

### Administration & Resources

- Use the toolkit
- Make arrangements for extra administrative support to deal with all the paperwork

### Consultation

- Be prepared to give the process your full attention and for additional workload during the stage running up to and following on from consultation.
- Ensure that the consultation is carried out thoroughly and that all responses are replied to.
- Use your consultant wisely and listen and act on their advice.

### Communication & Relationship Building

- Keep everyone informed - especially the staff and governors who may have their own agenda/politics/historical views. Make sure that you regularly update them on what is happening. COMMUNICATION is key.
- Invite reluctant or sceptical staff to meetings with prospective/partners.
- Make contact early and build a good relationship with your Local Authority/Diocese contact and keep them fully informed.
- Make sure everything you do is transparent to all involved parties.
- Share your thoughts with the whole school community and ask for their commitment Working with your local secondary school improves relations and sees you as an equal partner and not a “feeder school”.
- Do not take questions/criticisms personally. With all change comes unrest, worry, cynicism etc. People fear change and thus become defensive. It is not aimed at you! Often it is as a result of their own insecurities (relationship building) Be transparent from the start, involve Union Reps.

### Partners

- Choose your partners carefully and bring them on board early on so that they can contribute and shape your vision.
- Be clear as to why you have chosen your partners so that you can articulate this clearly to all during the consultation process. Partners must have the skills and commitment to enhance what you are already doing.
- Ensure regular meetings between partner schools - every couple of weeks.
- Be prepared for set backs and challenges to your personal motives and use your partner schools to help you through.
- Bring together perspective partners and the school community to get partners energised, committed and to establish mutual benefits.

### Visioning

- Identify your vision, the reasons for pursuing trust status first and how it may benefit your community.
- Opportunity to build on and celebrate your uniqueness.
- Embed your ethos in the trust.
- Agree the vision and shared ethos and make a plan.
- Well worth using start up funding to deliver a visioning day involving targeted Partners, Parents, Govs, SLT .

### Legal

- Employ a solicitor to take you through the public notices and transfer of land and assets.

#### General

- Be aware of press coverage when Expression of Interest is published
- LA can help draw up Instrument of Governance