

Organisation's Constitution

Board of Trustees

Just Learn

CONSTITUTION OF:

Just Learn Independent School

Registered Independent School providing Alternative Provision

1. Name and Status

1.1 Name

The name of the organisation shall be **Just Learn**.

1.2 Legal Status

Just Learn is registered as an independent school with the Department for Education (DfE) under registration number [315/6006].

1.3 Chair of the Board of Trustees

The current Chair of the Board of Trustees is **Mrs Zarah Gadatara**.

2. Purpose and Educational Aims

2.1 Purpose

Our aim is to actively work towards student reintegration into mainstream school or reintegration into their next appropriate step. The objective of our interventions is to move the student to a level, socially, emotionally and educationally, where they are better placed to achieve academically. We provide opportunities for pupils to follow accredited courses including GCSEs, Functional Skills, AQA Awards and the King's Trust Achieve Programme.

2.2 Educational Aims

Just Learn aims to:

- Provide high-quality alternative provision for pupils who have been excluded or are at risk of exclusion from mainstream education
- Support pupils to achieve their academic potential and develop essential life skills
- Prepare pupils for successful reintegration into mainstream education or progression to further education, training, or employment
- Promote the personal, social, emotional, and mental health development of all pupils
- Create a safe, nurturing, and inclusive learning environment
- Work in partnership with referring schools, local authorities, families, and other agencies to support pupil outcomes
- The aim of our ESOL setting is to develop learners' English language skills, confidence and independence, enabling them to access education, communicate effectively, participate fully in the wider community and achieve their future aspirations.

3. Objectives and Powers

3.1 Objectives

In order to achieve its aims, Just Learn may:

- Raise funds
- Employ staff
- Acquire and manage buildings
- Organise courses and events
- Work with other similar groups and exchange information
- Take out insurance
- Open bank accounts
- Do anything that is lawful which will help it to fulfil its aims

3.2 Additional Powers

The organisation may also:

- Enter into contracts and partnerships with local authorities, schools, and other educational providers
- Purchase or lease equipment, resources, and services necessary for educational provision
- Invest funds in accordance with legal requirements
- Establish subsidiary companies or trading arms where appropriate
- Accept grants, donations, and other forms of funding

4. Compliance with Independent School Standards

4.1 Statutory Compliance

As a registered independent school, Just Learn is committed to meeting all requirements set out in:

- The Education (Independent School Standards) Regulations 2014 (as amended)
- The Education Act 2002
- Keeping Children Safe in Education (KCSIE) - latest statutory guidance
- The Equality Act 2010
- The SEND Code of Practice 2015
- The Children's Wellbeing and Schools Act 2026 (including Benedict's Law)
- All other relevant education legislation and statutory guidance

4.2 The Eight Independent School Standards

The Board of Trustees alongside the proprietor of the school, is responsible for ensuring compliance with all eight parts of the Independent School Standards:

1. **Quality of education provided**
2. **Spiritual, moral, social and cultural development of pupils**
3. **Welfare, health and safety of pupils**
4. **Suitability of staff, supply staff and proprietors**
5. **Premises of and accommodation at schools**
6. **Provision of information**
7. **Manner in which complaints are handled**
8. **Quality of leadership in and management of schools**

4.3 Ofsted Inspection

The school will cooperate fully with Ofsted inspections and will act upon any recommendations or requirements arising from inspections.

5. Core Functions of the Board of Trustees

5.1 The Three Core Functions

The Core Functions of the Board of Trustees are to:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
3. Oversee the financial performance of the school and making sure its money is well spent.

5.2 The Board

The Board of Trustees alongside the proprietor of Just Learn Independent School and has ultimate responsibility for:

- Ensuring the school meets all Independent School Standards
- The strategic direction and educational character of the school
- Compliance with all statutory requirements
- Financial sustainability and probity
- Safeguarding and promoting the welfare of pupils
- The quality of education provided
- Appointment and performance management of the head of school / CEO

6. Key Responsibilities of the Board of Trustees

6.1 Pupils

The Board of Trustees is responsible for:

- Promoting pupil attainment in all areas of the curriculum
- Promoting improvements in pupil attainment
- Improving assessed pupil progress in English and maths
- Making effective use of pupil premium funding to close the attainment gap (where applicable)
- Meeting the needs of pupils with special educational needs (SEN)
- Promoting the highest possible standards of pupil behaviour
- Ensuring the provision of appropriate relationships, sex and health education (RSHE)
- Ensuring the provision of extra-curricular activities

