

Minutes of Academy Working Party Meeting

Date: 8.30am 22nd May 2018

Attendees: Mary Wilson
Simon Jarvis
Katherine Bromley
Gabriel Gottlieb
Jennifer Smith
Carol Carroll

The purpose of the meeting is to agree a timeline for the conversion process. The remit of the Working Party includes:

- Prepare FAQs responses for publication on the school website
- Conduct staff consultation
- Conduct parent/wider community consultation
- Liaise with unions
- Prepare and deliver briefing with Reach2 for parents/wider community
- Analyze consultation responses
- Collate and publish feedback on consultation

The objective is for the conversion to be completed before the end December 2018.

The following meetings have already agreed:

24.5.18 Reach2 Financial Due Diligence

6.6.18 Reach2 HR Due Diligence

7.6.18 David Kilgallon & Gerry Kemble LBWF

13.6.18 Reach2 Teaching & Learning Review

1. David Cox, Project Lead at DfE, has advised that the first step in the academy conversion process is for him to submit our application to the monthly head teacher board (HTB) meeting, at DfE, to seek approval for our application from the Regional Schools Commissioner (RSC). The next possible HTB meeting is 21 June. The provisional outcome will be known that day. Full consultation with parents and all stakeholders can take place after the outcome is known.

2. Governors noted that the Head Teachers' Board may still turn the application down and that REAch2 will take their due diligence findings to their Trust Board. If the application is accepted by the Head Teacher's Board, governors to present decision to all staff on **9 July 2018**.

3. MW will speak to Governor Services and ensure that the school's proposal to convert to an academy and the conducting of a consultation is an agenda item at FGB on **10 July 2018**.

4. Based on governors' research, the Parent consultation period must be open for minimum of a 1-month period. Governors agreed that the consultation period should commence on 9th September 2018. This will enable all new Reception and Nursery parents to be included. Governors will invite written questions from parents, prior to the parent presentation. A full list of questions and answers will be sent out at the end of the consultation.

5. Sir Steve Lancashire and Governors to meet with parents (date to be confirmed). Governors to work with Lee Francis (Project Manager REAch2) to assist in two-way due diligence.

6. Governors will set up one point of contact (an email address) to receive and respond to questions from parents and wider community.

Next meeting 28.6.2018

Keys dates and actions

Action	Owner	Target date
Reach2 Financial Due Diligence	Reach 2/ Jill Augustin	25 May 2018
Reach2 HR Due Diligence	Reach 2/ Jill Augustin	6 June 2018
David Kilgallon & Gerry Kemble LBWF		7 June 2018
Reach2 T& L Review		13 June 2018
Arrange meeting with staff	Mary Wilson – confirm Governors involvement/attendance	9 July 2018
Gather ideas for FAQs from Governors	Katherine Bromley/ Jennifer Smith	ongoing
Request briefing packs from REAch2		
Prepare Parent written consultation		
Publish Parent consultation	Working Party	9 September 2018
Consultation period closes		9 October 2018
Analyze questions, prepare answers for publication on website and distribute at parent meeting	All Governors	
Steve Lancashire/ Governors meeting / presentation with parents		Dates to be confirmed
Liaise with unions		Dates to be confirmed