



FILE COPY

**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company No. 8018276

The Registrar of Companies for England and Wales, hereby certifies that

LICHFIELD DIOCESAN ACADEMIES TRUST

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England/Wales

Given at Companies House on **3rd April 2012**



N08018276J



Companies House
— for the record —



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES

IN01

Application to register a company



005378/105

A fee is payable with this form
Please see 'How to pay' on the last page

☒ **What this form is for**
You may use this form to register a
private or public company

☐ **What this form is NOT for**
You cannot use this form to register
a limited liability partnership. To
this, please use form LL IN01

TUESDAY



LD1 "L161WN1L"

03/04/2012

#302

COMPANIES HOUSE

Part 1 Company details

→ **Filling in this form**
Please complete in typescript or in
bold black capitals

All fields are mandatory unless
specified or indicated by *

A1 Company details

Please show the proposed company name below

Proposed company
name in full ①

Lichfield Diocesan Academies Trust

For official use

8018276

① **Duplicate names**
Duplicate names are not permitted. A
list of registered names can be found
on our website. There are various rules
that may affect your choice of name.
More information is available at
www.companieshouse.gov.uk

A2 Company name restrictions ②

Please tick the box only if the proposed company name contains sensitive
or restricted words or expressions that require you to seek comments of a
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted
words or expressions and that approval, where appropriate, has been
sought of a government department or other specified body and I attach a
copy of their response

② **Company name restrictions**
A list of sensitive or restricted words
or expressions that require consent
can be found in guidance available
on our website
www.companieshouse.gov.uk

A3 Exemption from name ending with 'Limited' or 'Cyfyngedig' ③

Please tick the box if you wish to apply for exemption from the requirement to
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative

☒ I confirm that the above proposed company meets the conditions for
exemption from the requirement to have a name ending with 'Limited',
'Cyfyngedig' or permitted alternative

③ **Name ending exemption**
Only private companies that are
limited by guarantee and meet other
specific requirements are eligible to
apply for this.
For more details, please go to our
website
www.companieshouse.gov.uk

A4 Company type ④

Please tick the box that describes the proposed company type and members'
liability (only one box must be ticked)

☐ Public limited by shares
☐ Private limited by shares
☒ Private limited by guarantee
☐ Private unlimited with share capital
☐ Private unlimited without share capital

④ **Company type**
If you are unsure of your company's
type, please go to our website
www.companieshouse.gov.uk

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Application to register a company

A5

Situation of registered office ①

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales
☐ Wales
☐ Scotland
☐ Northern Ireland

① Registered office

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales.

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

A6

Registered office address ②

Please give the registered office address of your company

Building name/number 1
 Street The Sanctuary
 Post town Westminster
 County/Region London
 Postcode S W 1 P 3 J T

② Registered office address

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

A7

Articles of association ③

Please choose one option only and tick one box only

- Option 1 I wish to adopt one of the following model articles in its entirety Please tick only one box
☐ Private limited by shares
☐ Private limited by guarantee
☐ Public company
- Option 2 I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s) Please tick only one box
☐ Private limited by shares
☐ Private limited by guarantee
☐ Public company
- Option 3 ☒ I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application

③ For details of which company type can adopt which model articles, please go to our website www.companieshouse.gov.uk

A8

Restricted company articles ④

Please tick the box below if the company's articles are restricted

☐

④ Restricted company articles

Restricted company articles are those containing provision for entrenchment For more details, please go to our website www.companieshouse.gov.uk

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Application to register a company

Part 2**Proposed officers**

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to Section B1; For a corporate secretary, go to Section C1; For a director who is an individual, go to Section D1; For a corporate director, go to Section E1.

Secretary**B1****Secretary appointments ①**

Please use this section to list all the secretary appointments taken on formation.
For a corporate secretary, complete Sections C1-C5.

Title*	
Full forename(s)	
Surname	
Former name(s) ②	

① Corporate appointments

For corporate secretary appointments, please complete section C1-C5 instead of section B.