Additionally:

- Ensuring effective support for pupils' mental health and wellbeing
- Monitoring attendance and working to reduce persistent absence
- Ensuring appropriate careers education, information, advice and guidance (CEIAG)
- Supporting successful reintegration or progression pathways for pupils

6.2 Safeguarding and Welfare

The Board of Trustees is responsible for:

- Ensuring that all necessary child protection procedures are in place

Additionally:

- Ensuring compliance with Keeping Children Safe in Education (KCSIE)
- Appointing a Designated Safeguarding Lead (DSL) and deputy DSL(s)
- Ensuring all staff and trustees receive appropriate safeguarding training
- Maintaining an up-to-date Single Central Record (SCR)
- Implementing safer recruitment practices for all appointments
- Ensuring compliance with the Prevent duty
- Implementing effective online safety measures
- Ensuring compliance with Benedict's Law regarding allergy safety (from September 2026)
- Ensuring appropriate first aid provision
- Maintaining health and safety standards across all premises

6.3 Leadership and Management

The Board of Trustees is responsible for:

- Overseeing pupil admission arrangements
- Overseeing the implementation of a home-school agreement
- Supporting the CEO of Just Learn Independent School in implementing an effective performance management system

Additionally:

- Appointing and performance managing the head of school / CEO
- Ensuring effective succession planning for leadership roles
- Monitoring the quality of teaching and learning
- Ensuring compliance with teacher standards and employment law
- Establishing clear schemes of delegation

6.4 Staff

The Board of Trustees is responsible for:

- Supporting the CEO of Just Learn Independent School in providing the best possible staff, at all levels, throughout the school

Additionally:

- Ensuring all staff are suitably qualified and checked
- Approving staff pay and conditions policies
- Ensuring appropriate professional development opportunities
- Monitoring staff wellbeing and workload
- Ensuring compliance with employment law and safer recruitment

6.5 Premises, Health and Safety

The Board of Trustees is responsible for:

- Guaranteeing that all relevant health and safety procedures are implemented
- Providing and maintaining the highest possible quality of buildings and facilities

Additionally:

- Ensuring premises meet Independent School Standards
- Conducting regular health and safety audits
- Ensuring fire safety compliance
- Maintaining appropriate insurance cover
- Ensuring accessibility for pupils with disabilities

6.6 Policies and Procedures

The Board of Trustees is responsible for:

- Overseeing the implementation of fair and effective complaints and grievance procedures

Additionally:

- Approving all statutory policies required for independent schools
- Ensuring policies are reviewed regularly and published appropriately
- Ensuring the complaints procedure meets Independent School Standards requirements (three-stage process)
- Maintaining a schedule of policy reviews

6.7 Financial Management

The Board of Trustees is responsible for:

- Setting and monitoring the annual budget
- Ensuring financial sustainability
- Ensuring value for money in all expenditure
- Maintaining proper financial controls and audit arrangements
- Ensuring compliance with charity finance regulations (if applicable)
- Setting fee levels (if applicable) and managing contracts with local authorities

6.8 Information and Transparency

The Board of Trustees is responsible for:

- Ensuring required information is published on the school website
- Providing information to parents as required by the Independent School Standards
- Responding to information requests from the DfE and Ofsted
- Maintaining accurate records and registers
- Ensuring compliance with data protection legislation (GDPR and Data Protection Act 2018)

6.9 Partnerships and External Relations

The Board of Trustees is responsible for:

- Maintaining effective relationships with referring schools and local authorities
- Ensuring appropriate information sharing and reporting arrangements
- Engaging with parents, carers, and families
- Building partnerships with external agencies to support pupil outcomes

7. Membership and Trustee Appointments

7.1 Membership Structure

To ensure appropriate governance for an independent school, this constitution establishes a clear distinction between:

- **Trustees** (who have governance responsibilities and legal duties)
- **Supporters/stakeholders** (who may be consulted but do not have voting rights on governance matters)

7.2 Trustee Eligibility

Trustees must:

- Be aged 18 or over
- Not be disqualified from acting as a trustee under charity law (if applicable) or company law
- Successfully complete an enhanced DBS check
- Not be disqualified from working with children
- Have skills, knowledge, or experience that contribute to effective governance
- Not have been subject to certain sanctions or restrictions (as set out in the Independent School Standards)

7.3 Number of Trustees

Just Learn shall be administered by a Board of Trustees of not less than three (3) people and not more than fifteen (15) members. Board members must be at least 18 years old.

