

A guide to joining the Derby Diocesan Academy Trust

Registration

- DDAT and school agree to commence the Academy conversion process
- School completes simple on-line form to register interest with DfE.
- A named DfE contact emails the school. The school forward this to the DDAT.
- DDAT appoint a Project Manager to support the school through the conversion process.

Application to convert

- Consultation is planned and led by the Project Manager, with DDAT representatives leading meetings, supported by school colleagues.
- An Application to Convert form is completed by the Project Manager, and submitted to DfE.
- TUPE process begins, led by the DDAT.
- Secretary of State approves the school academy proposal and issues an Academy Order,
- DfE pay £25,000 grant to cover conversion costs.

Funding Agreement

- DDAT and school complete new Governance documents.
- Project Manager and legal team agree leasing arrangements for School land and buildings.
- TUPE process is completed, with employees transferring to the DDAT.
- Consultation with all stakeholders is completed.
- Funding Agreement is submitted to DfE by Project Manager and legal team.

Pre-opening and Opening

- The Education Funding Agency provides school with indicative funding letter.
- DfE sign and seal the Academy Funding Agreement.
- DDAT support school to put new financial systems and contracts in place.
- Project Manager supports school with academy registrations.
- School officially opens as an Academy, within the Derby Diocesan Academy Trust.



Becoming an academy within Derby Diocesan Academy Trust (DDAT)

How long will the academy process take?

The process typically takes 3-4 months.

Will the conversion add to the Headteacher and Business Manager's workload?

DDAT will allocate a Project Manager, funded by the DfE grant, to lead the conversion process and coordinate the Legal, HR and Finance activities carried out by the DDAT's providers. The Headteacher and School Business Manager will need to be involved in some meetings and activities, but this is kept to a minimum, because we understand that they need to remain focussed on the running of the school.

What happens to the school land and buildings?

The land and buildings for most church schools are owned by the Diocese, and sometimes by the Local Authority. Solicitors will usually arrange long leases to transfer the land and buildings to the DDAT, for the academy's use.

How are employees affected by the academy conversion?

All employees will be transferred to the DDAT, and there is a formal TUPE process to achieve this. [TUPE means Transfer of Undertakings (Protection of Employment) Regulations]. DDAT's HR provider will lead this process, which includes holding staff meetings to inform and invite questions.

Do we have to change the school name?

No. Many schools choose to keep their name.

What happens to the contracts we hold with the Council?

As an academy, the school will have the freedom to continue to buy services from the Council, or to choose alternative providers where this is more appropriate for the school's circumstances. Many schools decide to continue Council contracts, especially in the short term. *DDAT offer a number of support services at no additional cost to our academies including School Improvement, Finance, HR, Legal, Governance and ICT.*

How will the Governing Body be affected?

Governors' roles will largely be unchanged, although their legal constitution does change and authority is delegated from the Board to the Local Governing Body through Schemes of Delegation. DDAT value the work of Governing Bodies and want to work in partnership with Governors for the benefit of each academy. Support will be provided to the Governing Body, if needed, by the DDAT.

Do OFSTED inspect academies?

Yes, academies are subject to inspections in the same way as maintained schools. A Section 5 inspection for new academies usually takes place 1-2 years after the academy opens.

As an academy, will we receive a higher level of funding?

Academies receive a similar level of per-pupil funding as maintained schools, plus funding to meet additional responsibilities that are no longer provided for them by the Local Authority. To cover the costs of academy support, each academy will pay a management fee to the DDAT from their funding.