures and the size, capacity and geography of the Multi-Academy Trust (MAT). Schools should be able to evidence why they wish to join the identified MAT. Useful links include the DfE website, which includes model documentation for church schools, and the diocesan website.
- c) Evidence good governance: The Governing Body must agree and carefully minute a counted vote that states that:

"The governing board of St..... CE school requests the consent of the Chelmsford Diocesan Board of Education to apply for an Academy Order with a view to joining theAcademy Trust."
- d) Ensure effective consultation: Ascertain the views and obtain the consent of the relevant PCC. Minutes will be required by the CDBE.
- e) Submit an application: Complete the DBE application form '*Application for a Church of England School in the Diocese of Chelmsford wishing to become an Academy under the Academies Act 2010*' in good time for the papers to be circulated in advance of the CDBE Schools Organisation and Resources Committee (SORC) meeting. This will include assurances about Religious Education and Collective Worship. The application form is available from education@chelmsford.anglican.org
- f) Attendance at CDBE Committee Meeting: The Headteacher, Chair of Governors and a MAT representative will be invited to the SORC committee meeting to present the request to join the MAT. In exceptional circumstances, consent may be sought by electronic approval between meetings of SORC.
- g) Confirmation of In Principle Agreement: The CDBE informs the school governing board of its decision, in writing, within in five working days.

The CDBE will:

- Provide information, advice and support via the DDE, Assistant DDE and Buildings Officer.
- Invite the Headteacher and Chair of Governors with the CEO of the relevant MAT to attend a DBE meeting.
- Decide whether to give in principle agreement, give conditional agreement, withhold agreement or defer, pending further information.

The CDBE will need to satisfy itself that:

- Due process has been carried out.
- The proposal is fully supported by the Headteacher and Governing Body, and the proposed MAT.

- The issue has been fully consulted upon.
- It is in the ***school's*** best interest to join the proposed MAT and that the MAT meets the CDBE expectations set out in the published Academisation Strategy.
- The decision is in the best interests of the children who attend (or who will attend) the school.
- The aims and duties of the DBE are met.