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

**Post Conversion**

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