Additional appointments

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

② Former name(s)

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

B2**Secretary's service address ①**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

① Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

B3**Signature ①**

I consent to act as secretary of the proposed company named in Section A1.

Signature	<div>Signature</div> <div>X</div>
-----------	-----------------------------------

① Signature

The person named above consents to act as secretary of the proposed company.

IN01

Application to register a company

Corporate secretary**C1****Corporate secretary appointments**

Please use this section to list all the corporate secretary appointments taken on formation

Name of corporate body/firm

Building name/number

Street

Post town

County/Region

Postcode

Country

Additional appointments

If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page

Registered or principal address
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

C2**Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3 only**→ No Complete **Section C4 only****C3****EEA companies**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/firm is registered

Registration number

EEAA full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk

This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

C4**Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered

Registration number

Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

C5**Signature**I consent to act as secretary of the proposed company named in **Section A1**

Signature

Signature

X

X

Signature

The person named above consents to act as corporate secretary of the proposed company

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Application to register a company

Director

D1	Director appointments ①	
	Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5	
Title*	Mr	
Full forename(s)	Howard John	
Surname	Dellar	
Former name(s) ②		
Country/State of residence ③	UK	
Nationality	British	
Date of birth	<div>d1</div> <div>d9</div> <div>m1</div> <div>m0</div> <div>y1</div> <div>y9</div> <div>y7</div> <div>y1</div>	
Business occupation (if any) ④	Solicitor	

① Appointments
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

② Former name(s)
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

③ Country/State of residence
This is in respect of your usual residential address as stated in section D4.

④ Business occupation
If you have a business occupation, please enter here. If you do not, please leave blank.

Additional appointments
If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

D2	Director's service address ⑤	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4 .	
Building name/number	The Company's Registered Office	
Street		
Post town		
County/Region		
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
Country		

⑤ Service address
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

D3	Signature ⑥	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div>Signature</div> <div>X</div> <div>Howard Dellar</div> <div>X</div>	

⑥ Signature
The person named above consents to act as director of the proposed company.

IN01

Application to register a company

Director

D1	Director appointments ①	
	Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5	
Title*	Mrs	
Full forename(s)	Katharine Mary	
Surname	de Bono	
Former name(s) ②		
Country/State of residence ③	UK	
Nationality	British	
Date of birth	<div> <div>d0</div> <div>d8</div> <div>m0</div> <div>m4</div> <div>y1</div> <div>y9</div> <div>y7</div> <div>y0</div> </div>	
Business occupation (if any) ④	Solicitor	

① Appointments
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

② Former name(s)
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

③ Country/State of residence
This is in respect of your usual residential address as stated in Section D4.

④ Business occupation
If you have a business occupation, please enter here. If you do not, please leave blank.

Additional appointments
If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

D2	Director's service address ⑤	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	The Company's Registered Office	
Street		
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		

⑤ Service address
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

D3	Signature ⑥	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div> <div>Signature</div> <div>X</div> <div>KM de Bono</div> <div>X</div> </div>	

⑥ Signature
The person named above consents to act as director of the proposed company.

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Application to register a company

Corporate director

E1	Corporate director appointments ①		
	Please use this section to list all the corporate directors taken on formation		
Name of corporate body or firm			① Additional appointments If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page Registered or principal address This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Building name/number			
Street			
Post town			
County/Region			
Postcode	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
Country			
E2	Location of the registry of the corporate body or firm		
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete Section E3 only → No Complete Section E4 only		
E3	EEA companies ②		
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register		
Where the company/firm is registered ③			② EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk ③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Registration number			
E4	Non-EEA companies		
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register		
Legal form of the corporate body or firm			④ Non-EEA Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
Governing law			
If applicable, where the company/firm is registered ④			
If applicable, the registration number			
E5	Signature ⑤		
	I consent to act as director of the proposed company named in Section A1		
Signature	Signature <div style="font-size: 2em; font-weight: bold;">X</div>		⑤ Signature The person named above consents to act as corporate director of the proposed company.

