

APPENDIX A

The Mead Educational Trust – Legal Services Requirements (Required Operational Use – 01 September 2024)

Document Control Table

Version	Comment	Status	Date of Issue	Author
1	Final tender document	For release	08/07/2024	HR Team

The Mead Educational Trust Details

The Mead Educational Trust [The Mead Educational Trust | TMET Leicester MAT](#)

Location:

The Mead Educational Trust
343 Gypsy Lane
Leicester,
LE4 9DD

DETAILED LEGAL SERVICES REQUIREMENTS

Area 1

- Employment Law and related safeguarding HR Issues
- Employee Relations Policy development as required

Area 2

- Data Protection / GDPR
- Land and Property
- Commercial
- Governance
- Health and Safety
- Education specific areas, not limited to:
 - Safeguarding
 - Admissions
 - Complaints
 - SEND
 - Suspensions
 - Exclusions

Area 3 – Academy sponsorship, conversion and transfers responsible for the following:

- Scoping out the issues and approach for the conversion / transfer project with our relevant TMET staff.
- Providing draft resolutions for the governing body and the Trust authorising the entering into of the various legal documents required as part of the conversion.
- Drafting and negotiating with the DfE the Supplemental Funding Agreement (or Deed of Novation) for the school, which is based on the template agreement provided by the DfE. Providing a guidance note on the terms of the existing Master and Supplemental Funding Agreements.
- Drafting and negotiating the Commercial Transfer Agreement (which deals with the transfer of staff, assets, contracts, and liabilities to the Trust) with the Local Authority based on the template provided by the DfE. Providing a guidance note on the terms of the Commercial Transfer Agreement.
- Providing an overview guidance note on pensions issues relating to the conversion to academy status. Discuss with our relevant TMET staff pension provisions on the commercial transfer agreement to ascertain any specific areas of concern.

- Advising the Trust on the transfer of property used for school purposes. This will involve the standard DfE lease form to be entered into with the Local Authority.
- Liaison with DfE on the above items.
- Advising the Trust on Special Schools joining the Trust.

Please can you provide your quotation based on each individual area and indicate how your quote may differ if you were selected to provide services across more than one area.

Experience Required

- Significant experience of the education sector and the statutory framework – all areas.
- Experience of working with Multi Academy Trusts – all areas.
- Significant experience of TUPE transfers / conversion – area 3