



ST TERESA
of **CALCUTTA**
Catholic Academy Trust

St Teresa of Calcutta Catholic Academy Trust

School Onboarding Handbook

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INTRODUCTION

Our Trust Mission is simple: it is to make Christ known and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. It is only by working together with a consistent and relentless approach that we can deliver on this mission.

Our onboarding strategy identifies how we will work with individual schools to ensure joining the St Teresa of Calcutta Catholic Academy Trust is a seamless process that is legally compliant, operationally efficient and allows schools to benefit from the services the Trust provides as quickly as possible. It aims to provide clarity around expectations during each stage of the process and keep key stakeholders informed about what needs to happen when.

THE ONBOARDING PROCESS

The onboarding process has been split into 3 distinct phases; where phase 2a and 2b run parallel to each other:

1. Phase 1: Diocesan and School Approval
2. Phase 2a: DfE Project Planning
3. Phase 2b: Trust Onboarding

This handbook is intended to inform stakeholders of the steps that will need to take place during each phase and give them the information they need to contact the relevant functions with any questions they may have. Each phase has both a summary and flowchart to explain the process from start to finish.

PHASE 1 DIOCESAN AND SCHOOL LEVEL APPROVAL SUMMARY

Diocesan officers have provided initial areas of focus for due diligence, this is available on the Salford Diocesan website as part of the academy’s strategy. Alongside this, STOC CAT will follow a number of due diligence steps.

Due diligence begins at the point a school receives a stage 1 notification from the Diocesan Department for Education. This is a two-way process. The following steps are taken;

A) Diocesan Approval Process		
Area	Who this will involve and what it may look like.	Who is responsible for this?
1.Initial meetings	<p>The CSEL will likely seek to meet the Headteacher once a Stage 1 notification has been received. This first conversation is to set the scene, and then clarify the next steps.</p> <p>This may result in a meeting with some or all Governors to begin to clarify what then needs to be done.</p> <p>These meetings then allow STOC staff to complete due diligence within their areas of expertise, and this is done with the Headteacher and other school leaders.</p>	At the point STOC is made aware of a Stage 1 Application notification, the CSEL will contact the Headteacher.
2.School Consultation	<p>At the point a school receives a stage 1 notification they are duty bound to carry out a consultation with stake holders.</p> <p>This should include;</p> <ul style="list-style-type: none"> • parents/carers of pupils at the school • for secondary, parents/carers of pupils in years 5 and 6 of any primary schools in the area • for primary, parents/carers of pupils offered a place at the school for the next academic year • staff working at the school and any staff due to be employed at the school from the next academic year • for secondary, pupils at the school • other local Catholic schools • other local schools • local clergy • the Local Authority • the CAT we are proposing to join <p>This consultation can be in the form of meetings and or surveys.</p> <p>This must be completed prior to completing a Diocesan Stage 2 application. The Stage 2 form needs</p>	<p>This is the responsibility of the Governing Body.</p> <p>The CSEL will be able to advise on how this process can be managed.</p>

	<p>to be approved by Diocesan Trustees and makes plain how this must be done.</p> <p>It is important that staff are involved and aware of this consultation process.</p>	
3.Key Information Gathering	<p>After a Stage 1 notification has been received, the STOC senior leadership group will work with the Headteacher to gather appropriate school information.</p> <p>STOC will seek data for the following areas;</p> <ul style="list-style-type: none"> • Pupil Numbers and Forecasts • Staff Employment details • Financial Information and data • School Estate data • School current and historic standards data • School contracts and SLA's • School Leases • School Digital and ICT data • School Asset list • School Supplier list <p>This process may involve desktop exercises and site visits. All of these will be arranged in conjunction with school leaders.</p>	<p>This is the responsibility of STOC Leaders, but there will need to be meetings facilitated by school leaders to allow this process to be carried out.</p>
4.Key Information Review	<p>STOC Leaders will review all school information together. This will generate a next steps document which will be shared with school leaders.</p>	<p>Once this process has been completed the CSEL will provide a short key information summary.</p>
5. Governors Meeting	<p>A Full Governing Body meeting takes place to approve a Diocesan Stage 2 application to join STOC. Following this, a Diocesan Stage 2 application form needs to be completed by the Headteacher and Chair of Governors.</p>	<p>The school is responsible for leading this meeting.</p> <p>The Chair of Governors is responsible for submitting the Diocesan Stage 2 Application form to Salford Diocese.</p>
6.Trustee meeting and approval	<p>When the Stage 2 application form has been sent to the Diocesan Office for Education, the request to convert will be discussed at the next Diocesan Trustees meeting.</p>	<p>The school will be informed once the Trustees have/have not given their approval.</p>

B) DfE Approval Process		
Area	Who this will involve and what it may look like.	Who is responsible for this?
1.DfE Converter Application form	<p>For schools that have received Diocesan Trustee Approval, they must complete the DfE converter application form.</p> <p>The link to this is here; https://apply-convert-academy.service.gov.uk/</p> <p><i>It is suggested that school begin to complete this form as part of the Stage 2 Diocesan process, but only send the form once Trustees have given approval.</i></p>	<p>This form must be filled in by the school, with the support of STOC leaders.</p> <p><i>Schools will need to have their DfE sign in and email address in order to access this service. The Chair of Governors must also have a DfE sign-in in order to submit the form.</i></p>
C) Advisory Board Approval Process		
Area	Who this will involve and what it may look like.	Who is responsible for this?
1. Advisory Board discussion	<p>At the point a school submits the DfE Converter application form, it will be shared with the appropriate DfE region.</p> <p>At this point the regional link will then contact the Trust Leader to ask for relevant information about the school and the Trust's capacity to ensure it continues to improve.</p> <p>The Advisory Board process can take a number of months.</p>	STOC Leaders will be the first point of contact during this process.
2. Advisory Board approval	<p>At the point the Advisory Board approves an application they will let the Trust and school leaders know.</p> <p>It is at this point that the school contacts Brown Jacobson to inform them they wish to engage them as part of the conversion process.</p> <p>A DfE project manager is then appointed and the mechanics of the conversion process then begin. This includes;</p> <ul style="list-style-type: none"> • TUPE consultations • Land Registry 	STOC and School Leaders will begin the process of formal conversion together.
3. Conversion date	<p>As part of the project plan a conversion date will be agreed upon.</p> <p>The then becomes of the focus of the monthly project meetings that will take place.</p>	School Leaders/STOC Leaders/DfE project lead.