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Application to register a company

Part 3**Statement of capital**

Does your company have share capital?

→ Yes Complete the sections below

→ No Go to Part 4 (Statement of guarantee)

F1**Share capital in pound sterling (£)**

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete Section F1 and then go to Section F4

Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
				£
				£
				£
				£
Totals				£

F2**Share capital in other currencies**

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

Currency				
Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

F3**Totals**

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate
nominal value ❸

❸ Total aggregate nominal value
Please list total aggregate values in
different currencies separately For
example £100 + €100 + \$10 etc

❶ Including both the nominal value and any
share premium

❷ Total number of issued shares in this class

❶ Number of shares issued multiplied by
nominal value of each share**Continuation Pages**Please use a Statement of Capital continuation
page if necessary

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Application to register a company

F4 **Statement of capital** (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**

Class of share

Prescribed particulars
1

1 Prescribed particulars of rights attached to shares

The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share

Continuation pages

Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

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Application to register a company

Class of share	
Prescribed particulars ①	

① Prescribed particulars of rights attached to shares
The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share

Continuation pages
Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

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Application to register a company

F5

Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						

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Application to register a company

Part 4**Statement of guarantee**

Is your company limited by guarantee?

→ Yes Complete the sections below

→ No Go to **Part 5** (Statement of compliance)**G1****Subscribers**

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member,
- payment of costs, charges and expenses of winding up, and,
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

1 Name

Please use capital letters

2 Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

3 Amount guaranteed

Any valid currency is permitted

Continuation pages

Please use a 'Subscribers' continuation page if necessary

Subscriber's details

Forename(s) 1

HOWARD JOHN

Surname 1

DELLAR

Address 2

The Company's Registered Office

Postcode

--	--	--	--	--	--	--	--

Amount guaranteed 3

£1

Subscriber's details

Forename(s) 1

KATHARINE MARY

Surname 1

DE BONO

Address 2

The Company's Registered Office

Postcode

--	--	--	--	--	--	--	--

Amount guaranteed 3

£1

Subscriber's details

Forename(s) 1

Surname 1

Address 2

Postcode

--	--	--	--	--	--	--	--

Amount guaranteed 3

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Application to register a company

Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	
Amount guaranteed ❸	

Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	
Amount guaranteed ❸	

Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	
Amount guaranteed ❸	

Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	
Amount guaranteed ❸	

Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	
Amount guaranteed ❸	

❶ Name

Please use capital letters.

❷ Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

❸ Amount guaranteed

Any valid currency is permitted

Continuation pages

Please use a 'Subscribers' continuation page if necessary

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Application to register a company

Part 5

Statement of compliance

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

- No Go to **Section H1** (Statement of compliance delivered by the subscribers)
- Yes Go to **Section H2** (Statement of compliance delivered by an agent)

H1

Statement of compliance delivered by the subscribers ^①

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

① Statement of compliance delivered by the subscribers
Every subscriber to the memorandum of association must sign the statement of compliance

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Application to register a company

Subscriber's signature	Signature X	X	Continuation pages Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	

H2

Statement of compliance delivered by an agent

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association

Agent's name	Lee Bolton Monier-Williams									
Building name/number	1									
Street	The Sanctuary									
Post town	Westminster									
County/Region	London									
Postcode	S	W	1	P		3	J	T		
Country	UK									
	I confirm that the requirements of the Companies Act 2006 as to registration have been complied with									
Agent's signature	Signature X Lee Bolton Monier-Williams X									

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Application to register a company



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Howard Dellar**

Company name **Lee Bolton Monier-Williams**

Address **1, The Sanctuary**

Post town **Westminster**

County/Region **London**

Postcode **S W 1 P 3 T J**

Country **UK**

DX **145940 Westminster 4**

Telephone **020 7222 5381**



Certificate

We will send your certificate to the presenters address (shown above) or if indicated to another address shown below

- ☐ At the registered office address (Given in Section A6)
- ☐ At the agents address (Given in Section H2)



Checklist

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following

- ☐ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website
- ☐ If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent
- ☐ You have used the correct appointment sections
- ☐ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☐ The document has been signed, where indicated
- ☐ All relevant attachments have been included
- ☐ You have enclosed the Memorandum of Association
- ☐ You have enclosed the correct fee



Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses



How to pay

A fee is payable on this form. Make cheques or postal orders payable to 'Companies House'. For information on fees, go to www.companieshouse.gov.uk



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE



Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

Companies Acts 1985 to 2006

Company not having a share capital

MEMORANDUM OF ASSOCIATION

of

LICHFIELD DIOCESAN ACADEMIES TRUST

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

Name of each subscriber

Authentication by each subscriber

(a) Howard John Dellar



(b) Katharine Mary de Bono



Date 3rd April 2012

Companies Acts 1985 to 2006

Company limited by guarantee

**ARTICLES OF ASSOCIATION OF
LICHFIELD DIOCESAN ACADEMIES TRUST**

PREAMBLE

- a This Charity has been set up by the Lichfield Diocesan Board of Education in response to the likely challenge of a large number of Church of England schools converting or otherwise becoming Church of England Academies under the Academies Act 2010
 - b As Academy Trusts rather than local authorities will have sole responsibility for
 - i the standard of education provided at their Academies,
 - ii school improvement and
 - iii their conduct of the Academies
- this Charity has been set up to (1) help and support Church of England Academy Trusts in the Diocese to fulfil their responsibilities outlined above and (2) in their role as a member of each of the Church of England Academy Trusts, to challenge and hold governors to account
- c The Charity is also intended to operate as a sponsor or co-sponsor of Church of England Academies in the Diocese and elsewhere as required
 - d The Charity may also undertake other roles and activities pursuant to its Objects and the description of particular roles and activities in this Preamble in

no way limits the roles and activities that the Charity can properly undertake pursuant to its Objects

e Defined terms are set out in Article 14

1 Objects

1.1 The **Objects** of the **Charity** are to advance for the public benefit education in the diocese of Lichfield or elsewhere, in particular but not exclusively, by

- (1) promoting the efficiency and effectiveness of Educational Institutions and the efficient and effective application of resources for such purposes including by promoting and disseminating models of good practice and by the delivery of support services generally to such institutions;
- (2) advancing the education of people who work or volunteer in or govern, Educational Institutions in order to assist those persons to deliver a high quality education to the pupils and to communities served by those institutions, and
- (3) establishing and maintaining Academies (primarily but not exclusively Church of England Academies) under the direction of the Diocesan Board of Education

1.2 The Objects are to be conducted in accordance with the principles of the Church of England

1.3 Articles 1.1 to 1.3 inclusive may be amended by **special resolution** but only with the prior written consent of the **Commission**

2 Powers

The Charity has the following powers, which may be exercised only in promoting the Objects

- 2 1 to be a corporate member of each Church of England Academy in the Diocese or elsewhere and in that capacity to use all reasonable endeavours to ensure that statutory inspections take place as required by Education Acts, to support improvement and transformation of standards and require accountability to the members of each Church of England Academy in respect both of ethos and of standards,
- 2 2 to exercise towards such Academies such powers, responsibilities and duties as the Diocesan Board of Education may from time to time determine,
- 2 3 to act as a sponsor of Church of England Academies where a sponsor regime is required by DfE practice both within the Diocese and elsewhere (when and only when requested to undertake such a role by the diocesan board of education of the diocese within which such an Academy may be situated),
- 2 4 to provide or procure the provision of advice, services or information to Church of England Academies in the Diocese and to such other Educational Institutions as may request the same,
- 2 5 to carry out research,
- 2 6 to co-operate with other bodies,
- 2 7 to support, administer or set up other charities,
- 2 8 to accept gifts and to raise funds (but not by means of **taxable trading**),
- 2 9 to borrow money,
- 2 10 to give security for loans or other obligations (but only in accordance with the restrictions imposed by the **Charities Act**),
- 2 11 to acquire or hire property of any kind,

