



**The Diocese of Westminster Catholic Academy Trusts Programme
Confidential Application to Education Service
XXXXX [insert here] Family of Schools**

DUE DILIGENCE STAGE ONE REQUEST FOR INFORMATION FROM ALL SCHOOLS

Following the Family of Schools consultation meetings please find enclosed the Due Diligence documentation which we are **asking all schools to complete**. This will allow the diocese and the Project Board to establish a starting point for all schools across the diocese and allow a risk assessment to be undertaken for each area where the Family of Schools will be established.

It is important that you complete the application as fully as possible. If you have any queries on any sections of the form please contact:

Louise Robinson of Arcadis at Louise.Robinson@arcadis.com & Teresa Doyle of the Project Board TDoyle@douaymartyrs.co.uk

for further guidance on the application form and the information required. Once the form is completed please submit an electronic copy to the following secure email address including the appendices documentation requested.

Louise Robinson of Arcadis at Louise.Robinson@arcadis.com

If your school then considers submitting a declaration of interest in the academies programme please also tick the relevant section on your proposed conversion date; this information will be used to support your school in establishing a tailored conversion plan in discussion with the diocesan consultants. This will ensure that each school is correctly supported in its journey to joining a CAT Family of Schools and will enable the diocese to mitigate potential risks to the existing CAT and any new members to ensure the standards and financial stability of both legal entities are protected throughout the process. It is important that you complete the application as fully as possible

Once the documentation has been received by the Academy Project Team a confirmation email will be sent to the school and there will be a fourteen working day review period of the information provided.

If your school has also submitted a declaration of interest for conversion; before the application is forwarded to the Academy Project Board for consideration during this period further information may be requested to seek clarification on the information provided. The aim of this process is to ensure any application queries are addressed before the Academy Project Board undertake their review. Once the Academy Project Board have reviewed your school application a meeting will be arranged to discuss your schools realistic conversion timescale based on the information provided. The Academy Project Board will then delegate a representative to work with your school to plan the work streams and statutory programme to meet this timescale for your school's conversion programme.

The Academy Project Board look forward to working with your school community.



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Family of Schools school located within:	
Does this application include a request to convert	Yes/No

SCHOOL CONTACT INFORMATION ALL SCHOOLS

Headteacher		Headteachers Email	
Chair of Governors		Chair of Governors Email	
School Name		DFE Number	
Local Authority		School Website address	
School E-mail		Phase of Education	
Phone Fax		Forms of Entry	

SCHOOL INFORMATION ALL SCHOOLS

School Address	
Primary School Number on roll (Reception to Year Four)	
Nursery roll	
Secondary School Number on roll (Year Seven to Eleven)	
Sixthform roll	

INSPECTION INFORMATION ALL SCHOOLS

Last OfSTED Inspection date		Second Most recent OfSTED Inspection date	
Judgement of Overall Effectiveness		Judgement of Overall Effectiveness	
Judgement on capacity for sustained improvement		Judgement on capacity for sustained improvement	
Last Section 48 Inspection date			



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Overall Effectiveness of this Catholic School			
Any relevant comments			

STANDARDS INFORMATION ALL SCHOOLS

Primary School Information please complete on Excel workbook

Secondary School Information please complete on Excel workbook

CAT APPLICATION IF APPLYING TO CONVERT

Please advise why your school wishes to join the Catholic Academy Trust.	
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When would your school wish to convert.				
Are the Education Commission aware of your request?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you contacted your Local Authority?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

FINANCIAL INFORMATION ALL SCHOOLS



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Please attach a copy of your last three end of year CFR Statements	<input type="checkbox"/> <p align="center">Attached</p>								
Please attach a copy of your last Local Authority Audit	<input type="checkbox"/> <p align="center">Attached</p>								
Date of last Audit of Non Public Funds									
Please attach a copy of your latest SFVS.	<input type="checkbox"/> <p align="center">Attached</p>								
Please attach a copy of your latest three year budget plan.	<input type="checkbox"/> <p align="center">Attached. Please complete Excel workbook</p>								
Please attach a copy of your predicted school roll that supports your three year budget plan	<input type="checkbox"/> <p align="center">Attached. Please complete Excel workbook</p>								
Please complete	<p>Please complete sheet on Non Public Funds in Excel workbook Please provide plans for expenditure for committed funds below:</p> <p>Please provide details of your end of year bank balances for the last three year ends in your Local Authority Main School Account :</p> <table border="1" data-bbox="381 1480 1409 1690"> <tr> <td>Year Current</td> <td></td> </tr> <tr> <td>Previous Year end</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Previous Year end</td> <td></td> </tr> </table> <p>Date Tax and NI paid for the monthly payroll each month: _____</p> <p>Date pension contributions paid each month to LGPS and TPA: _____</p>	Year Current		Previous Year end				Previous Year end	
Year Current									
Previous Year end									
Previous Year end									



