



## Due Diligence Checklist for Schools Joining the Trust

		School Name
Ref	Item	Notes
	<b>Strategic Due Diligence</b>	
A1	School Improvement Plan	
A2	Curriculum Model	
A3	RAISE Online Data	
A4	Latest OFSTED report and associated Action Plan	
A5	Latest Audit Reports	
A6	Most recent H&S Audit with Action Plan	
A7	Most Recent Fire Risk Audit with Action Plan	
A8	Copy of Risk Assessments	
A9	Governor Skills Audits	
A10	Scrutiny of the Board Meeting Minutes for the last 3 years	
A11	Review of the Website in terms of compliance	
A12	Review of the School Policies to ensure compliance	
A13	% of Staffing against Budget	
A14	Student Forecast Number on roll and 3 year future predictions	
A15	Copy of the Single Central Record	
	<b>Compliance Due Diligence</b>	
B1	Scrutiny of Complaints Register	
B2	Scrutiny of FOI requests received and responses	
B3	Scrutiny of Data Protection Breaches and Action taken	
B4	Review of H&S Audits	
B5	Review of all legal contracts including suppliers, leases and consultants	
B6	Review of potential liability claims and outcomes	

B7	Review of Insurance arrangements	
	<b>Finance Due Diligence</b>	
C1	Income and Expenditure Profile over the past 3 years	
C2	Budget position for the past 3 years and future known changes	
C3	Budget position for the next 3 years	
C4	Breakdown of the full income analysis	
C5	Breakdown of the full expenditure and commitments analysis	
C6	Cash Flow Analysis	
C7	Review of accounting systems and internal controls	
	<b>Human Resources Due Diligence</b>	
D1	Staffing Structure & Staff Salary Schedule	
D2	Details of staff on any capability programmes	
D3	Details of formal disciplinarys undertaken in the last 3 years	
D4	Information regarding any compromise agreements over the last 3 years	
D5	Details of staff on secondments	
D6	Analysis of HR Contracts, including existing TUPE and/or special conditions/clauses	
	<b>Capital &amp; H&amp;S Due Diligence</b>	
E1	Inspection of the physical assets of the academy, include AMP Surveys	
E2	Strategic Condition Improvement & Maintenance Plans	
E3	Fixed Asset Register	
E4	Grant Funding and associated liabilities	
	<b>Trust Considerations</b>	
	Is the School Located in Exeter	
	Do they have the same vision and ethos?	
	How does the proposal fit into the Growth Plan	
	What are the Strengths and weaknesses of the School	
	What are the Opportunities and the Threats?	
	Are there any current capacity issues	