

Indicative Timeline for PFI schools becoming Academies

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Document Status	★ PFI Checklist sent to LA and school by DfE project lead		★ Deed of Variation to Project Agreement (DoV) agreed by Contractor and Funders		★ School Agreement Agreed	★ PFI Funder approval given
Actions	★ Kick off call held ★ Finance call held				★ Principal Agreement Agreed ★ Lease Agreed	★ Documents circulated for signature
Local Authority	Complete LA sections of PFI Checklist. Send Project Agreement to DfE lawyers for review Working to produce School Agreement	Advanced draft DoV to Project Agreement provided to DfE lawyers for comment	DoV sent to PFI Contractor and Funders for comment Advanced draft of School Agreement & PFI lease shared with DfE lawyers for comment	(Contractor working to agree DoV and seek funder consent) Negotiate Principal Agreement	DoV and insurance cover notes provided to LA from PFI contractor Documents cleared by LA Cabinet (if applicable)	
School / Sponsor	Complete school sections of PFI Checklist Complete land questionnaire and share with DfE Working to produce School Agreement	First draft of Funding Agreement (with PFI amends) and articles provided to DfE	Work with LA to agree an advanced form School Agreement	Negotiate Principal Agreement		
DfE	Arrange project kick off and finance calls Share PFI Checklist information with DfE lawyers	Provide DoV clearance	Provide clearance of Funding Agreement, articles and other Academy documentation Provide finance and policy comments on School Agreement and lease	When School Agreement in advanced form, produce scheme specific Principal Agreement Negotiate Principal Agreement		Provide final policy & finance clearance of Principal Agreement, School Agreement & lease Project lead to advise on completion arrangements

NB: Complex projects may take longer than 6 months, but the table above can be used to plan projects and agree a realistic opening date.