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	Payroll provider: _____			
Staffing Expenditure percentage by school For current year			Staffing % Of Total Expenditure	Staffing costs % of Grant Income
Does your school have any loans from the Local Authority			Yes Please complete below	No
	<p>How will these be repaid on conversion:</p> <p>Does your school have a Recovery Plan in place currently: If yes please provide a copy.</p>			
Current Financial software used in school:				
Number of Finance staff currently based at the school and their specific job title:				
Please attach a copy of your last CES Census		Attached		
Please attach a copy of your last three years school roll. (Census Returns for October)		Attached		



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Please copy school roll details onto Excel worksheet and explain any variation in roll	Roll variation comments	
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PREMISES INFORMATION

Do you have Diocesan approved consultants supporting your school. (Please provide name)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
When was your last conditions survey undertaken?				
Please provide details of your most recently approved Capital Project. Please advise if the project is completed.				
Capital Funding over the past three years to school.	Year One			
	Year Two			
	Year Three			
When was your last Health and Safety survey completed?	Any outstanding items not yet addressed under high priority:			
When was your last Asbestos survey undertaken?				
When was your last Fire Risk Assessment completed?				
Are any of your buildings listed and if so does the school have the	<input type="checkbox"/>	Yes please provide details below:	<input type="checkbox"/>	No



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responsibility to maintain them.					
Please provide as much detail as possible on what areas of the building are listed e.g. interior/ exterior.					
Have any buildings or areas of buildings on your school site been condemned.	<table style="margin: auto;"> <tr> <td style="width: 50px; height: 40px; border: 1px solid black;"></td> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; height: 40px; border: 1px solid black;"></td> <td style="width: 50px; text-align: center;">No</td> </tr> </table>		Yes		No
	Yes		No		
Are there any serious property issues that the Board would need to be aware of which would impact on the school delivering education to its school community over the next 24 months.	<table style="margin: auto;"> <tr> <td style="width: 50px; height: 40px; border: 1px solid black;"></td> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; height: 40px; border: 1px solid black;"></td> <td style="width: 50px; text-align: center;">No</td> </tr> </table> <p style="margin-left: 20px;">Details:</p>		Yes		No
	Yes		No		
School Property and Land Please provide details of any land or buildings used by the school not held under the Diocesan Trustees.					
Are there any buildings held under lease agreement please provide details and if available copy of lease agreement:					
Length of the lease agreement:					



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Remaining term on lease on application to the CAT:	
Please provide a copy of your current insurance policy	
When was your last insurance claim , what was it for?	
Do you have any Professional Liability Claims in Progress or pending?	
Do you have any Public Liability Claims in Progress or pending?	

LEGAL INFORMATION

Do the school retain solicitors: Yes / No
If Yes please provide details below of contact address:

Are there any on- going legal actions the governing body are involved in? (Please provide details)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any impending tribunals or staff dispute actions? (Please provide details)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all staff employed on CES contracts.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



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<p>Have the governing body adopted the CES policies and procedures to support the CES contracts for Grievance /Disciplinary Sickness/Appraisal</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are any Staff currently on any stages of the above CES policies. Please advise number of staff and which CES policy.</p>	
<p>Please attach a copy of your Performance Management Policy and confirm date of last report on PM to FGB</p>	
<p>Please attach a copy of the pay scale ranges being used by your Governing Body for Teachers and Support Staff</p>	<p style="text-align: center;"><input type="checkbox"/> Attached</p>
<p>Please attach a copy of your Pay Policy.</p>	<p>The Trust as a single entity has adopted one policy for the Trust, the committee will need to review your school policy and advise if there will be any additional cost to the school in transferring staff across to the CATs pay scales.</p>



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Please attach a copy of your current Safeguarding Policy and date of last Safeguarding Audit by Safeguarding Governor.	
Please detail name of Safeguarding Lead staff member Safeguarding Governor	
Any Safeguarding incidents at the school reported in last twelve months?	
Number of complaints Heard by a Governors Panel in last twelve Months?	
Complaints Policy Date of last review.	
School current contracts	Please complete sheet on Excel workbook attached

