

## Academy Conversion Process: Glossary of Terms

Term	Description
<b>Academy Application</b>	The Academy Application is an online form, completed and signed by the school's Chair of Governors, or the Headteacher acting on their behalf. You will need to confirm that the governing body of the school has resolved that the school should become an academy. Details of what is needed to complete the application can be found <a href="#">here</a> . It can take between two and six weeks for an Academy Application to be reviewed by the DfE.
<b>Annual Compliance Check: Buildings, Land and Insurance</b>	Annual compliance check on buildings, land and insurance undertaken via the Annual Compliance Check: Buildings, Land and Insurance or through the annual Land and Buildings Collection Tool.
<b>Academy Conversion Support Grant</b>	The DfE provide £25,000 for schools wishing to convert to an academy and join an Academy Trust. The grant is to be spent on the conversion process, including legal fees and is paid once the DfE has issued the Academy Order.
<b>Academy Order</b>	An Academy Order is granted by the Secretary of State once the school's Academy Application has been successful.
<b>Aspirant Trust</b>	The Academy Trust the school is seeking to join.
<b>Department for Education (DfE)</b>	The DfE is the national government body with responsibility for children's services, policy and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.
<b>Diocesan Board of Education (DBE)</b>	The DBE provides guidance on good practice in religious education, collective worship, school management, school/community relationships and church/school partnerships. The Board meets three times a year and maintains considerable responsibilities in facilitating changes for schools brought about by government legislation. The Standards and Ethos Committee is a committee of the DBE.
<b>Diocesan Board of Education Consent Letter</b>	The letter of consent is issued to the school following the school's and aspirant Trust's successful presentation to the Standards and Ethos Committee and its subsequent

	recommendation to the DBE to approve the school joining the Trust. The letter of consent is required as part of the Academy Application.
<b>Church Supplemental Agreement</b>	Where the diocese own the land the school is built on and uses, it is usual for the Diocese to grant the Academy Trust a licence to use the land – this license is known as the Church Supplemental Agreement.
<b>Directors</b>	Some Trustees are referred to as Directors in the Trust’s Articles of Association. Their responsibilities are the same as those of Trustees.
<b>Education and Skills Funding Agency (ESFA)</b>	An agency sponsored by the Department for Education with accountability for funding education and skills training for children, young people and adults.
<b>Funding Allocation Pack</b>	The Funding Allocation Pack is issued by the ESFA once the Academy Order has been issued. It includes the indicative funding allocation letter which confirms how much funding the school will receive once it has converted to an academy.
<b>Headteacher Board</b>	Headteacher boards are responsible for advising and challenging regional schools commissioners on academy related decisions, including academy application. Headteacher boards are made up of experienced academy headteachers and other sector leaders who advise and challenge RSCs on the decisions they make.
<b>Land and Buildings Collection Tool (LBCT)</b>	The land and buildings collection tool collects information about all of the land and buildings used by a Academy Trusts and their academies.
<b>Land Questionnaire</b>	The Land Questionnaire must be completed by school’s wishing to convert to an academy. The questionnaire seeks confirmation of details of land ownership, leasing and any restrictions or covenants in place. It also requires information to be provided on the buildings and facilities.
<b>Local Governing Board (LGB)</b>	The governing body in a maintained school or a committee of the Trust Board in an Academy Trust.
<b>Members</b>	The Members of the Academy Trust are the equivalent of the shareholders in a commercial company (save that they do not receive dividends). They have a number of statutory rights and rights set out in the Academy Trust's Articles of Association (the Articles), including the right to remove Trustees, the right to receive the annual accounts and the right to change the Trust’s Articles of Association.
<b>Members Agreement</b>	A Members Agreement sets out any conditions imposed by the Diocese to ensure the school’s Distinctive Christian Character is maintained and supported when it joins an Academy Trust.
<b>Master Funding Agreement</b>	The Master Funding Agreement is a legally binding contract between the Academy Trust and the Secretary of State which sets out funding arrangements and a number of

	other requirements which are a condition of the funding grant including but not limited to the Trust's; governance arrangements, curriculum requirements, and Admissions and SEND requirements.
<b>Memorandum and Articles of Association</b>	The Memorandum and Articles of Association set out the names of the initial members of the academy trust and the articles are the rules that will govern the running of the Trust.
<b>Regional Schools Commissioners (RSC)</b>	Regional Schools Commissioners (RSC) take key operational decisions delegated to them by the Secretary of State for education, including academy conversion processes. They work closely with local Dioceses, including to help ensure strong multi-academy trust structures are in place that will support their schools if they become academies.
<b>School's Site Trustees</b>	Site Trustees are the custodians of the land a Church School is built upon. Site trustees are normally the Parish Vicar and Churchwardens or the DBE or relevant Archdeacon
<b>Secretary of State for Education</b>	The Secretary of State is responsible for the work of the Department for Education, including academies.
<b>Supplementary Funding Agreement</b>	The Supplementary Funding Agreement is, like the Master Funding Agreement, a legally binding agreement which sets out the funding arrangements and requirements for individual academies within the Trust.
<b>Title Plan</b>	A Title Plan sets out details of property or land ownership, ownership of boundaries and the extent of the land or property. The Title Plan is a large-scale plan, usually at a scale of 1:1250 and shows the property in relation to the surrounding properties.
<b>Trustees</b>	Trustees make up the Trust Board of an Academy Trust. The Trust Board is collectively accountable for the financial and educational performance of the Trust and all its academies. The Trust board is the employer of the staff within its academies and any central staff.
<b>Trust Deed</b>	Each Church of England School has its own Trust Deed which sets out the principles and legal conditions under which the school was established, including any determined purpose for the use of the buildings e.g. for educational purposes.
<b>Trust Modification Order (TMO)</b>	If the land is restricted for use by the Trust Deed, a Trust Modification Order will be required to authorise the school to occupy the land once it converts to an Academy. The DBE must be consulted if a TMO is required and its views submitted to the DfE prior to the TMO or funding agreement being issued.