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- 2 12 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 2 13 to set aside funds for special purposes or as reserves against future expenditure,
- 2 14 to deposit or invest its funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification);
- 2 15 to delegate the management of investments to a financial expert, but only on terms that:
- (1) the investment policy is set down **in writing** for the financial expert by the Trustees,
 - (2) timely reports of all transactions are provided to the Trustees,
 - (3) the performance of the investments is reviewed regularly with the Trustees,
 - (4) the Trustees are entitled to cancel the delegation arrangement at any time,
 - (5) the investment policy and the delegation arrangement are reviewed at least once a year,
 - (6) all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt, and
 - (7) the financial expert must not do anything outside the powers of the Charity;
- 2.16 to arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the direction of the Trustees or controlled by a financial expert acting under their instructions, and to pay any reasonable fee required,
- 2 17 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as **custodian**, and to pay any reasonable fee required,

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- 2 18 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required,
- 2 19 subject to **Article 6 3**, to employ paid or unpaid agents, staff or advisers,
- 2 20 to enter into contracts to provide services to or on behalf of other bodies,
- 2 21 to establish or acquire subsidiary companies, and
- 2 22 to do anything else within the law which promotes or helps to promote the Objects

3. The Trustees

- 3 1 The Trustees as **charity trustees** have control of the Charity and its property and funds
- 3 2 The subscribers to the **Memorandum** (being the first **Members**) are also the first Trustees All future Members shall also be Trustees and these shall be the only Members All future Trustees shall be appointed as follows (a) up to seven to be appointed by the Diocesan Board of Education, (b) up to one to be appointed by the Diocesan Board of Finance, and (c) the Diocesan Director of Education shall be a Member and Trustee ex officio.
- 3 3 The Trustees when complete consist of at least three and not more than nine individuals over the age of 18, all of whom must support the Objects and of whom at least two are current members of the Diocesan Board of Education
- 3 4 A Trustee may not act as a Trustee unless he/she
- (1) is a Member; and
 - (2) has signed a written declaration of willingness to act as a charity trustee of the Charity
- 3 5 A Trustee's term of office as such automatically terminates if he/she

- (1) ceases to be a member of the Diocesan Board of Education, having been appointed on the basis of such membership,
- (2) is disqualified under the Charities Act from acting as a charity trustee;
- (3) is incapable, whether mentally or physically, of managing his/her own affairs,
- (4) is absent without permission from 3 consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign,
- (5) resigns by written notice to the Trustees (but only if at least two Trustees will remain in office), or
- (6) is removed from membership by the relevant appointing body, the Diocesan Board of Education or the Diocesan Board of Finance as set out in Article 3 2 above.

3 6 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

4 Trustees' proceedings

4 1 The Trustees must hold at least 3 meetings each year

4 2 A quorum at a meeting of the Trustees is at least three or one third of the Trustees (if greater)

4 3 A meeting of the Trustees may be held either in person or by suitable **electronic means** agreed by the Trustees in which all participants may communicate simultaneously with all the other participants but at least one meeting in each year must be held in person

4 4 The **Chairman** or (if the Chairman is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting

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- 4 5 Any issue may be determined by a simple majority of the votes cast at a meeting, but a Resolution in writing agreed by all the Trustees (other than any Conflicted Trustee who has not been authorised to vote) is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document.
- 4 6 Every Trustee has one vote on each issue but, in case of equality of votes, the chairman of the meeting has a second or casting vote
- 4 7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

5 Trustees' powers

The Trustees have the following powers in the administration of the Charity in their capacity as Trustees

