



The Southfield Trust Induction Process for new Academies joining the Trust

Introduction

Currently we are a Multi Academy Trust of two Academies that converted together as a Maintained Special School Federation on the 01/04/2016 to Academy Status.

There are currently no new Academies joining our MAT but where new Academies would be considered to join the Southfield Trust an induction procedures for new joiners to the MAT would take place.

For all new Academies joining the Southfield Trust in the future a comprehensive new Academies induction and diligence process will necessarily involve a thorough engagement with all Trust policies and procedures.

The report below can be used to present the findings of due diligence activities in the following areas:

- Finance
- Attainment
- Views of parents and the local community
- Current performance
- Leadership and governance
- Asset condition
- Capacity and other risks

For each area the level of risk can be rated as low, medium or high. Evidence can be given for the risk level by the appraiser.

At the end of the report the appraiser can give a recommendation for the school. There are several prompts to consider, such as:

Can the new school be part of a MAT?

Are parents and staff in support?

Financial due diligence activities		
Potential questions	Potential sources of evidence	Notes
<ul style="list-style-type: none"> • What are the school's budget projections for this financial year? • What are the school's budget projections for the next three years? • Has the school had to set a deficit budget over the past five years? • Has the school had to make staff reductions over the past five years to balance the budget? • Does the school have additional income streams that affect the budget? • Do you have a private finance initiative (PFI) agreement on the buildings or assets of the school? <p>If so:</p> <ul style="list-style-type: none"> ○ What are the details of the agreement? ○ How does the agreement impact the finance of the school? ○ What is the duration of the agreement? 	<ul style="list-style-type: none"> • Budget statements for the current year, and the past five years • Staff lists and/or staffing structures • Forward planning budget projections • Any PFI agreement that is in place 	

Organisational due diligence activities

Potential questions	Potential sources of evidence	Notes
<ul style="list-style-type: none">• Can the school show evidence of strong governance?• How do governors support the senior leadership team (SLT)?• How do governors challenge the SLT?• How are governors involved in the strategic direction of the school?• Does the school have strong leadership?• Does the school have strong financial management?• Are there effective and robust safeguarding processes and procedures in place?	<ul style="list-style-type: none">• Minutes from governors' meetings• Reports to governors• Link governors' reports• Ofsted reports• The single central record (SCR)• Comments from the local authority's designated safeguarding officer (LADO)	

Performance due diligence activities		
Potential questions	Potential sources of evidence	Notes
<ul style="list-style-type: none"> • Are floor standards met for each Key Stage (KS)? • Do pupils make good progress through each KS? • What are the school's attendance figures for the year? • How have the school's attendance figures changed over the past five years? • Are any groups of pupils falling behind or making inadequate progress? • Are interventions in place to address such groups? 	<ul style="list-style-type: none"> • Ofsted reports • RAISEonline reports • The Ofsted data dashboard • The school's internal tracking systems 	

Commercial due diligence activities		
Potential questions	Potential sources of evidence	Notes
<ul style="list-style-type: none"> • Is the school's vision compatible with that of the MAT? • Are the school's values compatible with those of the MAT? • Are stakeholders, including pupils, parents and staff, happy with the school's provision? • How has the number of pupils on roll changed over the past five years? • Is the number of pupils on roll likely to change over the next five years? • Does the school have any issues with its reputation? 	<ul style="list-style-type: none"> • The school's vision document • Articles of association, if the joining school is an academy • The school website • Parent surveys • Staff surveys • Pupil voice • School roll • The LA's and school's projections of pupils on roll • Partner primary or nursery school pupil numbers • Local press 	

Legal due diligence activities		
Potential questions	Potential sources of evidence	Notes
<ul style="list-style-type: none"> • Are there any complaints or appeals against the school currently pending from: <ul style="list-style-type: none"> ○ Staff ○ Parents ○ Neighbours • Are there any land registry issues that may affect the school? • Does the school have any current partnerships or legal agreements? • Does the school have any other associations with another MAT? • What current contracts does the school have with services and suppliers? • When are any current contracts due for renewal? 	<ul style="list-style-type: none"> • The school's records of complaints • Land registry documents and deeds 	

All Southfield Trust Policies listed:

The Southfield Trust Policy and Document Schedule

Local Governing Body	Due for review	Trustees	Due for review
Register of business interests	Annually	Register of business interests	Annually
EYFS Policy	3 years	Statement of control	2 years
Special Educational Needs Reports	Annually	Health and Safety Policy	3 years
Safeguarding (Child Protection)	Annually	Charging and Remissions Policy	3 years
Home School Agreements	3 years	Teachers Pay	Annually
Behaviour Policy	3 years	Data Protection Policy	2 years
SEN Policy	3 years	Freedom of Information	3 years
Curriculum area policies – to be decided	N/A	Staff capability: review of staffing structure	Annually
Extremism Policy	3 years	Suite of Accounting Policies	Annually
Complaints Policy	3years	Staff Disciplinary Conduct and Grievance	3 years
Accessibility Policy	3 years	Governors/Trustee/Members Allowances	3 years

Anti-bullying	3 years	Staff Appraisal Policy	3 years
E-Safety	3 years	Equality Policy	4 years
Sex Education	3 years	Allegations of abuse against staff Policy	3 years
		Discretionary LGPS Policy (Pensions)	3 years
		Investments Policy	3 years
		Competitive Tendering Policy	3 years

N.B. School developments and Government or ESCC initiatives may result in additional policies and documents being added.