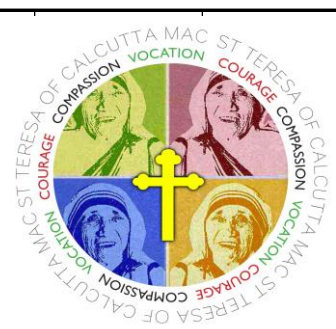


Joining School
Logo

St Teresa of Calcutta MAC

New school induction



			Complete Y/N	By whom	Date
1	Stakeholders	Introduction across LGB / School of MAC SLT including AO, CFO, Head of HR			
		MAC representatives with the Governing Body to allay any concerns relating to the conversion before the process begins			
		Invite members of the Governing Body to attend a Directors Meeting as observers.			
		Invite the Headteacher to attend MAC Headteacher meetings			
		Start consultation process with school stakeholders			
		Arrange staff meetings, ensuring all FT and PT are invited for both MAC and incoming school			
		Arrange parent and parish consultation meeting for joining school			
		Inform Local Authority Academy Conversion team			
		Seek approval from the Diocese			
		Inform the DfE			
2	DfE	Prepare and submit school improvement information demonstrating the fitness of the MAC to take on an additional school			
		Prepare and submit information in relation to the scheme of delegation of the MAC			
		Prepare and submit information in relation to the governance structure of the MAC			
3	Payroll & HR	Advise School of changes to payroll provision through the MAC.			
		Undertake a full staff contract audit for payroll and HR purposes			
		Check for any additional payroll cost centres that need to be added to structures re PPG, SEN, Nursery and Cleaning staff. Complete a staff cost centre allocation.			
		Are there any (confidential) anomalies you need to know about eg deduction of maintenance, fines etc. May effect payroll journals.			
		Any staff signed up for the Childcare Vouchers scheme? Set up with existing provider, ensure tax assessment forms are completed by staff. Inform staff of the providers scheme and how to join.			
		Do you have a clear picture of staff who may be on maternity leave?			
		Do you have a clear picture of any staff on sick leave especially long term sick leave.			
		Are all Absence Insurance claims up to date?			
		Who do you use for DBS checks? Move to MAC provider from conversion date			
		Confirm Payroll sign-off process			
		Identify TUPE measures to be applied on conversion			
		Conduct due diligence of TUPE data			
		Copy of schools Single Central Record required - link to MAC master			
		Access to HR software - link new school back to MAC access			
4	Finance	Advise LA re closing petty cash accounts.			
		School Fund Account - check carefully procedures for closing and transferring balance. Involves final audit.			

		Procurement cards to be cut up and returned, controlled stationery to be returned.				
		Are there any Debtors at the school outstanding? Collect in as much as possible as the legal entity to which the debt is owed will no longer exist after conversion date. eg lettings, care club etc				
		Agree with LA date after which no more school invoices will be paid re final closing balance				
		Important - claim VAT back on pre-conversion expenses that would have been paid through school fund.				
		Agree a preliminary closing balance with LA and transfer any agreed surplus money into the new academy bank account.				
		Check the position of any Creditors				
		Review and change if required new bank account signatories				
		Conversion grant money - how is this to be spent? Return required to school ESFA conversion lead				
		Add new school to Responsible Officer and Audit checks				
		Obtain a copy of school Asset Register - add to MAC register. Confirm update arrangements and add to MAC Fixed Asset Register where necessary for Audit purposes				
		Month End procedures to include bank rec, all items posted by date etc				
5	Budget	GAG statement following conversion				
		What other income from LA? Nursery funding, Higher Needs/SEN funding?				
		Prepare budget for remainder of the current financial year and projections for next financial year				
		Issue budget monitoring timetable to school				
6	Cashless Systems	All parent pay (set up if not in place) items are paid direct to MAC bank account				
		Provision of systems for external caterer payments where required				
		Contact provider with new MAC bank details for income				
		Set up Finance Access on ParentPay for MAC Office				
7	ESFA	Account for conversion grant expenditure				
		If sponsorship funding, account separately for expenditure to support school improvement				
		Alert EFA by the middle of the month before opening of the academy bank account.				
		Activate the DfE Secure Access account within 14 days of becoming part of the MAC				
		Provide contact information using the governance section of Get Information About a School which is accessed via Secure Access within 28 days of conversion.				
		Complete a land and buildings valuation within 6 weeks of opening				
		Add new school to ESFA Document Exchange				
8	Finance Systems	Add School to financial software as a location				
		Import budget for remaining FY following conversion				
		Check web portal users, full accountancy users				
		Add suppliers to financial software				
		Issue Financial Scheme of Delegation				
9	NNDR	National Non-domestic rates. Notify council of charitable status so we only pay 20% of bill				
		find form to claim back from EFA				
		funding included in de-delegated funding, check this is right				
10	TV Licence	Add to MAC TV licence				

