

Timeline for Egloskerry Primary School to Join the Launceston College Multi Academy Trust.

Last updated Monday 20 February 2017

Action	Deadline	Person responsible	Complete
Egloskerry Governing body take decision to join MAT.	6 February 2017	Aaron Ward	Yes
Communicate decision to Launceston College.	7 February 2017	Aaron Ward	Yes
MAT Board notified of Egloskerry's decision to start process to join the MAT.	7 February 2017	Jack Jackson	Yes
Timeline for conversion proposed and circulated.	8 February 2017	Jack Jackson	Yes
Application to Convert submitted online to DfE.	8 February 2017	Tara Broad Emma Kerr	Yes
Timeline for conversion finalised and circulated.	20 February 2017	Jack Jackson	Yes
Discuss proposals with Headteachers from South Petherwin and Trekenner Primary Schools	21 February 2017	Emma Kerr	Yes
Engage Browne Jacobson to act as solicitors for process	21 February 2017	Tara Broad	Yes for LC. Discussed options for Egloskerry.
Inform Egloskerry staff of proposal to Join the MAT.	22 February 2017	Emma Kerr Aaron Ward	Yes
Inform Egloskerry parents of proposal to Join the MAT.	23 February 2017	Emma Kerr Aaron Ward	Yes
Notify Launceston Rural Learning Trust of decision to for Egloskerry to leave the Trust. (Email sent to Debbie Stoneman as Clerk)	23 February 2017	Emma Kerr	Yes
Invite Professional Associations to a meeting about TUPE. (<i>Meeting to be held at Launceston College, Fiona to invite Cornwall regional representatives, Emma to attend with Jack</i>).	21 February 2017	Jack Jackson	Yes
Information event for staff and parents. (<i>To be held at Egloskerry School, starting at 3.15pm. Aaron, Emma, Jack, Tara and Lynsey to attend</i>).	1 March 2017	Emma Kerr Aaron Ward Jack Jackson Tara Broad Lynsey Slater	Yes
Regional Schools' Commissioner and Head Teacher Board consider proposal.	March 2017	RSC	
Proposal for Egloskerry to join the MAT considered at MAT Board.	6 March 2017	Jack Jackson	
Meet with Professional Associations to share proposals. (<i>Fiona to set date and invite attendees</i>)	Wc 13 March 2017	Jack Jackson Emma Kerr	
Launceston Rural Learning Trust Board agree for Egloskerry to leave the Trust.	14 March 2017	Aaron Ward Emma Kerr	

Agree balance of time between Launceston College and Egloskerry for Lynsey from 1 June 2017 and any teaching recruitment needed.	17 March 2017	Lynsey Slater Emma Kerr	
Academy Order issued.	March/April 2017	Secretary of State	
Meet with Professional Associations to confirm proposals. <i>(Fiona to set date and invite attendees)</i>	Wc 24 April 2017	Jack Jackson Emma Kerr	
Meet to review progress on timeline for September opening. <i>(Fiona to set date)</i>	Wc 24 April 2017	Emma Kerr Aaron Ward Jack Jackson Tara Broad Lynsey Slater	
Financial due diligence completed.	17 May 2017	Tara Broad	
Financial due diligence considered by MAT Finance and Assets Committee.	24 May 2017	Tara Broad	
Secondment arrangements for Lynsey Slater to be acting headteacher at Egloskerry agreed at MAT Finance and Assets Committee meeting.	24 May 2017	Jack Jackson	
Lynsey Slater takes up post as acting Headteacher at Egloskerry .	1 June 2017	Lynsey Slater	
Finance training for Egloskerry admin team. <i>(Tara to agree date Lynsey to invite attendees)</i>	Wc 5 June 2017	Tara Broad	
Academic due diligence completed.	30 June 2017	Lynsey Slater Claire Penfold	
Legal due diligence completed.	30 June 2017	Tara Broad	
Egloskerry Governing Body agrees finalised proposals.	Wc 3 July 2017	Aaron Ward	
Draft memorandum and articles of association sent to DfE project lead.	4 July 2017	Tara Broad	
Draft funding agreement(s) and annexes sent to DfE project lead.	4 July 2017	Tara Broad	
Final draft of any leases/sub-leases which the academy trust plans to issue sent to DfE project lead.	4 July 2017	Tara Broad	
MAT board ratifies proposal for Egloskerry to join the MAT.	10 July 2017	Elaine Marshall Jack Jackson	
Submit written confirmation that The Commercial Transfer Agreement has been agreed to DfE project lead.	1 August 2017	Tara Broad	
Submit written confirmation that the main terms of any leases have been agreed including any sub-leases that the MAT intends to issue to DfE project lead.	1 August 2017	Tara Broad	
Submit approved and signed Funding	3 August 2017	Tara Broad	

Agreement (CTA), Memorandum and Articles of Association and any supplemental agreements to DfE project lead.			
Submit confirmation that leases and sub-leases have been signed by all parties to DfE project lead.	3 August 2017	Tara Broad	
Submit confirmation that the CTA has been signed by all parties to DfE project lead.	3 August 2017	Tara Broad	
Send the academy's bank details to EFA	17 August 2017	Tara Broad	
Open as an academy as part of the MAT	1 September 2017		