<p>4. Trust Onboarding Briefing</p>	<p>A meeting takes place with school Headteachers, the CSEL and the Trust Senior Leadership Group to discuss STOCS overarching mission and the Trust Onboarding process.</p> <p>During this meeting Headteachers will be provided with the Trust Onboarding Contact information for each function (Appendix C) and will also be given an overview of the requirements of onboarding in each area.</p> <p>Headteachers will be asked to name the School lead contact for each area of the onboarding process.</p>	<p>Trust Leaders.</p>
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Timelines

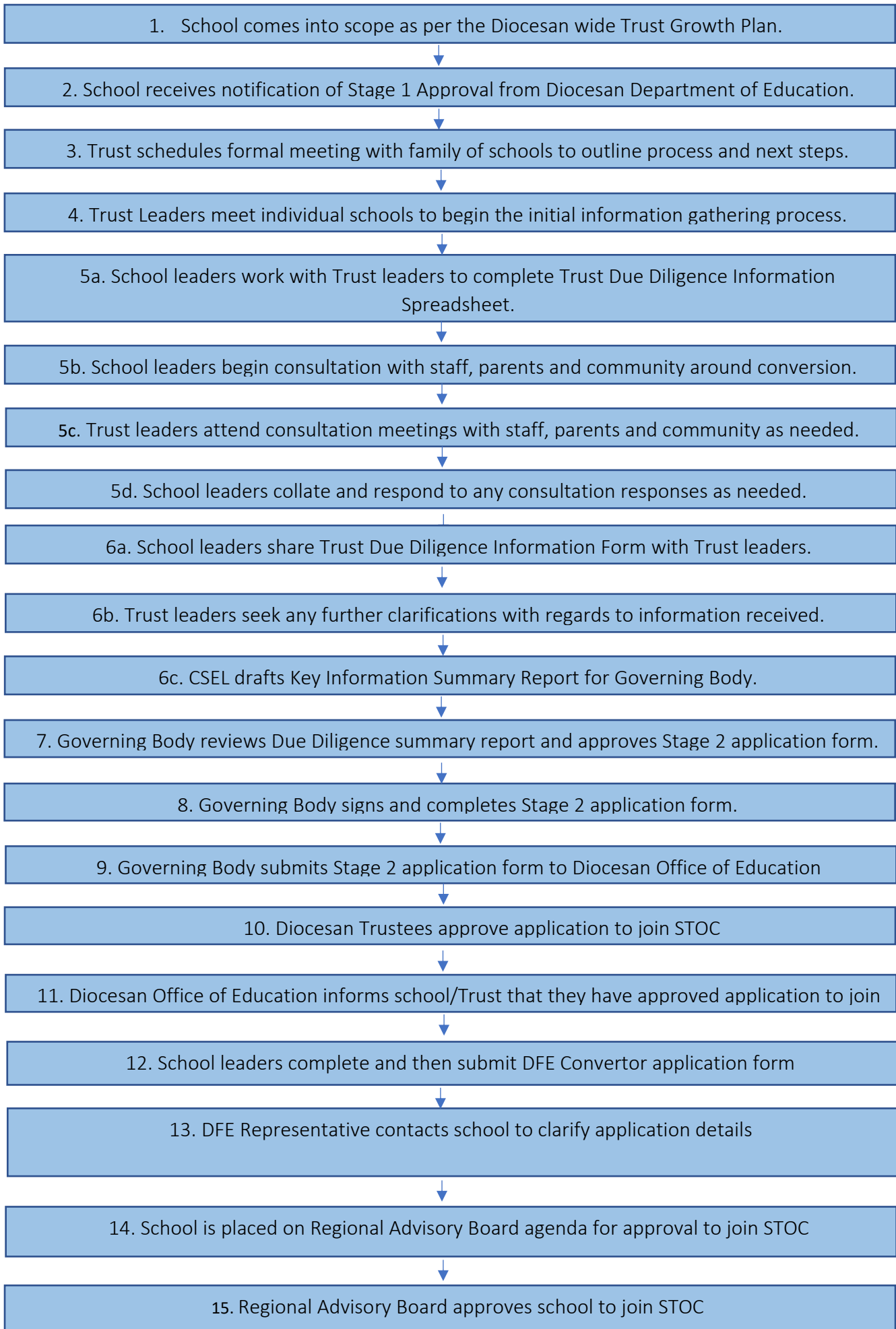
The table below gives indicative timescales so that all stakeholders can understand the process. There is no flexibility with DfE dates. As can be seen, there is a two-month lag between completing a converter form, and then having the school appear on an advisory board agenda.

These dates are marginally different for the 2022/23 academic year, but the principles here will remain the same.

Diocesan Trustees will likely begin meeting more regularly to support this process.

Stage 2 consent application submitted to diocese	Stage 2 Consent considered at Trustees Schools Committee	Deadline for voluntary converter application to DfE	Agenda published on Gov.uk	Advisory Board Meeting	Earliest conversion date
6 September	15 September	1 October	26 November	16 December	1 May
		11 November	6 January	27 January	1 June
3 November	9 November	10 December	4 February	24 February	1 July
		7 January	4 March	24 March	1 Sept/Oct
28 December	11 January	4 February	2 April	21 April	1 October
		4 March	30 April	19 May	1 November
22 February	8 March	6 April	28 May	16 June	1 December
		3 May	28 June	14 July	1 Jan/1 Feb
No August Advisory Board meeting					
27 April	10 May	29 June	24 August	14 September	1 March
		11 August	29 September	20 October	1 April/1 May
22 June	5 July	1 September	27 October	17 November	1 June

PHASE 1 DIOCESAN AND SCHOOL LEVEL APPROVAL FLOWCHART





16. Project Planner appointed and then contacts school, Trust, Diocese and Local Authority to begin conversion process.



17. Conversion date agreed



18. Trust Onboarding Briefing held

PHASE 2A DFE PROJECT PLANNING SUMMARY

Following completion of the approval process, the project planning phase begins. This is detailed below.

This guidance should be read alongside the Phase 2A Flow Chart.

