



# Edith Stein Catholic Academy Trust

## Due Diligence Information form



You will be asked to EMAIL your due diligence spreadsheet, we would advise completion of this form prior to completion of the spreadsheet

High level Due Diligence- Spreadsheet can be downloaded by following this link  
<https://escat.org.uk/wp-content/uploads/2024/05/Due-Diligence-Questionnaire-v3PP-.xlsx>

A PDF version of all questions on this form can be downloaded by following this link  
<https://escat.org.uk/wp-content/uploads/2024/05/dd-form.pdf>

\* Required

### General School information and an overview

1. Name of school \*

2. School Unique Reference Number \*

3. Local Authority \*

- Hampshire
- Isle of Wight
- Southampton
- Bournemouth
- Dorset
- Portsmouth

4. Name of member of staff completing the form \*

5. Position in school \*

- Headteacher
- Business Manager
- Other

6. Would you be prepared to release to ESCAT you latest CES Data return. The Trust would not share this with third parties. In any public documentation schools would not be identified from the data. \*

- Yes
- No

7. Email address of member of staff completing the form \*

## General Financial position

In this section you will be asked to provide holistic details related to your school budget and the factors supporting the same.

8. In your current financial year are you in deficit to your Local Authority?

YES

NO

9. Is your current budget being supported by historic reserves?

Yes

No

10. Is your future budget being supported by historic reserves?

Yes

No

11. Are you under minimum funding guarantee?

Yes

No

12. What inflationary assumptions are you making in terms of future income?

13. How confident are you that your pupil number predictions will align with your forecast?

Extremely confident

Somewhat not confident

Extremely not confident

## Expenditure

You will be asked a series of contextual questions related to school expenditure

14. What inflationary assumptions are you making in terms of future expenditure ( non staff ) ?

15. What assumptions are you making in terms of future teacher's pay award settlements ?

16. What assumptions are you making in terms of future support staff pay award settlements ?

17. Are there any exceptional expenditure including in any of the expenditure lines within your forecast, for example, contribution to a capital expense, restructuring costs, erroneous staffing expenses?

Yes

No

18. Please describe this exceptional expense

## Other Expenditure

You will be asked a series of contextual questions related to school expenditure

19. Who provides your Payroll service? \*

20. Who provides your HR service? \*

21. Who provides your second and third line ICT support ? \*

22. Who do you buy your education support service from ? \*

23. What MIS System do you use? \*

24. Does your local Authority contribute towards redundancy and restructuring costs and to what extent? \*

25. Do you have a building services contract, (Mechanical/Engineering/Electrical) and if so who with? \*

26. Are you engaged in any capital project funded directly by your Local Authority, if so please explain? \*

27. Does the school have any PFI commitments, loans or operating leases, is so please provide details of the scope of the commitment and length of the commitment? \*

28. Have you ever previously applied for an academy conversion grant, if yes what happened to the grant? \*

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