

Lead-in period budget

Item	Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1. Project Management support															
Project Management															
Develop and maintain project plans															
Follow project development process, providing advice, tools and methods															
Report to DfE on project progress															
Monitor cashflow / expenditure															
Manage Project Steering Group meetings															
Maintain project Risks and Issues logs															
Write project lessons-learned report at close															
Statutory stakeholder consultation															
Design and implement statutory stakeholder consultation															
Write stakeholder consultation report															
Legal															
Manage predecessor school closure process (where relevant)															
Procure and appoint legal advisers (if required)															
Manage set-up of the company structure, registering the Academy Trust, arranging appointment of Trust members and agreeing Memorandum and Articles of Association with the DfE															
Manage legal work relating to the Funding Agreement (and annexes)															
Educational															
Register for Independent School Number (if required)															
Register with examination boards (if required)															
Apply for religious designation applied for (faith schools only)															
Register with Office of the Information Commissioner															
Admissions															
Develop and plan admissions arrangements and literature															
Administer admissions arrangements															
Establish Admissions Appeal and Exclusions Appeal Panels															
Governance															
Support and advise on establishing the Free School's GB															
Arrange GB CRB checks, induction and training															
Staffing															
Establish key employment policies and procedures (as required to ensure the Academy/Free School is compliant with current policy and legislation)															
Draw up contracts of employment (for new staff)															
Manage staff recruitment process and administration															
Establish a TUPE plan (if required)															
Manage the TUPE consultation process (if required)															
Finance, Administration and Contracts															
Establish the necessary financial operating procedures															
Submit a bid for start-up funding															
Procure insurances: contents, employer's liability, governors' liability, maternity, premises public liability, sickness, absence, terrorism															
Procure legal and personnel advice															
Procure services: catering, payroll, professional development, refuse collection, site management, grounds maintenance, cleaning, security, crisis management															

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Site and Buildings															
Manage commissioning and implementation of environmental improvements work															
Monitor and oversee legal work with regard to the transfer of land and assets															
Other															
Total															
2. Educational / other specialist advisors															
Educational planning															
Develop Vision and Ethos Statements															
Provide advice to support the development of the school's strategic plan and 1 year / 3 year targets															
Provide educational advice (including support to develop the Educational Brief, the overall educational strategy, the educational vision, ICT vision, curriculum, school organisation, learning structure, assessment and student progress, behaviour management)															
Provide advice on the development of Learning Support, G+T, SEN and vulnerable groups processes															
Establish the school's key policies and procedures															
Budgeting															
Provide advice and support on developing financial policies, plans and procedures															
Support the development of a 3 year financial forecast and the first year annual budget															
Staff															
Provide advice on the development of a staffing structure															
Support the recruitment of staff (including development of role profiles and supporting the preparation for and process of interviewing)															
Provide induction coaching / support for Principal (if required)															
Support the development of key staff policies and procedures															
Procurement															
Provide advice on the procurement of ICT systems and software															
Provide advice on the development of temporary / permanent school buildings															
Other															
Total															
3. (Directly employed) lead-in year staff															
Salary and on-costs for Headteacher															
Salary and on-costs for Deputy Headteacher															
Salary and on-costs for Director of Resources															
Salary and on-costs for lead-in year Administrator															
Salary and on-costs for teaching staff training / induction (pre-opening)															
Cost of payroll															
Cost of employers' liability insurance															
Total															
4. Recruitment of school Year 1 staff															
Recruitment advertising for teaching staff															
Recruitment advertising for non-teaching staff															
Expenses to run interviews / selection (including candidate expenses)															
Cost of staff CRB checks (including lead-in year staff and Governors)															

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Total															
5. Legal															
Legal advice for contracts and employment															
Legal advice for Funding Agreement															
Legal advice for land / premises															
Incorporation and registration with Information Commissioner															
Companies House registration															
Total															
6. Marketing and admissions															
Develop marketing strategy															
Branding and logo design															
Design and produce prospectus															
Develop and produce admissions literature															
Website development															
Website hosting															
Marketing (digital, posters, leaflets, letters, display boards)															
Prospectus printing for Y1 intake															
Prospectus printing for Y2 intake															
Other printing (leaflets, flyers, etc.)															
Advertising (local media)															
Canvassing															
Postage and stationary															
Events: open evenings and community events															
Total															
7. Administrative															
Office space rent															
Staff ICT and software															
Internet / phone															
Office supplies															
Total															
8. Governance															
Governors' expenses (telephony and transport)															
Governors' indemnity insurance															
Registration with National Governors' Association															
Cost of Governor induction and training															
Total															
9. Educational activities in support of Year 1															
Student summer induction day															
Student summer school / pre-joining education															
Procurement of Management Information System															
Procurement of Finance System															
Total															
Total															