- 5 1 To appoint (and remove) any person (who may be a Trustee) to act as **Secretary** in accordance with the **Companies Act**,
- 5 2 To appoint a Chairman, a Treasurer and other honorary officers from among their number;
- 5 3 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees,
- 5 4 To make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings;
- 5 5 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees,

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- 5 6 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any),
- 5 7 To establish procedures to assist the resolution of disputes or differences within the Charity, and
- 5 8 To exercise in their capacity as Trustees any powers of the Charity which are not reserved to them in their capacity as Members

6 Benefits and Conflicts

- 6 1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the Members but
- (1) Members (being Trustees) and **Connected Persons** may be paid interest at a reasonable rate on money lent to the Charity,
 - (2) Members (being Trustees) and Connected Persons may be paid a reasonable rent or hiring fee for property let or hired to the Charity
- 6 2 A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except.
- (1) as mentioned in Articles 6 1 or 6.3;
 - (2) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity;
 - (3) the benefit of **indemnity insurance** as permitted by the Charities Act,
 - (4) an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings), or

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- (5) in exceptional cases, other payments or benefits (but only with the written consent of the Commission in advance and where required by the Companies Act the approval or affirmation of the Members)

6 3 No Trustee or Connected Person may be employed by the Charity except in accordance with Article 6 2(5), but any Trustee or Connected Person may enter into a written contract with the Charity, as permitted by the Charities Act, to supply goods or services in return for a payment or other material benefit but only if:

- (1) the goods or services are actually required by the Charity, and the Trustees decide that it is in the best interests of the Charity to enter into such a contract,
- (2) the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 6 4, and
- (3) no more than one third of the Trustees are subject to such a contract in any financial year

6 4 Subject to Clause 6 5, any Trustee who becomes a **Conflicted Trustee** in relation to any matter must

- (1) declare the nature and extent of his or her interest before discussion begins on the matter,
- (2) withdraw from the meeting for that item after providing any information requested by the Trustees,
- (3) not be counted in the quorum for that part of the meeting, and
- (4) be absent during the vote and have no vote on the matter

6 5 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interests of the Charity to do so, may by resolution

passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee, to:

- (1) continue to participate in discussions leading to the making of a decision and/or to vote, or
- (2) disclose to a third party information confidential to the Charity, or
- (3) take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit from the Charity or
- (4) refrain from taking any step required to remove the conflict

6 6 This provision may be amended by special resolution but, where the result would be to permit any material benefit to a Trustee or Connected Person, only with the prior written consent of the Commission

7 Records and Accounts

7 1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including

- (1) annual returns;
- (2) annual reports; and
- (3) annual statements of account

7 2 The Trustees must also keep records of

- (1) all proceedings at meetings of the Trustees,
- (2) all Resolutions in writing,

- (3) all reports of committees, and
- (4) all professional advice obtained.

- 7 3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours
- 7 4 A copy of the Charity's **constitution** and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs

8 Membership

- 8 1 The Charity must maintain a register of Members
- 8 2 The subscribers to the Memorandum are the first Members.
- 8 3 **Membership** is open only to the Trustees and is terminated if the Member concerned ceases to be a **Trustee**
- 8 4 The form and the procedure for applying for membership is to be prescribed by the Trustees
- 8 5 Membership is not transferable
- 8 6 Each Member (including successive Diocesan Directors of Education) shall on appointment sign the Register of Membership of the Charity
- 8 7 A Member (other than the Diocesan Director of Education) may resign at any time by written notice to the Charity provided that such resignation would not reduce membership below three.

