

## Fixed Price Academy Conversion Package

Elderflower Legal offers a cost-effective fixed price package for legal support in converting your school to an academy.

In converting to academy status, there are a number of legal issues on which independent legal advice should be sought during the process:

- Consultation and admissions arrangements
- Designing an appropriate constitutional and governance structure
- Transfer of staff under TUPE and associated pension liabilities
- Transfer of property, assets and contracts
- Negotiating the Funding Agreement with Dept for Education



We have worked with a wide range of schools, free schools, academy trusts and multi-academy trusts over the past 10 years, (including voluntary aided, voluntary-controlled and foundation schools and the conversion of an independent schools into a free school).

Having held positions as school governor and academy trust board member, we understand the challenges you face and the pressures you are under. We can quickly help you find cost-effective practical solutions, providing peace of mind and reassurance.

Our fixed price package includes the following:

- Support with initial stakeholder and consultation meetings
- Establishing the new academy trust at Companies House, appointment of directors and drawing up statutory registers
- Advice on governance arrangements, policies and procedures
- Advice on TUPE formalities and pension arrangements
- Negotiating the Funding Agreement and liaising with the Dept for Education
- Advice on admissions policy
- Transfer of land from the local authority or third party to academy trust, usually on a long-term lease at a nominal rent, agreeing any shared use arrangements
- Negotiate the Commercial Transfer Agreement with local authority (covering transfer of assets and contracts)
- Attend 2 half day meetings with the governors.
- Training session for new board members on their responsibilities
- Telephone and email support throughout the process
- Complimentary guidebook for new board members

## Fees

PRIMARY SCHOOL
£ 5635*
Plus VAT

SECONDARY SCHOOL
£ 6450*
Plus VAT

## About us

Elderflower Legal offers a personal service for a transparent price to help protect your legal position. We aim to build a long-term relationship as your trusted advisor, solving problems and helping you to flourish.

## Our commitment to you

- Integrity and trust – we will always put your interests first, provide an independent objective view and do our utmost to help you
- Friendly and responsive service- we will keep in regular contact, respond to requests promptly and keep you informed as matters progress
- Specialist sector knowledge – we keep up to date with the latest developments and make sure our people are well-trained and motivated
- Value for money – our transparent pricing structures and added value services will ensure you receive the best value.

## Our skills and experience

Our Principal Mark Johnson is a commercial solicitor and experienced company secretary with over 21 years' experience. Formerly a partner with large national law firms, he has extensive experience of commercial work in the education sector, including advising on capital projects, outsourcing and ICT contracts, constitutional and governance issues. He has advised on the establishment of numerous academy schools, multi academy trusts, free schools, collaborative, federations and school-led companies. He brings a wealth of experience and practical advice to education clients.

Contact us today for an informal discussion:

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\* In addition, you will need to budget for property search and company registration fees paid on your behalf of up to c.£500 in total. Price based on one single site and assumes that landowner supplies draft lease and title information promptly. We do not charge for travel within a 30 mile radius of our base in Cheshire. Outside of this area, mileage is charged at 45p per mile. Bulk printing and copying that you request will be charged at cost. Payment is due by instalments with 20% payable on instruction, 30% on delivery of fifty per cent and the remainder due on completion, i.e. the conversion date. The fee is fixed provided that the conversion is achieved no later than 6 months after instructing us – if there is a delay outside our control we may seek an additional fee. If the project is abandoned a pro-rata fee will be payable.