

Due Diligence Checklist for Schools Joining the Trust

		School Name
Ref	Item	Notes
A1	Strategic & School Improvement Due Diligence	
A2	Strategic Plan & Risk Register	
A3	Scrutiny of Board Meeting Minutes for the last 3 years	
A4	Governor Skills Audits	
A5	Schedule of Delegation	
A6	Student Forecast Number on roll and 3 year future predictions	
A7	School Improvement Plan	
A8	Curriculum Model	
A9	RAISE Online Data	
A10	Latest OFSTED report and associated Action Plan	
A11	Latest Audit Reports	
A12	Performance and information management systems	
A13	% of Staffing against Budget	
	Compliance Due Diligence	
B1	Scrutiny of Complaints Register	
B2	Scrutiny of FOI requests received and responses	
B3	Scrutiny of Data Protection Breaches and Action taken	
B4	Copy of Risk Assessments	
B5	Review of H&S Audits	
B6	Review of all legal contracts including suppliers, leases and consultants	
B7	Review of potential liability claims and outcomes	
B8	Review of Insurance arrangements	
B9	Review of the Website in terms of compliance	
B10	Review of the School Policies to ensure compliance	

	Finance Due Diligence	
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	
	Human Resources Due Diligence	
D1	Copy of the Single Central Record	
D2	Staffing Structure & Staff Salary Schedule	
D3	Leadership development and improvement framework	
D4	Details of staff on any capability programmes	
D5	Details of formal disciplinarys undertaken in the last 3 years	
D6	Information regarding any compromise agreements over the last 3 years	
D7	Details of staff on secondments	
D8	Analysis of HR Contracts, including existing TUPE and/or special conditions/clauses	
	Capital & Estates Due Diligence	
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	
E5	Most recent H&S Audit with Action Plan	
E6	Most Recent Fire Risk Audit with Action Plan	
	Trust Considerations	
	Geographic location	
	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?	