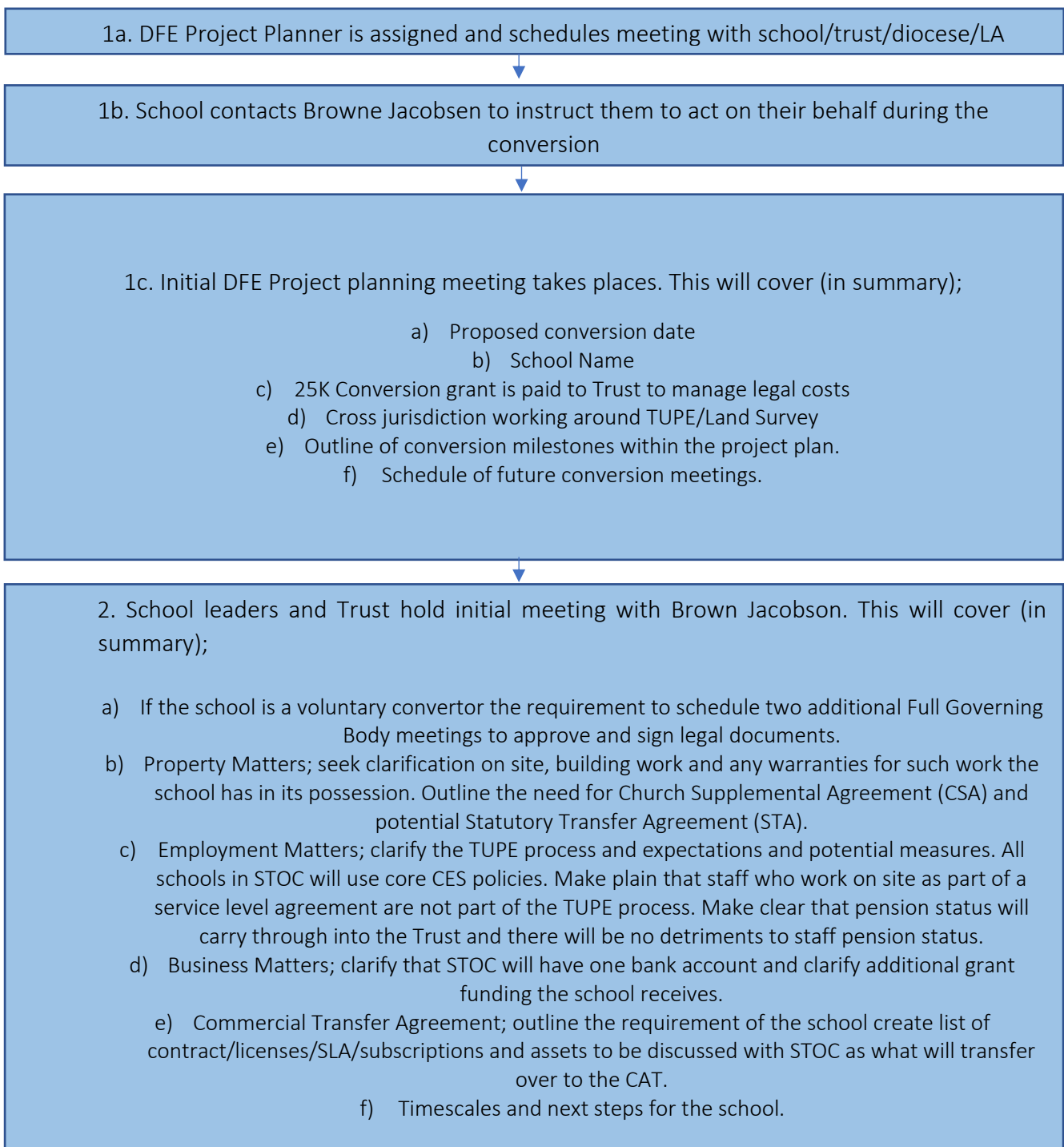
A) DFE Project Planning		
Area	Who this will involve and what it may look like.	Who is responsible for this?
1.First meeting	<p>This meeting will be scheduled by a DFE Project Lead. They will invite the following stakeholders to attend the first meeting;</p> <ul style="list-style-type: none"> a) School Headteacher, other school leaders and Chair of Governors. b) Representative from the Local Authority. c) Representative from the Trust. d) Representative from the Salford Diocese <p>The meeting will cover the following areas;</p> <ul style="list-style-type: none"> a) Proposed conversion date b) School Name c) 25K Conversion grant is paid to Trust to manage legal costs d) Cross jurisdiction working around TUPE/Lan Survey e) Outline of conversion milestones within the project plan. f) Schedule of future conversion meetings. <p>At the end of the meeting further meetings will likely be scheduled.</p>	<p>DFE Project Lead will arrange and collate the information and check list.</p> <p>Post meeting the DFE Project Lead will share updated check list and action points.</p>
2.Subsequent meetings	<p>These will take place at regular intervals to check on project progress.</p>	<p>DFE Project Lead.</p> <p>Stakeholders will complete conversion tasks between meetings.</p>

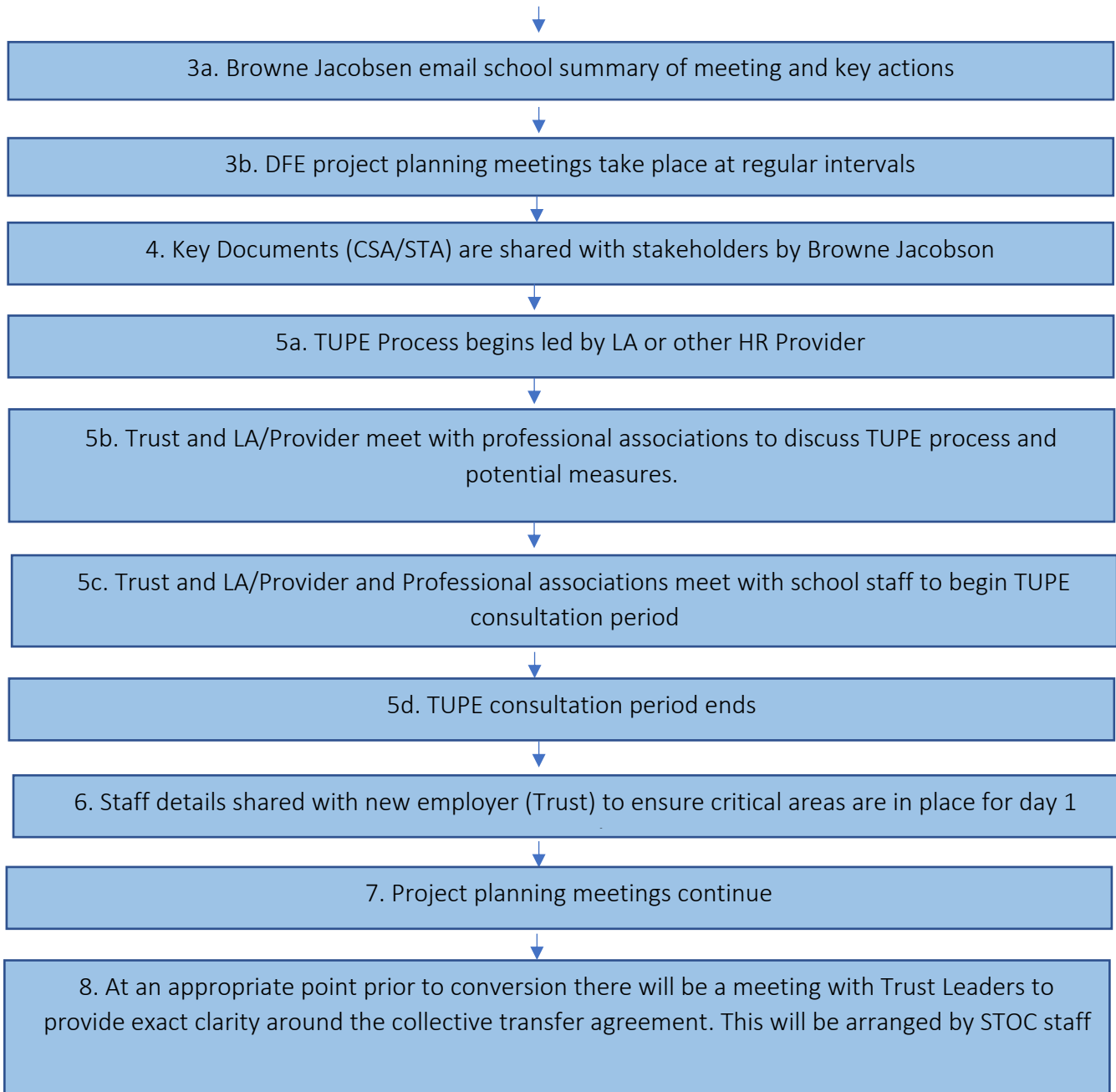
B) Legal Conversion Process		
Area	Who this will involve and what it may look like.	Who is responsible for this?
<p>1. Engagement with Browne Jacobsen to commence legal process.</p>	<p>At the point the school is approved to join the Trust at the advisory board, the school must approach Browne Jacobsen to act on their behalf.</p> <p>Below is suggested language for how the school can approach this.</p> <p><i>Good afternoon,</i> <i>I am contacting you on behalf of the Governing Body of XXXXXXXX, so we can engage you as part of our academy conversion to join the St Teresa of Calcutta Catholic Academy Trust in the Diocese of Salford. We held our first DFE project planning meeting today. We have provisionally agreed a conversion date of April 1st.</i> <i>I look forward to hearing from you</i></p> <p>XXX</p> <p>This email should be sent to Vicki Hair Vicki.Hair@brownejacobson.com</p>	<p>School Leader.</p>
<p>2. Browne Jacobson Meeting</p>	<p>An initial meeting will then take place which will cover the following;</p> <ul style="list-style-type: none"> a) If the school is a voluntary convertor the requirement to schedule two additional Full Governing Body meetings to approve and sign legal documents. b) Property Matters; seek clarification on site, building work and any warranties for such work the school has in its possession. Outline the need for Church Supplemental Agreement (CSA) and potential Statutory Transfer Agreement (STA). c) Employment Matters; clarify the TUPE process and expectations and potential measures. All schools in STOC will use core CES policies. Make plain that staff who work on site as part of a service level agreement are not part of the TUPE process. Make clear that pension status will carry through into the Trust and there will be no detriments to staff pension status. d) Business Matters; clarify that STOC will have one bank account and clarify additional grant funding the school receives. e) Commercial Transfer Agreement; outline the requirement of the school create list of 	<p>This will be arranged by a representative from Browne Jacobson.</p> <p>CSA, STA documents will require some school input, but in the main are completed by solicitors with Trust and School Input.</p> <p>The key document that the school and Trust will work through together is the collective transfer agreement.</p>