9 General Meetings

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- 9 1 Trustees in their capacity as Members are entitled to attend general meetings in person or by proxy (but only if the appointment of a proxy is in writing and notified to the Secretary before the commencement of the meeting)
- 9 2 General meetings are called on at least 14 and not more than 28 **clear days'** written notice indicating the business to be discussed and (if a special resolution is to be proposed) at least 28 clear days' written notice setting out the terms of the proposed special resolution
- 9 3 There is a quorum at a general meeting if the number of Members present in person or by proxy is at least two.
- 9 4 The chairman at a general meeting is elected by the Members present in person or by proxy in his/her personal capacity as a Member and not as proxy for another Member
- 9 5 Except where otherwise provided by the Articles or the Companies Act, every issue is decided by **ordinary resolution**
- 9.6 Every Member present in person or by proxy has one vote on each issue
- 9 7 Except where otherwise provided by the Articles or the Companies Act, a written resolution (whether an ordinary or a special resolution) is as valid as an equivalent resolution passed at a general meeting For this purpose the written resolution may be set out in more than one document
- 9 8 Except at first, the Charity must hold an **AGM** in every year The first AGM must be held within 18 months after the Charity's incorporation.
- 9 9 Members being Trustees must annually at the AGM:
- (1) receive the accounts of the Charity for the previous **financial year**,
 - (2) receive a written report on the Charity's activities,

- (3) be informed of the retirement of those Trustees who wish to retire or have been removed as Members by the Diocesan Board of Education ,
- (4) record the names of Trustees nominated as Members by the Diocesan Board of Education to fill the vacancies arising, and
- (5) appoint reporting accountants or auditors for the Charity

9 10 Members may also from time to time

- (1) confer on any individual (with his/her consent) the honorary title of Patron, President or Vice-President of the Charity, and
- (2) discuss and determine any issues of policy or deal with any other business put before them by the Trustees

9 11 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees (being Members), at least 10% of the Membership or (where no general meeting has been held within the last year) at least 5% of the Membership

9 12 A technical defect in the appointment of a Member of which the Members are unaware at the time does not invalidate a decision taken at a general meeting or a Written Resolution

10 Limited Liability

The liability of Members is limited

11. Guarantee

Every Member promises, if the Charity is dissolved while he/she remains a Member or within one year after he/she ceases to be a Member, to pay up to £1 towards

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- 11.1 payment of those debts and liabilities of the Charity incurred before he/she ceased to be a Member,
 - 11.2 payment of the costs, charges and expenses of winding up, and
 - 11.3 the adjustment of rights of contributors among themselves

12 Communications

- 12.1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Act may be served:
 - (1) by hand,
 - (2) by post,
 - (3) by suitable electronic means, orthrough publication in the Charity's newsletter or on the Charity's or the Diocesan Board of Education's website
- 12.2 The only address at which a Member is entitled to receive notices sent by post is an address in the U K shown in the register of Members
- 12.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received
 - (1) 24 hours after being sent by electronic means or delivered by hand to the relevant address,
 - (2) two clear days after being sent by first class post to that address,
 - (3) three clear days after being sent by second class or overseas post to that address,
 - (4) immediately on being handed to the recipient personally;
or, if earlier,
 - (5) as soon as the recipient acknowledges actual receipt

12 4 A technical defect in service of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

13 Dissolution

13 1 If the Charity is dissolved, the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways

- (1) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects,
- (2) directly for the Objects or for charitable purposes which are within or similar to the Objects;
- (3) in such other manner consistent with charitable status as the Commission approves in writing in advance

13 2 A final report and statement of account must be sent to the Commission

13 3 This provision may be amended by special resolution but only with the prior written consent of the Commission

14. Interpretation

14 1 The Articles are to be interpreted without reference to the model articles under the Companies Act, which do not apply to the Charity.

