

Appendix one

Trust school implementation plan – one school year

Schools may begin the trust school process at any time in the school year; therefore this plan has assumed that each term is of equal in length.

Term / week	Actions - school	Actions – partners / members	Actions - others	Toolkit stage
TERM ONE Weeks one -13	<ul style="list-style-type: none"> Contact the Trust and Foundation Schools Partnership to register an interest and enquire about further support and available resources Attend an Introductory Seminar or Primary Briefing Submit and Expression of Interest Decide at governors meeting to explore trust status Discuss and contact potential partners Draft Memorandum of Understanding Notify LA that considering change of school category <i>(if community or voluntary controlled school you must give seven days written notice to LA)</i> Initial meeting with partners to discuss proposals Draft implementation plan with milestone dates 	<ul style="list-style-type: none"> Consider proposals Discuss roles and responsibilities Jointly draft Memorandum of Understanding Initial meeting with school to discuss plans 		Stage one : School and partners decide to work together
TERM TWO Weeks 14 -18 Weeks 19 - 22 Weeks 23 - 26	<ul style="list-style-type: none"> Decide on consultation period - minimum of four weeks in term time Prepare:- <ul style="list-style-type: none"> consultation plan letter to parents letter to staff letter to trade unions open meetings for questions with governors, headteacher and representatives from partners (an option) letter to other interested parties Consult with stakeholders Consult with LA about land transfer Review responses and decide whether to proceed and/or amend proposals 	<ul style="list-style-type: none"> Trust partners / members are involved Attend open meetings with interested parties Review consultation documents 	LA consults with school about proposed land transfer	Stage two : Consult with parents and local stakeholders
TERM THREE Weeks 27 - 30 Weeks 31– 34	<ul style="list-style-type: none"> Prepare formal proposal Prepare formal notice Register with the DCSF School Organisation Unit Use the DCSF statutory notice builder Request DCSF to check the statutory notice to be published Publish the statutory notice and proposals Send a copy of the full statutory proposal and notice to the LA and DCSF School Organisation Unit Allow 4 weeks exactly for comments, objections and representations before making a decision 	<ul style="list-style-type: none"> Trust partners / members are involved 		Stage three : Publish statutory proposals and invite representations

<p>Weeks 35 – 36</p>	<ul style="list-style-type: none"> • Make a decision on proposals taking into account comments, objections and representations • Work through the statutory guidance for decision makers on the acquisition of a trust before making a decision • Decide whether to acquire the trust • Review draft Instrument of Government and forward copy to LA • Make decisions about a Parent Council (if applicable) • Finalise the Memorandum and Articles of Association (MAA) • Once approved by LA, sign the MAA • Register the trust with Companies House • Register the trust with the Charity Commission (if applicable) 			<p>Stage four : Consider representations and decide whether to acquire the trust</p>
<p>Weeks 37 – 39</p>	<ul style="list-style-type: none"> • Obtain relevant Criminal Records Bureau (CRB) certificates for trustees and new governors • Complete formal transfer of land and buildings • Ensure all arrangements are in place to reflect change of employment status for staff (e.g. contracts) • Decide on admission arrangements • Decide on trust-appointed governors • Create Parent Council (if trust appoints majority of governors) 	<ul style="list-style-type: none"> • Trust partners / members sign the MAA • Trust members appoint trustees • trustees appoint governors 	<p>Solicitors draw up the MAA LA reviews MAA</p> <p>LA completes formal transfer of land and buildings</p> <p>LA passes resolution that support staff remain part of the local government pension scheme</p>	<p>Stage five: Implementation</p>
<p>After Implementation</p>	<ul style="list-style-type: none"> • Complete the reconstitution of the governing body (within three months of implementation) • Induct trust-appointed governors • Admissions policy consultation must be complete by 1 March to come into force the following September • Update employment contracts over following year • Ensure formal land transfer within six months of implementation date. 			