Recommended minimum: For effective governance of an independent school, the board should aim to have at least **5-7 trustees**.

7.4 Categories of Trustees

The Board of Trustees shall include:

- The Chairperson
- Internal Trustees
- Independent Trustees
- Such other officers as the board shall deem necessary

Definitions:

- **Independent Trustees:** Trustees who have no material interest in the school beyond their trusteeship (e.g., not employees, not parents of current pupils)
- **Internal Trustees:** May include staff trustees or parent trustees (if appointed)
- **Co-opted Trustees:** Trustees appointed for specific expertise

7.5 Appointment of Trustees

Trustees are elected at the group's Annual General Meeting.

Updated process:

- Trustees may be appointed by the existing Board of Trustees at any board meeting, subject to the eligibility criteria in section 7.2
- Trustees serve for a term of **four years** and may be reappointed for further terms
- The board will maintain a skills audit and seek to appoint trustees with complementary skills and experience
- All new trustees must complete an induction programme and declare any conflicts of interest

7.6 Removal of Trustees

Any member of the board of trustees may resign his/her membership by giving to the chair written notice to that effect.

Additionally, a trustee's appointment may be terminated if:

- They become disqualified from acting as a trustee
- They fail to attend three consecutive board meetings without good reason
- They are in breach of their trustee duties
- A resolution is passed by two-thirds of the other trustees that it is in the best interests of the school to remove them
- They fail to complete required safeguarding checks or training

The Board of Trustees may, by resolution passed at a meeting thereof, terminate or suspend the membership of any trustee, if in its opinion their conduct is prejudicial to the interests and objects of the school, PROVIDED THAT the trustee shall have the right to be heard by the board before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

7.7 Officers of the Board

The board shall elect from among its members:

- **Chair** - provides leadership to the board and ensures effective governance
- **Vice-Chair** - deputises for the chair and supports governance functions
- **Additional roles** as deemed necessary (e.g., safeguarding link trustee, finance link trustee, SEND link trustee)

Officers serve for a term of **two years** and may be re-elected.

7.8 Stakeholder Engagement (Not Membership)

While the board values input from parents, staff, pupils, and the wider community, **these stakeholders do not have voting rights on governance matters**. The board will:

- Consult stakeholders on appropriate matters
- Provide opportunities for feedback
- Communicate decisions transparently
- Hold stakeholder engagement events as appropriate

8. Board Meetings

8.1 Frequency of Meetings

The board of trustees shall meet at least three (3) times each year.

8.2 Notice of Meetings

All board members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

Emergency meetings may be called with shorter notice where urgent decisions are required.

8.3 Quorum

The quorum for a board meeting shall be five (5) trustees.

Note: If the board has fewer than 5 trustees, the quorum shall be **half of the total number of trustees (rounded up)**, with a minimum of 3.

8.4 Chairing Meetings

Meetings shall be chaired by:

1. The Chair
2. In the Chair's absence, the Vice-Chair
3. In the absence of both, a trustee elected by those present

8.5 Voting

Voting at board meetings shall be by show of hands on a majority basis. If there is a tied vote, then the chairperson shall have a second (casting) vote.

8.6 Minutes

All meetings must be minuted.

Minutes shall:

- Record attendance, decisions made, and actions agreed
- Be circulated to all trustees within 7 days of the meeting
- Be approved at the next board meeting
- Be stored securely and retained in accordance with data protection requirements

Note: Minutes are confidential governance documents and are not automatically available to the public. Minutes may be shared with Ofsted or the DfE upon request.

8.7 Conflicts of Interest

Any trustee with a conflict of interest in a matter being discussed must:

- Declare the conflict at the start of the meeting
- Withdraw from the discussion and decision-making on that item
- Not be counted in the quorum for that item

8.8 Sub-Committees and Working Groups

The board has the power to set up sub-groups and working parties as deemed necessary, who shall be accountable to the board.

