

# Horizon Tasks



Phase	Task number	Task	Responsible	Template guide available?	Notes	Supplier
Registration	3	003-HORIZON Establish links with partner schools to support post conversion and begin to gather contract end dates and align contract end dates to maximise future MAT centralised purchasing.	Heads/ Chairs	Contact CMP - strategic collaborative procurement service for MATs	Diocesan Education Service to guide/ advise- Identify LAs	Contact CMP - strategic collaborative procurement service for MATs
Registration	10	010-Due diligence	Project Manager	<a href="#">guide</a>	examples: Financial stability/ Ofsted / capacity/ legal/ casework HR issues pending/ equal pay claims?/ Policies- agree at board level- Employment contract audits/ staff structures	
Registration	12	012-Establish the conversion window including timetable for governing body meetings	Project Manager		Consider School Holidays, Ofsted inspections, availability of governors, key staff and DFE milestones (when due?) Please note the Consultation period is typically between 3 to 6 weeks	
Staff	34	034-Consideration with HR and Legal support the approval of any measures under TUPE	Steering group		i.e. aligning pay dates, HR policies , salary sacrifice schemes	Contact CMP HR and Legal suppliers for quotations
	35	035-Consider future payroll provider across the Trust	Project Manager	<a href="#">guide</a>	Note that this is a particularly important issue and takes time to fully consider the implications if the organisations crosses LA boundaries. One payroll will be required moving forward. Time needed to parallel run the payrolls for testing. Payments to third parties/ Bacs arrangements, reports, pension, annual reports etc. Churchmarketplace a Payroll provider with discounted rates available to you	Contact CMP Payroll providers for quotations

Land/ Playing field	44	044-Confirm ownership of the land, investigate titles and transfer ownership	Legal Company		Consult LA/ Diocesan Education Service/ Convent etc.- all deeds forwarded to legal team	
Application	47	047-Establish new admin staff support arrangements	Local Governing body		May need to consider restructure and whole Trust appointments ( centralising services)	
Finance	57	057-Agree standard chart of accounts and who will maintain it going forward	Project Manager		SBMs collectively working together, advice from accountancy and audit	Contact CMP Accountancy and Audit suppliers and the ones Financial Software
Finance	58	058-Write a comprehensive Financial Regulations/ accounting policy to be adopted across the Trust	Project manager	<a href="#">guide</a>	SBMs collectively working together	
Finance	59	059-Consider Vat registration	Project Manager	<a href="http://www.hmrc.gov.uk/manuals/vatedumannual/VATEDU70000.htm">http://www.hmrc.gov.uk/manuals/vatedumannual/VATEDU70000.htm</a>	SBMs collectively working together, advice from accountancy and audit and HMRC guides	Contact CMP Accountancy and Audit suppliers
Finance	60	060-Consider applying to HMRC for apportionment agreement	Project Manager	<a href="http://www.hmrc.gov.uk/manuals/vitmanual/vit25450.htm#lDA2GRBD">http://www.hmrc.gov.uk/manuals/vitmanual/vit25450.htm#lDA2GRBD</a>	SBMs collectively working together, advice from accountancy and audit	Contact CMP Accountancy and Audit suppliers
Finance	61	061-Consider the future of School Fund- bring inside main accounting system (Simplify)	Project Manager		SBMs collectively working together, advice from accountancy and audit. Advice- no point of keeping school fund separate	Contact CMP Accountancy and Audit suppliers
Finance	62	062-Consider Corporation Tax implications	Project Manager	<a href="http://www.hmrc.gov.uk/gds/payinghmrct-nil.htm">http://www.hmrc.gov.uk/gds/payinghmrct-nil.htm</a>	SBMs collectively working together, advice from accountancy and audit- nil return	Contact CMP Accountancy and Audit suppliers
Finance	63	063-Consider setting up a Trading Company	Project Manager		SBMs collectively working together, advice from accountancy and audit. Need this if trading income is breached see latest hmrc regulation (>£50k income)	Contact CMP Legal suppliers for quotations

Staff	66	066-Determine format and content of contracts for new staff to be employed post conversion	Project manager	<a href="http://www.catholiceducation.org.uk/employment-documents">http://www.catholiceducation.org.uk/employment-documents</a>	See CES contracts of employment and HR support, Churchmarketplace have a HR supplier	contact CMP HR suppliers
Legal & Governance	68	068-List of contracts for Inclusion in Commercial Transfer Agreement to Legal	Project Manager	Ask about the CMP Contract Audit Service	SBMs collectively working together, need to consolidate for Trust level	Ask about the CMP Contract Audit Service
Admin	69	069-Identify/agree and source new service providers as appropriate	Project manager	Ask about the CMP Contract Audit Service	Align contracts across the new MAT/ economies of scale/ contract audit. Opportunity here for housekeeping of contracts	Ask about the CMP Contract Audit Service
Finance	79	079-Identify courier services for banking	SBM's		Essential	
Staff	81	081-DBS checks are transferable- ensure all staff have one	Project Manager/ HR Consultant			contact CMP HR suppliers
Admin	91	091-Consider upgrade MIS systems/retrain staff as required	Project manager		Consult and negotiate with current supplier for continuation of contract. Consistent approach needed- consider centralising/sharing workload	