



Department  
for Education

**Department for Education**

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[rsc.eastnelondon@education.gov.uk](mailto:rsc.eastnelondon@education.gov.uk) from 01.10.16

**Mr Pete Jordan**  
**Wymondham High Academy Trust**  
**Folly Road**  
**Wymondham**  
**Norfolk**  
**NR18 0QT**  
[jordanp@wh-at.net](mailto:jordanp@wh-at.net)

30/08/2016

Dear Mr Jordan

I am pleased to confirm that Wymondham High Academy Trust's proposal to change from a single to a multi academy trust has been approved by Lord Nash/by the Education Funding Agency (EFA) on behalf of the Secretary of State.

When a single academy trust changes to become a multi-academy trust, documentation changes are needed to reflect the revised structures.

The existing single academy trust's articles of association will need to be replaced by the multi academy trust articles. The multi model articles are available on the Gov.UK website at:

[Academy model memorandum and articles of association - Publications - GOV.UK](#)

The members of the academy trust will need to draft a special resolution to agree the amendment to the articles of association. This requires 75% of the members agreeing to the amendment. Please note that under the Companies Act it is the members and not the governors who must pass the resolution.

Once you have drafted the draft special resolution it should be sent to Ms Shad Ohayon (at [academy.questions@education.gsi.gov.uk](mailto:academy.questions@education.gsi.gov.uk) ref: ENQ-175521-Z9T9Y7) along with a clean version and a tracked change version of the articles.

The existing single funding agreement must be terminated and needs to be replaced by one master funding agreement for the multi academy trust. This will require a deed of variation drafted by your solicitors. You will need a new supplemental funding agreement for each academy within the trust. Model master funding agreements and supplemental funding agreements are available on the GOV.UK website at:

[Academies: multi model funding agreements - Publications - GOV.UK](#)

Copies of these documents should be sent to Ms Shad Ohayon (at [academy.questions@education.gsi.gov.uk](mailto:academy.questions@education.gsi.gov.uk) ref: ENQ-175521-Z9T9Y7) for approval. The EFA on behalf of the Secretary of State will then review the

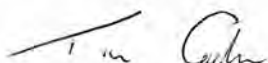
documentation and advise you accordingly.

On receipt of the final approval you will need to send us two signed copies of the master funding agreement and the supplemental funding agreement(s) for each academy, the signed special resolution and a final copy of the Multi Model Articles. These will be signed on behalf of the Secretary of State. One copy will be then be returned to you and we will arrange for the other copy to be uploaded onto the DfE website).

As an academy trust you should also be aware that you have a responsibility as an employer to TUPE transfer staff to the new multi academy trust as the new employer and you need to take advice from your lawyers about meeting these responsibilities. Assets and liabilities will also have to transfer to the multi-academy trust through a commercial transfer agreement (CTA).

As the company does not change (the MAT retains the same company number as the original SAT), there is no need to change bank details or transfer land.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Coulson', written in a cursive style.

Tim Coulson  
Regional Schools Commissioner