	<p>contract/licenses/SLA/subscriptions and assets to be discussed with STOC as what will transfer over to the CAT.</p> <p>f) Timescales and next steps for the school.</p>	
3. Browne Jacobson work areas.	<p>Browne Jacobson will complete all documents in relation to;</p> <ul style="list-style-type: none"> • Church Supplemental Agreement • Statutory Transfer Agreement <p>These documents will be shared with the DFE Project Lead as part of this process.</p> <p>Brown Jacobson will require the agreed collective transfer agreement around 6-7 weeks prior to the agreed conversion date.</p>	CSA/STA completed by Brown Jacobson.
4. CTA Collation and Completion	A meeting will be scheduled with the Trust central team, school Headteacher and Business Manager (or equivalent) to work through all elements of the Commercial Transfer Agreement.	School to collate Trust and School to share and then approve.
C) TUPE Process		
Area	Who this will involve and what it may look like.	Who is responsible for this?
1. Timescale and Measures	<p>The LA or HR provider will share with the Trust a potential TUPE timeline which will be in line with the targeted conversion dates.</p> <p>The Trust will then confirm these dates and share in advance a further meeting for any potential measures that will be taken at the point of conversion.</p>	<p>LA or School HR Provider.</p> <p>Trust Leaders.</p>
2. Initial meeting with Professional Associations	<p>A meeting will take place with LA/School HR Provider and Trust Leaders to discuss the TUPE process.</p> <p>This will allow professional associations context around any potential measures and opportunity to seek clarification around any potential areas.</p>	LA or School HR Provider.
3. Meeting with Staff and TUPE consultation process	<p>A meeting will take place with LA/School HR Provider, Trust Leaders, professional associations and school staff to discuss the TUPE process.</p> <p>This will allow professional associations context around any potential measures and opportunity to seek clarification around any potential areas.</p> <p>Professional association representatives are welcome to attend onsite.</p>	<p>LA/ or School HR Provider.</p> <p>School Leaders to ensure staff can attend the meeting.</p>

4. TUPE Consultation period	Staff are welcome to ask questions and make representations during the consultation period. The consultation period is normally 30 working days, but can vary based on local authority processes.	LA of School HR Provider. Trust Leaders.
5. End of TUPE Consultation	At the end of the consultation period staff will be written to, and this will confirm the transfer to the new employer.	LA of School HR Provider. Trust Leaders.
6. Transfer of Staff information	Trust leaders will then work with the appropriate bodies to ensure information is transferred in a timely manner prior to the conversion date.	School Leaders. Trust Leaders.

PHASE 2A DFE PROJECT PLANNING FLOWCHART





PHASE 2B TRUST ONBOARDING SUMMARY

Following the initial CTA review meeting, the Trust onboarding phase begins. This is detailed below.

This guidance should be read alongside the Phase 2B Flow Chart and the onboarding checklists for each function as linked in the appendices.

A) Trust Onboarding Process																				
Element	Who this will involve and what it may look like.	Who is responsible for this?																		
<p>1. School Lead Contact Introductions</p>	<p>Headteachers complete the Trust Onboarding School Lead contact form and email this to stoccommms@stoccat.org.uk.</p> <p>Relevant Trust Senior Leaders are listed below, with contact details in Appendix C.</p> <table border="1" data-bbox="464 696 1174 1603"> <thead> <tr> <th>Function</th> <th>Trust Senior Leader</th> </tr> </thead> <tbody> <tr> <td>Finance</td> <td>CFO (Chief Finance Officer)</td> </tr> <tr> <td>Procurement</td> <td>CFO (Chief Finance Officer)</td> </tr> <tr> <td>Governance</td> <td>COO (Chief Operations Officer)</td> </tr> <tr> <td>HR</td> <td>COO (Chief Operations Officer)</td> </tr> <tr> <td>Estates, Health and Safety</td> <td>COO (Chief Operations Officer)</td> </tr> <tr> <td>Information (Digital, IT, Data and Communication)</td> <td>CIO (Chief Information Officer)</td> </tr> <tr> <td>Performance</td> <td>CPOs (Chief Performance Officers)</td> </tr> <tr> <td>Operational Administration</td> <td>COO (Chief Operations Officer)</td> </tr> </tbody> </table> <p>Trust Senior Leaders liaise with these contacts to begin the Trust onboarding process.</p>	Function	Trust Senior Leader	Finance	CFO (Chief Finance Officer)	Procurement	CFO (Chief Finance Officer)	Governance	COO (Chief Operations Officer)	HR	COO (Chief Operations Officer)	Estates, Health and Safety	COO (Chief Operations Officer)	Information (Digital, IT, Data and Communication)	CIO (Chief Information Officer)	Performance	CPOs (Chief Performance Officers)	Operational Administration	COO (Chief Operations Officer)	<p>Headteachers.</p>
Function	Trust Senior Leader																			
Finance	CFO (Chief Finance Officer)																			
Procurement	CFO (Chief Finance Officer)																			
Governance	COO (Chief Operations Officer)																			
HR	COO (Chief Operations Officer)																			
Estates, Health and Safety	COO (Chief Operations Officer)																			
Information (Digital, IT, Data and Communication)	CIO (Chief Information Officer)																			
Performance	CPOs (Chief Performance Officers)																			
Operational Administration	COO (Chief Operations Officer)																			
<p>2. Cross Function Meetings Arranged</p>	<p>For those elements of onboarding that require input from more than one function area, joint function area meetings will be arranged by Trust Leaders - involving Headteachers and School Leads for the relevant functions.</p> <p>These will be calendared and shared in advance.</p>	<p>Trust Leaders.</p>																		

