**Annex D - Negotiating offer closure letter**



**Regional Schools Commissioner’s Office**

**XXXX Region**

**XXXX Address**

**Email: XXXX@education.gov.uk**

Dear XXXX

**Transfer of XXXX Academy to XXXX Trust**

You will recall that XXXX, the Regional Schools Commissioner (RSC) wrote to you on XXXX to inform you that Lord Agnew, the Parliamentary Under-Secretary of State for the School System, had approved XXXX Trust as the new trust for XXXX Academy. In considering this decision, ministers and the RSC took account of stakeholders’ views and the advice of the XXXX Region Headteacher Board. The RSC is confident that XXXX Trust are best placed to take over management of the academy/support sustainable school improvements at [delete as appropriate] XXXX Academy and that the academy will become an asset to your Trust.

The table below confirms the total funding that Lord Agnew has agreed to allocate to support the transfer of XXXX Academy to XXXX Trust.

|  |  |
| --- | --- |
| *Name of grant* | *Amount* |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL** | **£** |

This funding must be used in accordance with the eligibility criteria as set out in the letter(s) of XXXX. Please note that receiving this funding is contingent on XXXX Trust agreeing to transfer XXXX Academy by 1 XXXX. Further conditions are as follows:

|  |  |
| --- | --- |
|  |  |
|  |  |

It is essential that all parties in this transfer have a shared understanding of what we are working towards and agree to the conditions of the transfer. Therefore, I would ask you please to complete the negotiating offer closure letter attached and return to me by email at XXXX@education.gov.uk.

I would like to thank you for your help and co-operation in reaching this stage in the academy transfer process.

Yours sincerely,

XXXX

Project Lead

Academies and Regional Delivery Directorate

*Attachment, negotiating offer closure letter:*

Dear XXXX

**Letter of Intent: Transfer of XXXX Academy to XXXX Trust**

On behalf of XXXX Trust, I hereby confirm agreement to transfer XXXX Academy to XXXX Trust.

I agree to proceed towards the academy transfer on the basis of the funding offer outlined below:

|  |  |
| --- | --- |
| *Name of grant* | *Amount* |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL** | **£** |

I confirm the agreed target transfer date of XXXX and undertake that the Trust will use its best endeavours to achieve this.

I agree to comply with the conditions relating to the provision of funding.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Agreement on behalf of the Department for Education*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_