11	Data Protection	Advise ICO re MAC status URGENT as criminal offence if not done			
12	CTA	Prepare contract information for Commercial Transfer Agreements			
		letters of novation to be done			
		Advise change of school status, School comms, GCSE POD, anything else?			
13	Insurance	Cancel insurance with LA (bal of risks and school journey) where appropriate			
		Confirm MAC policy covers liabilities and add school. Purchase additional cover where required (mini bus; trips; construction)			
		Provide information to school on their cover (copy of proposal form?) emphasise their responsibilities to control risks.			
		Provide copy of Risk Register for regular completion and review.			
		changes in circumstance how will we monitor and keep insurers informed eg building work, cancellation of cover			
14	Banking	What current bank accounts does school hold? PTA accounts? - need to close and transfer balances to MAC.			
		Petty cash accounts to be set up and added to online banking reporting arrangements. Statements? Debit cards?			
		Increase BACs limits for both payment of suppliers and payroll. Consider including any increments in re-calculation of new payroll limit for the month of conversion.			
15	Pensions	Advise LGPS of new contact details			
		Update directors with actuarial costs and employer contribution, implications for budget			
		Advise Teachers Pensions that school is joining MAC and when to look out for first payment. They get very shirty and chase if they cannot find the monthly contribution.			
16	Financial scheme of delegation	School to be added to the financial scheme of delegation. Board to approve delegated authorities to School			
		Provide School with a copy of current Scheme in the interim to understand who can authorise what.			
17	Policies	MAC to provide copies of all MAC policies to school			
		Is Admission Policy for conversion and subsequent year correct following conversion?			
18	Licences	SIMS licences purchased.			
		Any other licences to consider, should be pick up through CTA (Commercial Transfer Agreement) and novation letters.			
19	Misc	Any tenders/contract due in current Financial Year?			
		New website including notation that part of MAC			
		Update MAC website			
		Revised stationery for everyone (letterheads etc)			
		Signage to be updated if required			
		Details of School LGB - Update contact list			
		EFA - notify as appropriate re funding payments, advices, notices etc			

Notify stakeholders as appropriate				
Access to MAC drive				
LGB Skills Audit				
Companies house				
Risk register				
Academies Financial Handbook				
Schedule financial governance meetings to align to key milestones in the academy's financial year.				
Submit your support grant expenditure certificate.				
Confirm the final closing balance with LA and transfer to the new academy's bank account.				
Obtain copy of HR data report (or equivalent)				
SLA details - complete MAC spreadsheet and realign where possible				
Catering contract details				
Cleaning contract - who provides?				
MAC Board & LGB Meeting Schedule - update & issue				
Business & Pecuniary Interests - Staff & LGB members				
Update MAC & School websites				
Check GDPR compliance				
Attend Schools Change Forum				
Ensure all staff e-mail addresses comply with Data Protection (ie LA or othe secure network)				