3. Function areas liaise with the school to onboard as per <u>pre</u> -conversion tasks in onboarding checklists	Each function area will work with the relevant school lead to complete pre-conversion onboarding using the checklists defined in the appendices section of the handbook.	Trust Leaders. School Leaders.
4. Pre-Conversion Briefing	A meeting takes place with school Headteachers and the Trust Senior Leadership Group approximately 4 weeks prior to conversion to confirm the conversion is progressing as expected.	Trust Leaders.
5. School Converts	The school officially becomes part of the St Teresa of Calcutta Catholic Academy Trust.	DfE.
6. Function areas liaise with the school to complete onboarding as per <u>post</u> conversion tasks in onboarding checklists	Each function area will work with the relevant school lead to complete post-conversion onboarding using the checklists defined in the appendices section of the handbook.	Trust Leaders. School Leaders.
7. Post Conversion Briefing	A meeting takes place with school Headteachers and the Trust Senior Leadership Group approximately 6 weeks following conversion to confirm the conversion is completed and ensure all Trust systems and processes are aligned. School Leaders will also be asked for feedback with regards to how they have found the conversation and given the opportunity to request additional support.	Trust Leaders.
B) Finance and Procurement Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Finance	Collect 3 years annual accounts.	Trust Leaders. School Leaders.
Finance	Collect previous 3 years external audit reports.	Trust Leaders. School Leaders.
Finance	Collect previous 2 years internal audit reports.	Trust Leaders. School Leaders.
Finance	Collect any other internal reports completed by LA or external partner (Rochdale do Finance Audits when a new HT takes up post).	Trust Leaders. School Leaders.

Finance	Collect the current year's budget.	Trust Leaders. School Leaders.
Finance	Collect 3-year projections.	Trust Leaders. School Leaders.
Finance	Collect the latest management accounts.	Trust Leaders. School Leaders.
Finance	Collect the latest full year forecast.	Trust Leaders. School Leaders.
Finance	Collect insurance policy details: All risks and staff absence (if held).	Trust Leaders. School Leaders.
Finance	Collect information regarding any current claims.	Trust Leaders. School Leaders.
Finance	Collect information regarding any potential claims.	Trust Leaders. School Leaders.
Finance	Collect information regarding supplier contracts.	Trust Leaders. School Leaders.
Finance	Collect information regarding LA SLA's.	Trust Leaders. School Leaders.
Finance	Collect information regarding leases and lettings.	Trust Leaders. School Leaders.
Finance	Obtain PFI Awareness.	Trust Leaders. School Leaders.
Finance	Obtain GAG Letter.	Trust Leaders. School Leaders.
Finance	Collect any other funding commitment letters.	Trust Leaders. School Leaders.
Finance	Collect wrap around care details.	Trust Leaders. School Leaders.
Finance	Collect bank account details.	Trust Leaders. School Leaders.
Finance	Collect bank statements.	Trust Leaders. School Leaders.

Finance	Collect bank reconciliations.	Trust Leaders. School Leaders.
Finance	Collect cashless arrangements.	Trust Leaders. School Leaders.
Post Conversion		
Finance	Collect information regarding suppliers.	Trust Leaders. School Leaders.
Finance	Collect information regarding customers.	Trust Leaders. School Leaders.
Finance	Collect information regarding on-going purchase orders.	Trust Leaders. School Leaders.
Finance	Collect information regarding fixed assets.	Trust Leaders. School Leaders.
Finance	Collect information regarding capital commitments.	Trust Leaders. School Leaders.
Finance	Provide schools with Finance key dates.	Trust Leaders. School Leaders.
Finance	Provide schools with an External Audit briefing.	Trust Leaders. School Leaders.
C) Governance Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Operations	Accurate list of governors received by Governance Professional.	School Leaders
Operations	All current Governors have read STOC Governance handbook.	Governors
Operations	Diocese writes to all current Governors to thank them for their service, and begin the process of reconstitution.	Diocese
Operations	LGB Foundation Governors submit application forms and are approved by their Parish Priest.	LGB Foundation Governors Parish Priest

Operations	If possible current parent and staff Governors transfer over the LGB.	Trust Leaders Local Governors
Operations	Inaugural LGB meeting is scheduled within the first half term after conversion by STOC and Governance Manager provides coherent clerking.	Trust Leaders School Leaders
Operations	Review clerking arrangement SLA.	Trust Leaders
Operations	Schedule of LGB meetings is put in place by STOC for the remainder of the Academic Year.	Trust Leaders
Operations	Trust obtains oversight of LGB Governor appointments.	Diocese Trust Leaders
Operations	Trust holds a LGB Briefing for all Governors explaining the role of an LGB in STOC.	Trust Leaders
Operations	Ensure all LGB member have enhanced DBS.	Trust Leaders School Leaders
Operations	Collect records of any LGB Skills Audits.	Trust Leaders School Leaders
Operations	Collect records of training completed including KCSIE.	Trust Leaders School Leaders
Post Conversion		
Operations	Inaugural LGB meeting(s) are attended by the Governance Manager (or equivalent) and at least 3 appropriate central leaders.	Trust Leaders School Leaders Local Governors
Operations	The local Governing Body Chair is appointed and adds to their diary mandatory Central Chair Briefings	Local Governors
Operations	The CIO or equivalent provides for LGB training on the following; a) Mandatory use of STOC Email Addresses. b) How to access the STOC Governance Portal.	Trust Leaders
Operations	The Governance Manager (or equivalent) provides for LGB training schedule and attendance expectations.	Trust Leaders
D) HR Onboarding		
Area	Who this will involve and what it may look like.	Who is responsible for this?
Pre-Conversion		
Operations	TUPE documents provided regarding LGB employed.	School Leaders
Operations	TUPE documents provided regarding LA employed.	School Leaders
Operations	TUPE documents provided regarding commercial contracts.	School Leaders

