

Claremont High School

Timeline for Academy Conversion

Actions already taken:

- Discussion of the opportunity to convert following Michael Gove's announcement about outstanding schools and academies with governors (Full Governors' meeting in **July 2010**)
- Decision to investigate further at full Governors' meeting in **July 2010**
- Headteacher and Deputy attended the SSAT Academies Conference in **September 2010**
- LA Union Secretaries met with staff on school site to support their election of school based representatives (**September 2010**)
- School based representatives informed Governors and Leadership Team that they wished to have a secret ballot over the issue of consultation and that this should be with staff and parents (**October 2010**).
- Heads bulletin - **October 2010**
- Findings from the SSAT Academies Conference and other matters relating to conversion brought to the meeting by those attending including the written communication from the LA Union Secretaries discussed at the Full Governors meeting where Governors vote unanimously to adopt the second of three proposals stating their intention to make a formal expression of interest.
- Chair of Governors and Headteacher meet with the Six Acting Union Representatives and inform them of the Governor's decision and the purpose of the staff meeting (**Thursday 21st October**)
- Chair of Governors and Headteacher convene a Staff Meeting and explain the rationale for the decision reached and the next steps (**Thursday 21st October**)
- Informal meeting at Claremont with the new Director of Children and Families presented an opportunity to discuss the LA perspective on Claremont's possible conversion to Academy status and the
- Registration of 'expression of interest' following the decision of the Full Governors' meeting **November 2010**
- Completion and submission of the on line application 'to open channels of communication'. (November 2010)
- Hard copy of the on line application sent to the DFE Academies Unit (**November 2010**)
- All Governors are sent a copy of the on line application. (**November 2010**)
- First formal meeting between the Headteacher and Joint Teacher's Union Representatives with Deputy Head attending providing an opportunity to discuss ways forward in terms of communication and consultation. (Tuesday morning 30th November) Agreement is reached to postpone the requested union meeting (**14th December**) so that the school can agree the communication strategy.
- Chair of Governors and Headteacher agree the names of staff who will be invited to the one off meeting to discuss and agree the communications strategy. Invitations issued to staff via email to staff and Governors. (**insert date and names**)
- Thursday's Leadership Team meeting discusses the views of members on the issue of conversion and possible ways forward. (December 2nd)

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- Informal visit of the Local Council's Lead Member for Education presents an opportunity to discuss the LA perspective on Converter Academies, the possible impact of Claremont becoming an Academy and its future position within the family of schools. (December 2nd)
- Further exploration of the frequently asked questions and some drafting of the documents that could be included in the wider communication strategy which were presented to the Governors Sub committee (made up of Chair of Governors, Chair of Finance, Chair of Personnel, Headteacher and Three Deputies). (December 3rd 2010)

Following the Governor's decision to proceed towards conversion the next steps:

- Submission of further information on the school's current work with external partners within and beyond the family of schools to the DFE's Academies Unit. (December 3rd)
- Governors agree to move towards making a statement of 'intent to proceed towards conversion' (December 6th 2010)
- Exploration of the proposed communications strategy at a one off meeting (December 7th 2010)
- Contact made via email with Local Union Secretaries inviting them to a meeting with Chair of Governors and Headteacher (December 8th 2010).
- Formal staff consultation started as agreed within the communications strategy with a staff meeting called for Monday 13th December 2010
- **Presentation of the school's application by the DFE Academies Unit to the DFE Policy Unit planned for the 10th December 2010.**

From January 2011 following the submission of the schools application to the Board:

- Receive 'Academy Order' from DFE - January 2011
- Meeting with the Joint Union Reps (Teachers) Wednesday 12th January 2011
- Meeting of the Governors Academy Sub Committee – Monday 24th January at 2.00
- Headteacher's Meeting with School Improvement Partner – Friday 28th February
- Full Governors meeting (Special meeting) - Wednesday 9th February 2011
- Attendance at full Governors meeting by the joint union representatives to make their case – Wednesday 9th February 2011
- Headteacher and Deputy Meet with Finance Director and Head of School Improvement Services – Monday 14th February 2011
- Meeting between the Headteacher and Deputy Head with the joint union reps – Tuesday 15th February 2011
- Meeting between the Staff Governors and a group of staff – Thursday 17th February 2011
- First TUPE letter to all staff and all unions informing them of the proposed change of employer – 17th February 2011
- Full staff meeting – presentation by joint unions – separate presentation by Headteacher – Monday 28th February 2011
- Whole staff ballot over three days – Monday 28th February to Wednesday 2nd March 2011
- Ballot result published - Thursday morning – The 3rd March 2011
- Parents' Surgery meeting – between the 28th February and the 8th March 2011

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- Chair of Governors to meet with the Director of Children and Families – Monday 7th March 2011
- On going consultation and a range of emails on going during the whole consultation process.
- Consultation end date – 9th March 2011
- Full governors meeting to discuss the outcomes of the consultation process and a briefing from Lawyers – 10th March 2010
- Negotiate Funding Agreement - by March 10th 2011

If agreement to convert is reached:

- Second and final Tupe letter to all staff – March 2011
- If settlement is appropriate : Governors sign Funding Agreement (Full Governors not later than March 2011)
- If funding agreement accepted and signed and all other factors are in place : Conversion to an Academy (earliest date 1 April 2011/ latest date 1st May 2011)
- If funding agreement not accepted and or other significant factors are not in place then Governors will not sign the agreement and conversion will not take place.