

The Governing Body  
[Name and address of School]

Dear Sirs

**Proposal for [ ] School to convert to an academy**

I refer to our discussions regarding your school's proposed conversion to an academy under section 3 of the Academies Act 2010. Please accept this letter as the conditional consent of the Diocesan Board of Education (the 'DBE') to the school governing body making the application subject to:

1. Solicitors representing the DBE preparing and settling all documents relating to the setting up of the academy including but not exclusively those concerned with the constitution of the Academy Trust, the Funding Agreement and Supplemental Agreement (it is not intended that there will be any lease or licence arrangements between the school's foundation trustee(s) and the academy trust).
2. The DBE formally confirming that it is satisfied with all the documents relating to the setting up of the academy including but not exclusively those referred to in 1 above.
3. All statutory transfers of any part of the site from which the school operates which should have been transferred by the local authority to the foundation trustee(s) pursuant to the local authority's statutory duty having taken place.
- [4. The school securing the consent of the school's trustee(s) to the academy conversion.] (*This condition will only be included in cases where the Lincoln Diocesan Trust and Board of Finance Ltd is not the school's trustee.*)
- [5. The school securing the consent of those persons or bodies apart from the DBE entitled to appoint foundation governors.] (*This condition will only be included in cases where the DBE does not appoint all the foundation governors.*)
6. Your agreement to and settlement of all costs incurred by us including, for the avoidance of doubt, the costs of our legal and other professional advisers including VAT in considering this matter and ensuring all conditions to our consent have been satisfied. In this regard and unless your solicitors and ours are one and the same we expect you to put your solicitors in funds so that they can give an undertaking to our solicitors to meet these costs which are to be payable whether or not the proposed conversion proceeds to completion.
- [7. The payment of all debts owing to the Lincoln Diocesan Trust and Board of Finance Ltd.] (*This condition will only be included for Voluntary Aided School convertors.*)
8. Conversion by the school to an academy must otherwise be in accordance with the proposal agreed at the meeting of your governing body on [date] and not some other proposal.

This consent will become final and the school will be able to convert to an academy only when we are satisfied that all of the above conditions have been met.

You will no doubt be aware that a suite of documents has been agreed between the National Society and the Department for Education; these will form the basis for our instructions to our solicitors to prepare documentation for the school's future as a Church of England academy.

The Diocese is committed to continuing the successful partnerships with its schools and looks forward to working closely with you on this exciting journey.

Yours faithfully

**Authorised for and on behalf of [ ] Diocesan Board of Education**