Operations	Establishment list provided.	School Leaders
Operations	Staffing structure provided on an organisational chart.	School Leaders
Operations	Job descriptions provided for all staff.	School Leaders
Operations	Details of staff insurance policy.	School Leaders
Operations	Details of any employees that are employed in a novel manner.	School Leaders
Operations	Details of payroll provider and contact provided.	School Leaders
Operations	Details of pension schemes for teaching staff.	School Leaders
Operations	Details of pension schemes non-teaching staff.	School Leaders
Operations	LGPS % contribution.	School Leaders
Operations	Details of known staff who have opted out of pension scheme.	School Leaders
Operations	Details of ER cases: competency (last 24 months).	School Leaders
Operations	Details of ER cases; other disciplinary (last 24 Months).	School Leaders
Operations	Absence records for the last 2 years.	School Leaders
Operations	Details of ongoing absence cases.	School Leaders
Operations	Details of any contextual employee related issues.	School Leaders
Operations	LADO referrals over the past 5 years.	School Leaders
Operations	List of policies provided with full copies of current versions.	School Leaders
Operations	Details of HR advice provider provided.	School Leaders
Post Conversion		
Operations	Provide schools with STOC points of contact and HR protocols.	Trust Leaders
Operations	Ensure staff who wish to opt out of pension scheme re-opt out.	School Leaders
Operations	Deal with any open HR cases.	Trust Leaders
Operations	Deal with any open absence cases.	Trust Leaders
Operations	Ensure Trust policies are adopted.	School Leaders
Operations	Ensure full HR induction has been completed.	Trust Leaders
E) Estates, Health and Safety Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Operations	Obtain latest asbestos survey.	Trust Leaders

		School Leaders
Operations	Obtain asbestos management plan (AMP) with annual review.	Trust Leaders School Leaders
Operations	Obtain contractor Asbestos survey review sheet.	Trust Leaders School Leaders
Operations	Obtain Fire Risk Assessment with annual review document.	Trust Leaders School Leaders
Operations	Obtain Fire extinguishers annual check by contractors.	Trust Leaders School Leaders
Operations	Obtain school condition survey (and completed by whom LA/Diocese/STOCCAT) .	Trust Leaders School Leaders
Operations	Obtain maps of the school site and perimeter.	Trust Leaders School Leaders
Operations	Obtain information regarding PE/Gym equipment (annual inspection internal and external. Including fitness suite).	Trust Leaders School Leaders
Operations	Obtain information regarding passenger lifts (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding hoists and change beds (6 monthly inspection).	Trust Leaders School Leaders
Operations	Obtain Display Energy Certificate (DEC).	Trust Leaders School Leaders
Operations	Obtain information regarding a Glazing Audit (approx. 10 year).	Trust Leaders School Leaders
Operations	Obtain information regarding roller shutter systems and automatic gates (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding tree surveys (1-3 years on inspection or on competent person advice).	Trust Leaders School Leaders
Operations	Obtain information regarding external play equipment (mainly primary schools).	Trust Leaders School Leaders
Operations	Obtain information regarding movable walls inspections (annual inspection).	Trust Leaders School Leaders
Operations	Obtain 5 Year Fixed wire and electrical testing certificates (unless advised it should be completed more frequently).	Trust Leaders School Leaders

Operations	Obtain information regarding portable Appliance Testing (PAT) (12 – 24 monthly on risk/advice of competent person).	Trust Leaders School Leaders
Operations	Obtain information regarding Fire Alarm and smoke detection systems (6 monthly inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding emergency lighting and exit lighting (annual failed supply test).	Trust Leaders School Leaders
Operations	Obtain information regarding lightning conductor test (where fitted) (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding power pedestrian doors (automatic internal doors) (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding electric external gates (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding boiler servicing (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding gas pipework and soundness test (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding local exhaust ventilation (LEV)14 monthly but normally annual inspection.	Trust Leaders School Leaders
Operations	Obtain information regarding convector fans (annual maintenance).	Trust Leaders School Leaders
Operations	Obtain information regarding kitchen ventilation inspection and deep clean (annual).	Trust Leaders School Leaders
Operations	Obtain information regarding kitchen equipment and servicing (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding Legionella risk assessments (2 yearly review to determine if new assessment needed).	Trust Leaders School Leaders
Operations	Obtain information regarding Legionella monitoring checks (monthly temperature checks).	Trust Leaders School Leaders
Operations	Obtain information regarding the Legionella system: <ul style="list-style-type: none"> - Chlorination - Disinfection - Showerhead cleaning (each quarter) - TMV servicing (on risk normally 6 monthly) - Water heater and cylinder check (annual inspection) 	Trust Leaders School Leaders

Operations	Obtain information regarding air conditioning systems and air handling units (annual inspection)	Trust Leaders School Leaders
Operations	Obtain information regarding radioactive sources leak tests (annual) (Science) Secondary school.	Trust Leaders School Leaders
Operations	Obtain information regarding pressure vessels (Science and Food Tec) Secondary school.	Trust Leaders School Leaders
Operations	Obtain information regarding Fume Cupboard inspection (Science) Secondary school.	Trust Leaders School Leaders
Operations	Obtain information regarding DT Workshop equipment inspection and emergency stop inspection (annual) Secondary school.	Trust Leaders School Leaders
Operations	PFI Equipment responsibility clarification.	Trust Leaders School Leaders
Operations	Obtain information regarding Kiln inspection (ART) school (annual inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding Drama Stage lighting and rigging (3 yearly).	Trust Leaders School Leaders
Operations	Obtain information regarding Theatre seating (movable) annual inspection.	Trust Leaders School Leaders
Operations	Obtain information regarding swimming pool plant, equipment and lighting (as per standard operating procedures).	Trust Leaders School Leaders
Operations	Obtain information regarding PE equipment inspection.	Trust Leaders School Leaders
Operations	Obtain information regarding the Gas provider.	Trust Leaders School Leaders
Operations	Obtain information regarding the Electric provider.	Trust Leaders School Leaders
Operations	Obtain information regarding the Grounds Maintenance.	Trust Leaders School Leaders
Operations	Obtain information regarding the Heating.	Trust Leaders School Leaders
Operations	Obtain information regarding the Air conditioning.	Trust Leaders School Leaders
Operations	Obtain information regarding the Fire risk.	Trust Leaders

		School Leaders
Operations	Obtain information regarding the H&S Policy and links to other H&S policies.	Trust Leaders School Leaders
Operations	Obtain information regarding the Staff induction checklist.	Trust Leaders School Leaders
Operations	Obtain information regarding the Staff Handbook (not statutory but recommended).	Trust Leaders School Leaders
Operations	Obtain information regarding the process for reporting H&S concerns (staff, Governors, Trust).	Trust Leaders School Leaders
Operations	Obtain information regarding the Fire evacuation plans.	Trust Leaders School Leaders
Operations	Obtain information regarding the Fire logbook – weekly / monthly checks (means of escape, emergency lighting, extinguishers, call points, flick test)	Trust Leaders School Leaders
Operations	Obtain information regarding the Fire drill records.	Trust Leaders School Leaders
Operations	Obtain information regarding the Copies of Personal Emergency Evacuation (PEEP).	Trust Leaders School Leaders
Operations	Obtain information regarding the weekly flushing of infrequently used water outlets.	Trust Leaders School Leaders
Operations	Obtain information regarding the demonstration of internal /external risk checks and observation.	Trust Leaders School Leaders
Operations	Obtain information regarding the ladder register and formal checks (6 monthly internal inspection).	Trust Leaders School Leaders
Operations	Obtain information regarding the COSHH register for the caretaker, kitchen and science/DT departments.	Trust Leaders School Leaders
Operations	Obtain information regarding the material safety data sheets held for each department.	Trust Leaders School Leaders
Operations	Obtain information regarding the COSHH assessments.	Trust Leaders School Leaders
Operations	Obtain information regarding the First aid needs assessment.	Trust Leaders School Leaders
Operations	Obtain information regarding the Records of Defibrillator and first aid box checks.	Trust Leaders

