DUE DILIGENCE STAGE ONE REQUEST FOR INFORMATION FROM ALL SCHOOLS

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

Adrian Leggett of the Project Board adrianleggett@rcdow.org.uk for further guidance on the application form and the information required.

Once the form is completed please submit an electronic copy to Adrian Leggett at the above address, including the appendices documentation requested.

We recommend sending your files via We Transfer as it is secure and allows up to 2GB data to be transferred for free. <https://wetransfer.com/>

Once the documentation has been received, it will be review, summarised and presented to the next Diocese’s Academy Project Board meeting

We look forward to working with your school community.

|  |
| --- |
| We approve the submission of this due diligence form and associated documents to the Diocese of Westminster Education Service for review by the Academy Project Board |
| Signature |
| Headteacher  | Chair of Governors |
| Date  | Date  |

|  |
| --- |
| 1. 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 Address |  |  |  |
| 1. SCHOOL INFORMATION ALL SCHOOLS
 |
| Numbers on roll (including predictions for future years) | Primary Schools complete excel spreadsheet for Nursery, Reception to Year 6 (as applicable)Secondary Schools complete excel spreadsheet for Year 7 to 13 (as applicable) |
|  Proportion of Catholicity – All Schools |

|  |  |  |
| --- | --- | --- |
| As applicable | Number of Catholic Pupils | Percentage of Catholic Pupils |
| Key stage 1 |  |  |
| Key stage 2 |  |  |
| Key stage 3 |  |  |
| Key stage 4 |  |  |
| Key stage 5 |  |  |
|  | Number of Catholic Members of SLT | Total number of staff on SLT |
| SLT |  |  |

 |
| 1. STANDARDS INFORMATION ALL SCHOOLS
 |
| Primary School Information please complete on Excel workbook |
| Secondary School Information please complete on Excel workbook |

|  |
| --- |
| 1. FINANCIAL INFORMATION ALL SCHOOLS
 |
| 1. Please attach a copy of your last three end of year CFR Statements
 |   Attached |
| 1. Please attach a copy of your last Local Authority Audit
 |   Attached |
| 1. Please attach a copy of your latest 3-year budget plan.
 |   Attached |
| 1. Does your school have a Recovery Plan in place currently: If yes please provide a copy.
 |   Attached |
| 1. Does your school have any loans from the Local Authority
 |   Attached |
| 1. Please give details of the loan and explain how it will be repaid on conversion
 |  |
| 1. Please attach a copy of your last three years school roll. (Census Returns for October
 |   Attached |
| 1. Please copy school roll details onto Excel worksheet and explain any variation in roll
 |   Attached |

|  |
| --- |
| 1. PREMISES INFORMATION
 |
| 1. When was your last conditions survey undertaken? Please attach the latest copy
 |   | 1. Are there any buildings held under lease agreement please provide details and if available copy of lease agreement.
 |   |
| 1. When was your last Health and Safety survey completed? Please attach the latest copy
 |  | 1. Length of the lease agreement:
 |  |
| 1. Are there any outstanding high priority items not yet addressed?
 |  | 1. Remaining term on lease on application to the CAT:
 |  |
| 1. When was your last Asbestosis survey undertaken? Please attach the latest copy
 |  | 1. Please provide a copy of your current insurance policy
 |  |
| 1. When was your last Fire Risk Assessment completed? Please attach the latest copy
 |  | 1. When was your last insurance claim, what was it for?
 |  |
| 1. Are any of your buildings listed and if so does the school have the responsibility to maintain them. Please provide details.
 |  | 1. Do you have any Professional Liability Claims in Progress or pending?
 |  |
| 1. Have any buildings

or areas of buildings on your school site been condemned. |  No Yes  | 1. Do you have any Public Liability Claims in Progress or pending?
 |  |
| 1. 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. |  |

|  |
| --- |
| 1. LEGAL INFORMATION
 |
| 1. Are there any on- going legal actions the governing body are involved in? (Please provide details)
 |  No Yes  | 1. Are any Staff currently on any stages of the above CES policies. Please advise number of staff and which CES policy.
 |  No Yes  |
| 1. Are there any impending tribunals or staff dispute actions? (Please provide details)
 |  No Yes  | 1. Please attach a copy of your Pay Policy.
 |  |
| 1. Are all staff employed on CES contracts?
 |  No Yes  | 1. Number of complaints

Heard by a GovernorsPanel in last twelveMonths? |  |
| 1. Have the governing body adopted the CES policies and procedures to support the CES contracts for Grievance/Disciplinary Sickness/Appraisal
 |  No Yes  |

|  |
| --- |
| G) SCHOOL GOVERNANCE |
| 1. Number of Governors per Instruments and Articles
 |  |
| 1. Number and type of vacancies on Board
 |  |
| 1. Date of last skills Audit

Please attach summary copy |  |
| 1. Date of last review of School Development Plan by Full Governing Board. Please attach copy
 |  |
| Primary Schools only:1. Date of last review of Sports Premium Grant and Expenditure Impact by FGB
 |  |