Common sub-committees for independent schools include:

- Finance and Resources Committee
- Education and Standards Committee
- Safeguarding and Welfare Committee
- Pay and Performance Management Committee

Each sub-committee must have clear terms of reference approved by the full board.

9. Annual General Meeting (AGM)

9.1 Frequency

Just Learn shall hold an Annual General Meeting (AGM) at no more than 15 month intervals.

9.2 Notice

Members shall be notified personally where possible, otherwise notice will be deemed served by advertising the meeting giving at least 14 days' notice of the AGM.

Updated: Notice of the AGM will be provided to all trustees and published on the school website at least 14 days in advance.

9.3 Business of the AGM

The business of the AGM shall include:

- Receiving a report from the headteacher and chairperson of the school's activities over the year
- Receiving a report and presentation of the last financial year's accounts
- Electing trustees (where required)
- Considering any other matter as may be appropriate

Additionally:

- Approving the annual report and accounts
- Receiving reports on safeguarding, educational outcomes, and compliance
- Considering any proposed constitutional amendments

9.4 Quorum

The quorum for an AGM shall be **at least half of the serving trustees**.

10. General Meetings and Stakeholder Engagement

10.1 Extraordinary General Meetings (EGMs)

An EGM may be called by:

- The Chair
- A majority of the Board of Trustees
- At least 28 days' notice must be given

10.2 Stakeholder Consultation Events

The board will:

- Hold stakeholder engagement events with parents, carers, and referring schools as appropriate
- Consult on significant changes affecting the school
- Provide opportunities for feedback through surveys, forums, and meetings
- These events will be by invitation only to ensure safeguarding

11. Financial Management

11.1 Use of Funds

Any money obtained by the school shall be used only for the school.

11.2 Bank Accounts

Any bank accounts opened for the school shall be in the name of the school.

11.3 Financial Authorisation

- All payments (including electronic payments, BACS transfers, and card payments) above **£5,000** require authorisation by two signatories
- Signatories must be trustees or senior staff members as approved by the board
- The CEO may authorise payments up to **£2,000** independently

11.4 Budget

The board will ensure that the school stays within the budget.

Additionally:

- The board will approve an annual budget before the start of each financial year
- Budget monitoring reports will be presented to the board at least termly
- The board will ensure appropriate financial controls are in place

11.5 Financial Year

The financial year shall run from **1 September** to **31 August**.

11.6 Audit and Accounts

- Annual accounts will be prepared in accordance with relevant accounting standards
- Accounts will be independently examined or audited as required by law
- Accounts will be presented to the board and approved at the AGM
- Financial records will be retained for at least **6 years**

11.7 Investments

The board may invest surplus funds in accordance with:

- Legal requirements
- Charity Commission guidance (if applicable)

12. Safeguarding and Child Protection

12.1 Commitment to Safeguarding

Just Learn is committed to safeguarding and promoting the welfare of children and young people. The school will:

- Comply with Keeping Children Safe in Education (KCSIE) statutory guidance
- Implement robust child protection procedures
- Ensure all staff and trustees understand their safeguarding responsibilities
- Create a culture of vigilance where pupils' welfare is paramount

12.2 Designated Safeguarding Lead (DSL)

The school will appoint a senior member of staff as the Designated Safeguarding Lead (DSL) and at least one deputy DSL. The DSL will:

- Take lead responsibility for safeguarding and child protection
- Provide advice and support to staff
- Liaise with local safeguarding partners and other agencies
- Ensure appropriate training for all staff

12.3 Safer Recruitment

The school will:

- Follow safer recruitment practices for all appointments
- Ensure all staff and trustees complete enhanced DBS checks
- Maintain an accurate Single Central Record (SCR)
- Provide safeguarding training for all staff as part of induction and regularly thereafter

12.4 Prevent Duty

The school will comply with the Prevent duty under the Counterterrorism and Security Act 2015, including:

- Training staff to identify pupils at risk of radicalisation
- Implementing appropriate safeguards
- Working with local Prevent coordinators

12.5 Online Safety

The school will implement appropriate measures to keep pupils safe online, including:

- Filtering and monitoring systems
- Education about online risks
- Clear policies on acceptable use of technology

13. Special Educational Needs and Disabilities (SEND)

13.1 SEND Provision

The school will:

