

# ***Name of Academy Trust***

## **NEW SCHOOL PROJECT REVIEW FORM**

This form must be completed and circulated electronically to the Board of Directors for comment before the CEO and the Executive Team decide to apply for an Academy Order with the DfE. It is not intended to be an exhaustive due diligence but to give guidance to the Board prior to the Trust committing in principle to sponsorship.

No potential acquisition may proceed to Academy Order/Project Management stage unless the form is signed by the Chief Executive Officer and the Chairman of the Board.

**Project name:**

**Prepared by:**

**Date:**

### **PROJECT SUMMARY INFORMATION**

1. School name:
2. School address and Local Authority:
3. Maintained/foundation/academy/other:
4. Phase & age range:
5. Gender:
6. Faith school or of designated religious character:
7. Selective or comprehensive:
8. NOR & PAN:
9. Ofsted grading last Section 5 inspection:
10. Latest SAT or GCSE score (Attainment 8; Progress 8; Ebacc):
11. Freehold estate or PFI:
12. Gross income:
13. Contribution to central costs:

**Source: Sarah Gore**

14. Surplus/deficit:
15. Proposed conversion date:
16. Rationale for this acquisition:
17. Key challenges and risks:

## **DUE DILIGENCE CHECKLIST**

### **Educational performance (last three years against LA average & national average)**

1. Ofsted rating:
2. Attainment:
3. Progress:
4. Attendance:
5. Persistent absence:
6. Fixed-term exclusions:
7. Permanent exclusions:
8. Contact ratio:
9. Teaching staff attendance:
10. Teaching staff turnover:
11. Higher education progression (Russell Group & non-Russell Group):
12. Comments:

### **Admissions (last three years)**

1. NOR:
2. Admissions by year group in context of PAN:
3. % PPG, EAL & Statements in national context:
4. Local demographic trend:
5. Competitor schools (brief analysis by Ofsted grading, results and admissions trend, LA information on places, area of basic need?):
6. Comments:

### **Finance, Operations & Commercial**

1. GAG funding and how calculated:

2. Likelihood of GAG per capita funding rising or falling under a national funding formula:
3. Three year financial plan:
4. Pupil premium:
5. Other funding breakdown:
6. Other commercial or lettings income:
7. Total income:
8. Surplus/deficit both in year and carried forward:
9. Central contribution @ 4.5% of GAG:
10. Teaching staff FTE:
11. Other staff FTE:
12. Staff expenditure as % of total income:
13. Teaching staff expenditure as % of total income:
14. Other staff expenditure as % of total income:
15. Pupil/teacher ratio:
16. Pupil/adult ratio:
17. Teaching staff loading ratio:
18. Is school overstaffed:
19. Any commercial contracts worthy of comment (catering, ICT etc):
20. Risk register, accuracy and completeness:
21. Comments:

### **Land & Buildings**

1. Land tenure (freehold, leasehold) including any non-LA ownership or third party rights/restrictions/covenants/sitting tenants:
2. Terms of transfer:
3. Brief description and condition analysis of buildings:
4. PFI contract terms if applicable:
5. Extent of grounds:
6. Surplus land for possible sale and whether brownfield or playing field designation:
7. Assessment of IT provision:
8. Comments:

## **Leadership, Management & Governance**

1. Assessment of quality of governing body:
2. Review of trust board/local governing body minutes from previous 2 years:
3. Is an Interim Executive Board in place or required:
4. Assessment of quality of senior leadership team:
5. Prediction of tenure of HT:
6. Are there any outstanding senior competency or contractual concerns:
7. Is restructuring required (give assessment of extent & cost):
8. Comments:

## **RECOMMENDATION:**

This project may be progressed to Academy Order and project management stages. The Funding Agreement may not be entered into without the permission of the Board of Directors acting through its Chairman following a summary report and recommendation from the CEO at the end of the Project Management stage.

Chief Executive Officer

Date:

Chairman

Date: