# Headteacher board (HTB) template for:

## [SchoolName] - URN [SchoolUrn]

## [TrustName] - [TrustReferenceNumber]

|  |  |
| --- | --- |
| **Recommendation** | [RecommendationForProject] |
| **Is an academy order (AO) required?** | [AcademyOrderRequired] |
| **Academy type and route** | [AcademyTypeAndRoute] |

|  |  |
| --- | --- |
| **Date of HTB** | [HeadTeacherBoardDate] |
| **Proposed academy opening date** | [ProposedAcademyOpeningDate] |
| **Previous HTB date** | [PreviousHeadTeacherBoardDate] |

|  |  |
| --- | --- |
| **Local authority** | [LocalAuthority] |
| **Sponsor name** | [SponsorName] |
| **Sponsor reference number** | [SponsorReferenceNumber] |

# General information

|  |  |
| --- | --- |
| **School type** | [SchoolType] |
| **School phase** | [SchoolPhase] |
| **Age range** | [AgeRange] |

|  |  |
| --- | --- |
| **Capacity** | [SchoolCapacity] |
| **Published admission number (PAN)** | [PublishedAdmissionNumber] |
| **Number on roll (NOR)** | [NumberOnRoll] |
| **Percentage the school is full** | [PercentageSchoolFull] |
| **Percentage of free school meals at the school (%FSM)** | [PercentageFreeSchoolMeals] |

|  |  |
| --- | --- |
| **Viability issues** | [ViabilityIssues] |
| **Financial deficit** | [FinancialDeficit] |
| **Private finance initiative (PFI) scheme** | [PartOfPfiScheme] |

|  |  |
| --- | --- |
| **Is the school linked to a diocese?** | [IsSchoolLinkedToADiocese] |
| **Percentage of good or outstanding schools in the diocesan trust** | [PercentageOfGoodOrOutstandingSchoolsInTheDiocesanTrust] |
| **Distance from the school to the trust headquarters** | [DistanceFromSchoolToTrustHeadquarters] |
| **MP (party)** | [ParliamentaryConstituency] |

# School performance (Ofsted information)

|  |  |
| --- | --- |
| **Ofsted inspection date** | [OfstedLastInspection] |
| **Overall effectiveness** | [OverallEffectiveness] |
| **Effectiveness of leadership and management** | [EffectivenessOfLeadershipAndManagement] |
| **Quality of teaching, learning and assessment** | [QualityOfEducation] |
| **Personal development, behaviour and welfare** | [BehaviourAndAttitudes] |
| **Outcomes for pupils** | [PersonalDevelopment] |
| **Early years provision** | [EarlyYearsProvision] |

|  |  |
| --- | --- |
| **Additional information** | [SchoolPerformanceAdditionalInformation] |

# Rationale

## Rationale for the project

|  |
| --- |
| [RationaleForProject] |

## Rationale for the trust or sponsor

|  |
| --- |
| [RationaleForTrust] |

# Risks and issues

|  |
| --- |
| [RisksAndIssues] |

|  |  |
| --- | --- |
| **Has an Equalities Impact Assessment been considered?** | [EqualitiesImpactAssessmentConsidered] |

## 

# School budget information

|  |  |
| --- | --- |
| **Revenue carry forward at end - March (current year) 2021** | [RevenueCarryForwardAtEndMarchCurrentYear] |
| **Projected revenue balance at end - March (following year) 2022** | [ProjectedRevenueBalanceAtEndMarchNextYear] |
| **Capital carry forward at end - March (current year)** | [CapitalCarryForwardAtEndMarchCurrentYear] |
| **Capital carry forward at end - March (following year)** | [CapitalCarryForwardAtEndMarchNextYear] |
| **Additional information** | [SchoolBudgetInformationAdditionalInformation] |

# School pupil forecasts

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Capacity** | **Total pupil numbers** | **Percentage full** |
| **Current year** | [SchoolCapacity] | [NumberOnRoll] | [PercentageSchoolFull] |
| **2021 to 2022 forecast** | [YearOneProjectedCapacity] | [YearOneProjectedPupilNumbers] | [YearOnePercentageSchoolFull] |
| **2022 to 2023 forecast** | [YearTwoProjectedCapacity] | [YearTwoProjectedPupilNumbers] | [YearTwoPercentageSchoolFull] |
| **2023 to 2024 forecast** | [YearThreeProjectedCapacity] | [YearThreeProjectedPupilNumbers] | [YearThreePercentageSchoolFull] |

|  |  |
| --- | --- |
| **Additional information** | [SchoolPupilForecastsAdditionalInformation] |

# Key stage 2 performance tables (KS2)

[KS2PerformanceData]

# Key stage 4 performance tables (KS4)

[KS4PerformanceData]

# Key stage 5 performance tables

[KS5PerformanceData]

## Supporting documents