**Onboarding Checklist; Operational Admin**

**Trust Responsible Person; COO**

School:

**Pre-Conversion**

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| Catering Arrangements | Completion Date |
| 1. Details of catering contract (commercial) or SLA with the LA.
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| Caretaking and cleaning Arrangements | Completion Date |
| 1. Details of caretaking and cleaning arrangements and whether TUPE of staff needs to be confirmed.
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| 1. Details of copiers and contracts such as whether they are leased / purchased.
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| Portable Buildings | Completion Date |
| 1. Details of any portable buildings.
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| 1. Details of agreement for any portable buildings that are subject to lease agreements.
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| Transport Arrangements | Completion Date |
| 1. Details of any school bus arrangements with financial commitments to school
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| Playing Fields | Completion Date |
| 1. Details of any leased playing field ownership together with financial agreements.
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| 1. Details of any shared use sports facility.
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| 1. Details of any agreed 3rd party use of sports facilities with contractual agreement.
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| 1. Details of Grounds maintenance contract.
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| 1. Informal arrangements to use off site facilities.
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| School Uniform Arrangements | Completion Date |
| 1. Details of school uniform providers.
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| 1. Details of any stock holding agreement with appointed supplier.
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| Funding Agreements Other | Completion Date |
| 1. Details of any grants from the Lottery.
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| 1. Details of any grants from Sports England.
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| 1. Details of any grants from the FA.
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| 1. Details of any bids submitted that are awaiting outcome.
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| Minibus | Completion Date |
| 1. Vehicle Details
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| 1. Ownership of vehicle(s).
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| 1. Lease agreement if necessary.
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| 1. Insurance policy for vehicle(s).
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| 1. Details of training including records of license eligibility for Mini bus.
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**Post Conversion**

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| SLA Reviews | Completion Date |
| 1. SLA Catering, when appropriate give notice or confirm notice and consider TUPE.
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| 1. SLA Caretaking and Cleaning; give notice or confirm notice and consider TUPE.
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