14.2 In the Articles, unless the context indicates another meaning

‘Academy’ means an academy as defined by the Academies Act 2010 including any statutory modification or re-enactment thereof for the time being in force (and “Academies” has a corresponding meaning),

‘Academy Trust’ means an academy trust company set up to run an Academy,

‘AGM’ means an annual general meeting of the Charity,

‘the Articles’ means the Charity’s Articles of Association and ‘Article’ refers to a particular Article,

‘Chairman’ means the chairman of the Trustees,

‘the Charity’ means the company governed by the Articles,

‘the Charities Act’ means the Charities Acts 1992 to 2006;

‘charity trustee’ has the meaning prescribed by the Charities Act;

‘Church of England Academy’ means an Academy designated as having a Church of England religious character under the Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003, or

an Academy that meets the requirement for designation under the Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003 and is certified to be a Church of England Academy by the Diocesan Board of Education for the Diocese in which it is situated

Church of England Academy Trust means an academy trust company which is running one or more Church of England Academies

‘clear day’ does not include the day on which notice is given or the day of the meeting or other event,

‘the Commission’ means the Charity Commission for England and Wales or any body which replaces it,

‘the Companies Act’ means the Companies Acts 1985 to 2006,

‘Conflicted Trustee’ means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Charity, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Charity,

‘Connected Person’ means, in relation to a Trustee, a person with whom the Trustee shares a common interest such that he/she may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee’s family or household or a person or body who is a business associate of the Trustee, and (for the avoidance of doubt) does not include a company with which the Trustee’s only connection is an interest consisting of no more than 1% of the voting rights,

‘constitution’ means the Memorandum and the Articles and any special resolutions relating to them;

‘custodian’ means a person or body who undertakes safe custody of assets or of documents or records relating to them,

‘DfE’ means the Department for Education or any successor government department,

‘Diocesan Board of Education’ means that body set up within the Diocese in accordance with the Diocesan Boards of Education Measure 1991 (as amended) or any successor body,

‘Diocesan Director of Education’ means that person duly appointed to that role within the Diocese in accordance with the provisions of the Diocesan Boards of Education Measure 1991 (as amended) or by any successor body,

‘Diocese’ means the Church of England Diocese within which the Charity is established;

‘Education Acts’ means the Education Acts as defined in section 578 of the Education Act 1996 and includes any regulations made under such Education Acts,

‘Educational Institution’ means any Academy, school or college conducted in accordance with the requirements of the Education Acts or any other institution having as its purpose the education of children, adults or adults and children,

‘electronic means’ refers to communications addressed to specified individuals by telephone, fax or email or, in relation to meetings, by telephone conference call or video conference;

‘financial expert’ means an individual, company or **firm** who is authorised to give investment advice under the Financial Services and Markets Act 2000;

‘financial year’ means the Charity’s financial year,

‘firm’ includes a limited liability partnership,

‘indemnity insurance’ means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty,

‘material benefit’ means a benefit, direct or indirect, which may not be financial but has a monetary value,

‘Member’ and ‘Membership’ refer to company Membership of the Charity,

‘Memorandum’ means the Charity’s Memorandum of Association,

‘month’ means calendar month,

‘nominee company’ means a corporate body registered or having an established place of business in England and Wales which holds title to property for another,

‘ordinary resolution’ means a resolution agreed by a simple majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold a simple majority of the voting power. Where applicable, ‘Members’ in this definition means a class of Members,

‘the Objects’ means the Objects of the Charity as defined in Article 1,

‘Resolution in writing’ means a written resolution of the Trustees;

‘Secretary’ means a company secretary;

‘**special resolution**’ means a resolution of which at least 14 days’ notice has been given agreed by a 75% majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold 75% of the voting power Where applicable, ‘Members’ in this definition means a class of Members;

‘statutory inspections’ means such inspections as shall from time to time be required under the Education Acts;

‘taxable trading’ means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax,

‘Trustee’ means a director of the Charity and ‘Trustees’ means the directors but where a Trustee is a corporate body ‘Trustee’ includes where appropriate the named representative of the Trustee,

‘written’ or ‘in writing’ refers to a legible document on paper or a document sent by electronic means which is capable of being printed out on paper;

‘written resolution’ refers to an ordinary or a special resolution which is in writing;

‘year’ means calendar year

14 3 Expressions not otherwise defined which are defined in the Companies Act have the same meaning

14 4 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it and references to any subordinate legislation include any amended or replacement legislation in respect of that subordinate legislation