- Comply with the SEND Code of Practice 2015
- Appoint a qualified Special Educational Needs Coordinator (SENCO)
- Identify and support pupils with special educational needs
- Work with parents, local authorities, and external agencies to ensure appropriate provision
- Publish a SEND information report on the school website

13.2 Equality and Accessibility

The school will:

- Comply with the Equality Act 2010
- Make reasonable adjustments for pupils with disabilities
- Maintain and publish an accessibility plan
- Promote equality of opportunity for all pupils

14. Health and Safety (Including Benedict's Law)

14.1 Health and Safety Responsibilities

The Board of Trustees is responsible for ensuring:

- Compliance with health and safety legislation
- A safe learning and working environment
- Regular health and safety audits and risk assessments
- Appropriate training for staff
- Adequate first aid provision

14.2 Benedict's Law - Allergy Safety

From January 2027, the school must comply with Benedict's Law (Children's Wellbeing and Schools Act 2026). However, the school has implemented this from September 2026.

This requires:

- A dedicated allergy safety policy
- A named senior leader responsible for allergy safety
- Staff training on recognising and responding to allergic reactions
- Availability of spare adrenaline auto-injectors (AAIs)
- Individual Healthcare Plans for pupils with allergies
- Recording and learning from allergy-related incidents

Note: While Benedict's Law is not yet statutory for independent schools, the board has determined that implementing these measures is best practice and aligns with the school's duty of care.

14.3 First Aid

The school will:

- Ensure adequate numbers of trained first aiders
- Maintain appropriate first aid equipment and facilities
- Keep records of first aid treatment

14.4 Fire Safety

The school will:

- Conduct regular fire risk assessments
- Maintain fire safety equipment
- Conduct fire drills at least termly
- Train staff in fire safety procedure

15. Data Protection and Privacy

15.1 Compliance with Data Protection Law

The school will comply with:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

15.2 Data Processing

The school will:

- Process personal data lawfully, fairly, and transparently
- Collect data only for specified, explicit, and legitimate purposes
- Keep data accurate and up to date
- Retain data only for as long as necessary
- Implement appropriate security measures

15.3 Privacy Notices

The school will publish privacy notices explaining:

- What data is collected
- How it is used
- Who it is shared with
- How long it is retained
- Individual rights regarding their data

15.4 Data Protection Officer

The school will appoint a Data Protection Officer (DPO) or designate a staff member responsible for data protection compliance.

16. Policies and Procedures

16.1 Statutory Policies

The school will maintain all policies required by the Independent School Standards and other legislation, including but not limited to:

Safeguarding and Welfare:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Health and Safety Policy
- First Aid Policy
- Allergy Safety Policy (Benedict's Law)
- Administering Medicines Policy
- Supporting Pupils with Medical Conditions Policy

Education:

- Curriculum Policy
- Assessment Policy
- SEND Policy and Information Report
- Relationships, Sex and Health Education (RSHE) Policy
- Careers Education, Information, Advice and Guidance (CEIAG) Policy

Admissions and Attendance:

- Admissions Policy
- Attendance Policy

Complaints and Discipline:

- Complaints Procedure (three-stage process as required by ISS)
- Exclusions Policy
- Staff Discipline and Grievance Procedures
- Whistleblowing Policy

Equality and Inclusion:

- Equality and Diversity Policy
- Accessibility Plan

Data and Information:

- Data Protection Policy
- Privacy Notices

Staff:

- Safer Recruitment Policy
- Staff Code of Conduct
- Pay Policy
- Performance Management Policy

Financial:

- Financial Procedures Manual
- Charging and Remissions Policy (if applicable)

16.2 Policy Approval and Review

- All statutory policies must be approved by the Board of Trustees
- Policies will be reviewed according to a published schedule (at least every three years, or more frequently if required by law)
- Policies will be published on the school website where required
- The board will maintain a policy schedule to ensure timely reviews

17. Complaints Procedure

17.1 Statutory Requirement

As an independent school, Just Learn must have a complaints procedure that meets the requirements of the Independent School Standards.