		School Leaders
Operations	Obtain information regarding the Lockdown procedure.	Trust Leaders School Leaders
Operations	Obtain information regarding the Record of lockdown drills (highly recommended).	Trust Leaders School Leaders
Operations	Obtain information regarding the Records of DSE self-assessment or full assessment.	Trust Leaders School Leaders
Operations	Obtain information regarding Driver license checks.	Trust Leaders School Leaders
Operations	Obtain information regarding the maintenance records for the vehicle.	Trust Leaders School Leaders
Operations	Obtain information regarding the list of authorised drivers.	Trust Leaders School Leaders
Operations	Obtain information regarding the Pre-use checklist.	Trust Leaders School Leaders
Operations	Obtain information regarding the log book.	Trust Leaders School Leaders
Operations	Obtain information regarding the school H&S training matrix including; for example: <ul style="list-style-type: none"> - First aid - Work at height - Risk assessment - DATA training for DT Teachers - NEAD training for Art training - CLEPSS training for Science trainers - EVC - Manual handling - COSHH awareness and risk assessment - Fire safety including any specific e.g. EVACCHAIR - Caretaker - Fire warden - Managing stress 	Trust Leaders School Leaders
Operations	Obtain information regarding the premises risk assessments, including; <ul style="list-style-type: none"> - Activity risk assessments - Curriculum risk assessments - Expectant mother - DSE - Lone work - First aid needs - Manual handling 	Trust Leaders School Leaders

	- Work at height	
Operations	Obtain information regarding reporting procedures for school (for reporting, investigation and RIDDOR reporting).	Trust Leaders School Leaders
Operations	Obtain information regarding the Accident reporting form and minor injury log in primary schools.	Trust Leaders School Leaders
Operations	Obtain information regarding the details of any reportable accidents in the last 12 months (Copies of the RIDDORs).	Trust Leaders School Leaders
Operations	Obtain information regarding EVC details.	Trust Leaders School Leaders
Operations	Obtain information regarding the process for approving visits.	Trust Leaders School Leaders
Post Conversion		
Operations	Commence regular HSE meetings according to categorisation.	Trust Leaders School Leaders
F) Information (Digital, IT, Data and Communications) Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Information	The local DPO has GDPR system and process induction.	Trust Leaders. School Leaders.
Information	A cyber security audit is completed and action plan commissioned.	Trust Information Team. School Technical Team.
Information	The Headteacher is briefed on email changes and background checks are completed.	Trust Leaders. School Leaders.
Information	MIS Migration is timetabled and implementation plan shared with the Headteacher.	Trust Leaders.
Information	Roll over to Trust Level Contracts are timetabled.	Trust Leaders.
Information	A Digital Safeguarding Audit is carried out and the Headteacher briefed on any Digital Safeguarding changes.	Trust Leaders. School Leaders.
Information	Trust Technical Support is assigned and full site survey carried out.	Trust Leaders.

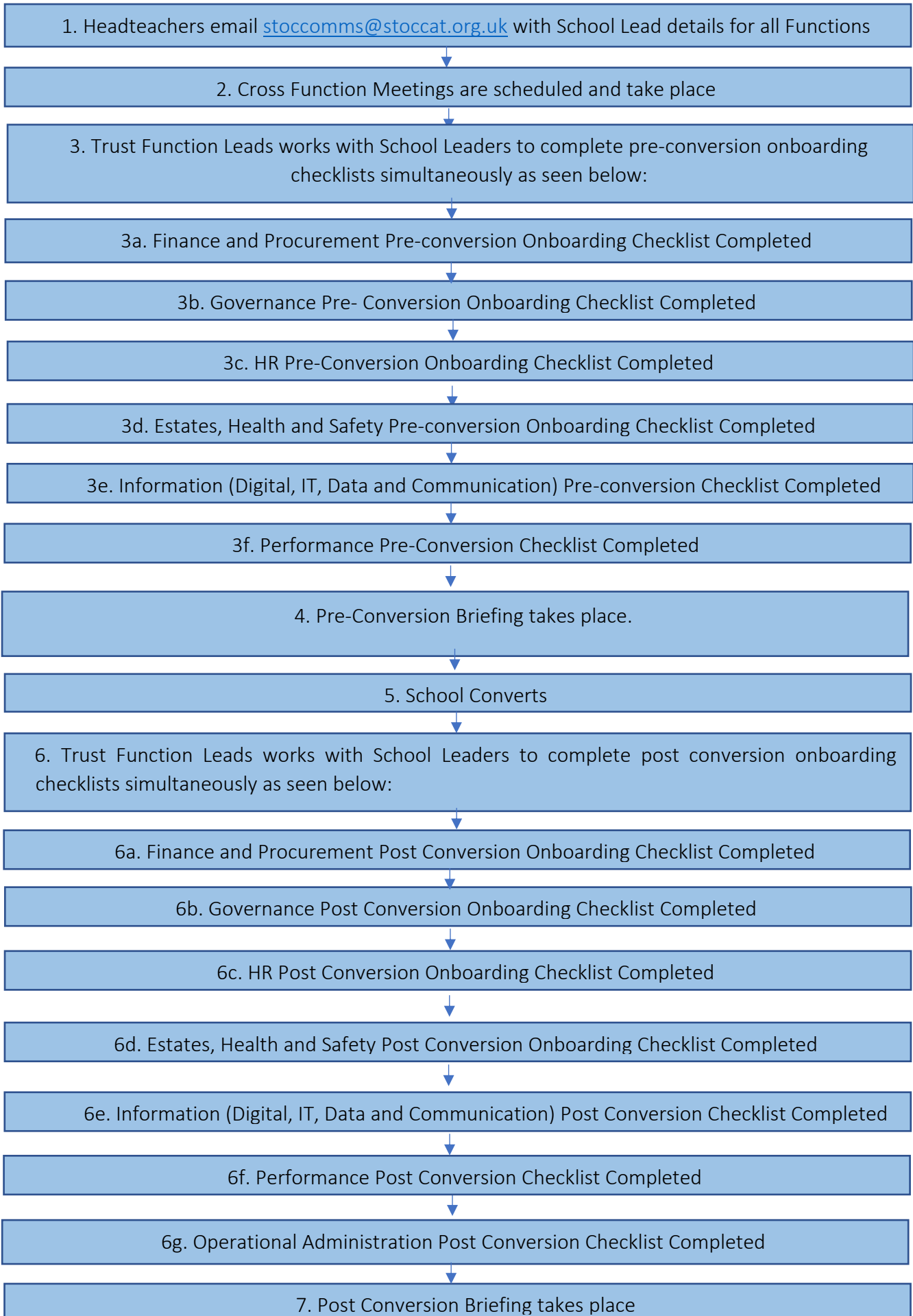
Information	All devices logged on Trust Asset Management System.	Trust Leaders. School Leaders.
Information	Full license review carried out and if required, move to Office 365 timetabled.	Trust Leaders. School Leaders.
Information	IT budget, request and approval process explained to all parties.	Trust Leaders. School Leaders.
Information	Trust Website Developer informed of new website requirement.	Trust Leaders.
Information	School website designed identified.	School Leaders.
Information	New website built.	School Leaders.
Post Conversion		
Information	Trust ICO Registration Complete and School ICO registration removed.	Trust Leaders. School Leaders.
Information	Staff GDPR Training Completed.	Trust Leaders. School Leaders.
Information	Data Asset Register, Data Sharing Register and Data Retention Schedule completed.	School Leaders.
Information	Cyber Recovery Plan Completed.	School Leaders.
Information	Cyber Recovery Leader Training and Staff Cyber Security training completed.	Trust Leaders. School Leaders.
Information	Cyber Alarm Registration completed and RPA Cover conditions met.	School Leaders.
Information	School Leaders added to relevant distribution groups.	Trust Leaders.
Information	Migration to STOCCAT email complete for all staff, pupils and governors. AllStaff email group created.	Trust Leaders.
Information	Email Addresses updated on all relevant platforms.	Trust Leaders. School Leaders.
Information	MIS implemented.	Trust Leaders. School Leaders.
Information	Local Governors issued with STOCCAT email addresses.	Trust Leaders.
Information	Trust Level Information Contracts aligned.	Trust Leaders.