SCHOOL GOVERNANCE

Categories of School Governors	Number of Current Governors
Foundation	
Parent	
Staff	
L.A	
Community	
Co-opted	
Other	
Number of Governors per Instruments and Articles	
Current vacancies on Board	



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Date of last skills Audit Please attach summary copy	
Name of Clerk to Governing Body	
Email address for Clerk	
Has a Governors Review been undertaken at your school?	Yes / No
Date of last SEF review by Full Governing Board Please attach copy.	
Date of last review of School Development Plan by Full Governing Board. Please attach copy	
Name of Pupil Premium Lead at the school	
Date of last review of Pupil Premium Grant and Expenditure Impact by FGB	
<u>Primary Schools only:</u> Date of last review of Sports Premium Grant and Expenditure Impact by FGB	
Pupil Premium Statement included on school website	Yes /No
<u>Primary Schools only:</u> Sports Premium Statement on school website	Yes/No
Copy of last three sets of Full Governing Boards Approved Minutes for school Please attach	

SIGNATURES

Signature Headteacher		Signature Chair of Governors	
Date		Date	

Next stage in process:

Thank you for completing the documentation. This application and supporting documentation will be forwarded to our Academy Project Team who will be in contact with you shortly to arrange a visit to the school.



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Section Two

**OUTCOME OF DUE DILIGENCE REPORTS ACADEMY PROJECT TEAM TO COMPLETE INITIAL REVIEW
WITHIN FOURTEEN DAYS OF RECEIPT**

Date received initial application	
Is application complete with appendices	Yes /No
Date missing information chased	
Date missing information received	

Review of School Application for Conversion Purpose of the review is to identify any issues which may impact or delay the schools conversion early in the process so an action plan can be put in place

Section	Completed Yes/No	Comments	Action
School Contact Information			
School Information			
Inspection Information If below Good please ensure OfSTED or S48 report attached with areas highlighted for action Review any relevant comments made by school			
Standards Information Note any downward trends in three year data			
CAT Application Conversion date requested by school			
Financial Information If school is in deficit please note amount and length of			



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time. Please check there is a Recovery Plan in place and a copy is attached.			
Date last Audit if more than three years please highlight			
Three year Budget plan if expected deficit in next three years please highlight			
Review actual spend columns to Budget Plan are there significant differences in either income or expenditure costs between what school has actually spent and their future budget plan. Highlight if there is in comment			
% school spends on staffing of Expenditure if above 80% please note			
% school spends on staffing of Grant income if above 80% please note			
If school has an L.A loan please highlight outstanding balance due to L.A			
Review school roll to Budget Plan student numbers are they realistic? Highlight any variances above 5%			
Premises Information			
Capital projects in progress date of completion			
Health and Safety			



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outstanding items under high priority highlight			
Listed buildings Highlight if there are and who has ownership			
If any condemned buildings ensure noted on a site map			
Potential school closure within 24 months Highlight			
Buildings and Land not in Trusteeship Highlight is ownership documentation has been located			
Any leased property Please check there is a lease agreement copy attached. This will need to be located highlight if missing. Note remaining lease term.			
Outstanding insurance claims Seek clarification from school if anything noted on value of potential settlements.			
Legal Information If any legal actions noted check details have been provided. If any staff disputes check details provided If school not using CES contracts highlight for Project Board Check Pay Policy is attached.			



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Note any significant variances to expected norms i.e review to expected scales based on Pay and Conditions documentation.			
Safeguarding highlight if no Audit undertaken Safeguarding highlight number of incidents in last twelve months.			
Highlight number of complaints heard by FGB Panel			
School Governance Check vacancies on Board to size of Board highlight			
Check date SEF reviewed			
Check date SDP reviewed			
Check Pupil Premium information has been reported			
Check for Primary Schools Sports Premium has been reported			
Check minutes are attached for Academy Project Board to review.			
Do the school have a current Clerk in post			

Reviewed by	
Date	



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ACADEMY PROJECT BOARD REVIEW

Following the outcome of the Due Diligence investigations a SWOT analysis should be compiled stating the current position of the individual school for the Academy Project Board.

MACRO SWOT OF INDIVIDUAL SCHOOL CONVERTING

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

SWOT OF ALL POTENTIAL ACADEMIES IN CAT WITH ADDITIONAL JOINER

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS



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PEST ANALYSIS OF INDIVIDUAL SCHOOL CONVERTING

POLITICAL	ECONOMIC
SOCIAL	TECHNOLOGICAL

PEST ANALYSIS OF CAT WITH ADDITIONAL JOINER

POLITICAL	ECONOMIC
SOCIAL	TECHNOLOGICAL