17.2 Three-Stage Process

The complaints procedure will include:

Stage 1: Informal Resolution

- Complaints should first be raised with the relevant member of staff
- The school will attempt to resolve the matter informally

Stage 2: Formal Complaint

- If unresolved, the complaint may be submitted in writing to the head of school/CEO.
- The head of school will investigate and respond within a specified timeframe

Stage 3: Complaint Panel

- If the complainant is dissatisfied with the Stage 2 response, they may request a panel hearing
- The panel will consist of at least three people, one of whom must be independent of the management and running of the school
- The panel will hear the complaint and make findings and recommendations
- The panel's decision is final

17.3 Publication

The complaints procedure will be:

- Published on the school website
- Available on request to parents and prospective parents
- Reviewed annually

18. Provision of Information

18.1 Information to Parents

The school will provide the following information to parents and prospective parents:

- Contact details for the school
- Details of the proprietor and how to contact them
- The school's ethos and values
- The complaints procedure
- Details of any academic performance during the preceding school year
- The school's most recent Ofsted inspection report
- Particulars of educational and welfare provision for pupils with SEND or EHC plans

18.2 School Website

The school will publish on its website:

- All information required by the Independent School Standards
- Statutory policies
- Safeguarding information
- SEND information report
- Pupil premium information (if applicable)
- Contact details

18.3 Information to the DfE and Ofsted

The school will:

- Notify the DfE of any material changes to the school
- Notify the DfE of changes to the proprietor
- Provide information to Ofsted as required for inspections
- Respond to any requests for information from regulatory bodies

19. Partnerships and External Relations

19.1 Referring Schools and Local Authorities

As an alternative provision, Just Learn will:

- Maintain effective working relationships with referring schools and local authorities
- Provide regular reports on pupil progress and attendance
- Work collaboratively on reintegration plans
- Share information appropriately in accordance with data protection requirements

19.2 Multi-Agency Working

The school will work with external agencies including:

- Social care
- Health services (including CAMHS)
- Youth offending services
- Police and community safety teams
- Voluntary and community organisations

19.3 Parent and Carer Engagement

The school will:

- Communicate regularly with parents and carers
- Provide opportunities for parents to discuss their child's progress
- Seek parental views through surveys and consultations
- Work in partnership with families to support pupil outcomes

20. Conflicts of Interest

20.1 Declaration of Interests

All trustees must:

- Declare any conflicts of interest upon appointment
- Update their declaration annually
- Declare any new conflicts as they arise
- Maintain a register of interests which will be published on the school website

20.2 Managing Conflicts

Where a conflict of interest exists:

- The trustee must declare it at the start of the relevant meeting
- The trustee must withdraw from the discussion and decision-making
- The trustee will not be counted in the quorum for that item
- The conflict and how it was managed will be recorded in the minutes

20.3 Related Party Transactions

Any transactions with related parties must:

- Be declared and recorded
- Be conducted at arm's length
- Represent value for money
- Be approved by the board (with the conflicted trustee absent)

21. Amendment of the Constitution

21.1 Proposal Process

Proposals for amendments to this constitution must be delivered to the chairperson in writing. The chairperson, in conjunction with all other officers, shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.

21.2 Approval Process

Any changes to this constitution must be agreed by at least two-thirds of trustees present and voting at a board meeting or general meeting.

21.3 Notification

Following any constitutional amendment:

- The updated constitution will be published on the school website
- The DfE will be notified if the changes affect the proprietor or other registered details
- All trustees will be provided with a copy of the updated constitution

21.4 Review

This constitution will be reviewed at least **every three years** to ensure it remains fit for purpose and compliant with current legislation.

22. Dissolution

22.1 Dissolution Process

The school may be wound up at any time if agreed by two-thirds of trustees present and voting at a general meeting.

At least 28 days' notice must be given of a meeting at which dissolution is to be considered.

22.2 Asset Distribution

In the event of dissolution, any assets shall be returned to their providers if they require it or shall be passed to another organisation with similar aims.

Additionally:

- Any remaining assets after settling debts must be applied to charitable purposes with similar educational aims
- Assets may not be distributed to trustees or members
- The DfE must be notified of the school's closure in accordance with statutory requirements

22.3 Closure Procedures

In the event of dissolution, the board will:

- Notify the DfE and Ofsted
- Notify all parents, pupils, referring schools, and local authorities
- Make arrangements for pupils to transfer to alternative provision
- Transfer pupil records appropriately
- Settle all debts and liabilities
- Complete all necessary legal and regulatory requirements

15th September 2026