Information	Governors, Headteacher, DSL and all staff Digital Safeguarding training completed.	Trust Leaders. School Leaders.
Information	Governor and SLT Digital Safeguarding Lead assigned.	School Leaders.
Information	Process for documenting monitoring and filtering decisions embedded.	School Leaders.
Information	Technical IT Handover completed (where appropriate) and Trust Helpdesk implemented.	Trust Leaders. School Leaders.
Information	Infrastructure requirement plan produced, approved and implemented.	Trust Leaders.
Information	Move to cloud timetabled and DPIA completed.	Trust Leaders
Information	Move to cloud implemented.	Trust Leaders
Information	Office 365 A3 Licenses purchased or consolidated.	Trust Leaders
Information	Addition to joint tenancy timetables and implemented.	Trust Leaders
Information	New website launched and DNS Records updated.	Trust Leaders
Information	Full website compliance check carried out.	Trust Leaders
Information	GIAS records updated.	Trust Leaders
Information	IT Budget Lines moved centrally.	Trust Leaders
Information	Identification and implementation of school level training in Trust IT systems.	Trust Leaders School Leaders
G) Performance Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Performance	Familiarisation visit by function lead to arrange access to: <ul style="list-style-type: none"> • OFSTED and CSI inspection reports • Statutory data, including IDSR • Leadership and staffing structures • School self-evaluation documentation • School Improvement Plan • External review documentation from the last 2 years • Website audit, including curriculum plans and key policies 	Trust Leaders School Leaders
Performance	School Leaders introduced to the STOC School Improvement Evaluation Handbook.	Trust Leaders

		School Leaders
Performance	School Leaders introduced to the STOC School Improvement offer.	Trust Leaders School Leaders
Post Conversion		
Performance	Completion of aligned documentation in the STOC school improvement Evaluation Handbook.	School Leaders
Performance	Annual standards review meeting takes place.	Trust Leaders School Leaders
Performance	Dates in line with STOC School Improvement Programme have been set.	Trust Leaders School Leaders
Performance	A commitment to the STOC school improvement offer schedule has been made.	School Leaders
H) Operational Administration Onboarding		
Area	Onboarding Tasks to be Completed	Who is responsible for this?
Pre-Conversion		
Operations	Obtain details of catering contract (commercial) or SLA with the LA.	Trust Leaders School Leaders
Operations	Obtain details of caretaking and cleaning arrangements and whether TUPE of staff needs to be confirmed.	Trust Leaders School Leaders
Operations	Obtain details of copiers and contracts such as whether they are leased / purchased.	Trust Leaders School Leaders
Operations	Obtain details of any portable buildings.	Trust Leaders School Leaders
Operations	Obtain details of agreement for any portable buildings that are subject to lease agreements.	Trust Leaders School Leaders
Operations	Obtain details of any school bus arrangements with financial commitments to school	Trust Leaders School Leaders
Operations	Obtain details of any leased playing field ownership together with financial agreements.	Trust Leaders School Leaders
Operations	Obtain details of any shared use sports facility.	Trust Leaders School Leaders
Operations	Obtain details of any agreed 3 rd party use of sports facilities with contractual agreement.	Trust Leaders

		School Leaders
Operations	Obtain details of Grounds maintenance contract.	Trust Leaders School Leaders
Operations	Informal arrangements to use off site facilities.	Trust Leaders School Leaders
Operations	Obtain details of school uniform providers.	Trust Leaders School Leaders
Operations	Obtain details of any stock holding agreement with appointed supplier.	Trust Leaders School Leaders
Operations	Obtain details of any grants from the Lottery.	Trust Leaders School Leaders
Operations	Obtain details of any grants from Sports England.	Trust Leaders School Leaders
Operations	Obtain details of any grants from the FA.	Trust Leaders School Leaders
Operations	Obtain details of any bids submitted that are awaiting outcome.	Trust Leaders School Leaders
Operations	Vehicle Details.	Trust Leaders School Leaders
Operations	Ownership of vehicle(s).	Trust Leaders School Leaders
Operations	Lease agreement if necessary.	Trust Leaders School Leaders
Operations	Insurance policy for vehicle(s).	Trust Leaders School Leaders
Operations	Details of training including records of license eligibility for Mini bus.	Trust Leaders School Leaders
Post Conversion		
Operations	SLA Catering, when appropriate give notice or confirm notice and consider TUPE.	Trust Leaders
Operations	SLA Caretaking and Cleaning; give notice or confirm notice and consider TUPE.	Trust Leaders

PHASE 2B TRUST ONBOARDING Flowchart



APPENDICES

Appendix A: Due Diligence Information Spreadsheet
Appendix B: Browne Jacobson Conversion Questionnaire
Appendix C: Trust Onboarding Contact Information
Appendix D: Trust Onboarding School Lead Contact Information Form
Appendix E: Finance and Procurement Onboarding Checklist
Appendix F: Governance Onboarding Checklist
Appendix G: HR Onboarding Checklist
Appendix H: Estates, Health & Safety Onboarding Checklist
Appendix I: Information (Digital, IT, Data and Communication) Onboarding Checklist
Appendix J: Performance Onboarding Checklist
Appendix K: Operational Administration Onboarding Checklist