# Headteacher board (HTB) template for:

## [SchoolName] - URN [SchoolUrn]

## Outgoing trust - [TrustName] ( [TrustReferenceNumber] )

|  |  |
| --- | --- |
| **Recommendation** | [Recommendation] |
| **Author** | [Author] |

|  |  |
| --- | --- |
| **Project name** | [ProjectName] |
| **Sponsor name** | [SponsorName] |
| **Academy type and route** | [AcademyTypeAndRoute] |

|  |  |
| --- | --- |
| **Date the transfer was first discussed with outgoing trust** | [DateTransferWasFirstDiscussed] |
| **Date of HTB** | [DateOfHtb] |
| **Proposed academy transfer date** | [DateOfProposedTransfer] |

# General information

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

|  |  |
| --- | --- |
| **Capacity** | [SchoolCapacity] |
| **Published admission number (PAN)** | [PublishedAdmissionNumber] |
| **Number on roll (percentage the school is full)** | [NumberOnRoll] |
| **Percentage of free school meals (%FSM)** | [PercentageFreeSchoolMeals] |

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

|  |  |
| --- | --- |
| **Percentage of good or outstanding schools in the diocesan trust** | [PercentageGoodOrOutstandingInDiocesanTrust] |
| **Distance from the academy to the trust headquarters** | [DistanceFromTheAcademyToTheTrustHeadquarters] |
| **MP (party)** | [MpAndParty] |

# Features of the transfer

|  |  |
| --- | --- |
| **Who initiated this academy transfer** | [WhoInitiatedTheTransfer] |
| **Reason for transfer** | [ReasonForTransfer] |
| **More details about transfer** | [MoreDetailsAboutTheTransfer] |
| **Type of transfer** | [TypeOfTransfer] |

# Benefits and other factors

|  |  |
| --- | --- |
| **What are the benefits the transfer is intended to bring?** | [TransferBenefits] |
| **Are there any other factors to consider during this transfer?** | [OtherFactors] |

# Rationale

## Rationale for the project

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| --- |
| [RationaleForProject] |

## Rationale for the trust or sponsor

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

# Pupil numbers

|  |  |
| --- | --- |
| **Girls on roll** | [GirlsOnRoll] |
| **Boys on roll** | [BoysOnRoll] |
| **Pupils with a statement of special educational needs (SEN)** | [PupilsWithSen] |
| **Pupils whose first language is not English** | [PupilsWithFirstLanguageNotEnglish] |
| **Pupils eligible for free school meals during the past 6 years** | [PupilsFsm6Years] |
| **Additional information** | [PupilNumbersAdditionalInformation] |

# Latest Ofsted judgement

|  |  |
| --- | --- |
| **School name** | [SchoolName] |
| **Ofsted inspection date** | [OfstedLastInspection] |
| **Overall effectiveness** | [OverallEffectiveness] |
| **Ofsted report** | [OfstedReport] |
| **Additional information** | [OfstedAdditionalInformation] |

[KeyStage2PerformanceSection]

[KeyStage4PerformanceSection]

[KeyStage5PerformanceSection]

## Financial assessment

## RAT report

## Maps