



Primary Headteacher Handover Checklist June 2018

Primary Headteacher Handover Checklist

It is advisable that, when a headteacher leaves a school, there should be a formal verification and handover of all the key information and financial assets and accounts of the school. This booklet is designed to facilitate a handover procedure. Both the incoming and outgoing headteacher have the opportunity to ensure that all interested parties are happy that all essential information is in good order at the point of handover for the benefit of the pupils in their care.

Recommended Procedures

1. The outgoing headteacher needs to ensure that all elements of the booklet are completed with the support of school based staff. This document then needs to be discussed with the incoming headteacher during a meeting at a mutually convenient time before the end of term or notice.
2. The incoming headteacher needs to ensure that all items are checked and verified and where necessary appropriate action taken. The location of documents, data and keys also needs to be clarified at this meeting.
3. Should the incoming headteacher not be known, or is not available, then the outgoing headteacher should arrange to complete the handover procedure with an officer/governor/deputy headteacher, who is remaining at the school and who has been assigned the task by the governing body.
4. It needs to be noted that it is the outgoing headteacher's responsibility to discharge his or her financial responsibilities before leaving the school.
5. A copy of this booklet needs to be retained in the school.
6. A completed copy needs also to be shown to the Chair of Governors.

Signed.....Outgoing Headteacher/Officer

Signed.....Incoming Headteacher/Officer

Signed.....Chair of Governors

School Information Sheet

School _____

School DfE Number _____

School URN _____

Deputy / Assistant HT (s) _____

Senior Management Team _____

Secretary/Business Manager _____

Chair of Governors _____

Deputy/Vice Chair _____

Clerk to Governors _____

Caretaker/Site Manager _____

Address _____

Area Education Officer _____

Tel **Office** **Mobile** _____

Senior Improvement Advisor _____

Tel **Office** **Mobile** _____

Improvement Advisor _____

Tel **Office** **Mobile** _____

Nominated Emergency _____

School Contacts _____

Strategic School Documents

Documents	Person Responsible	Date of Revision	Where located File or folder name
Vision Mission Statement Aims & Objectives			
School Improvement Plan			
SEF Parent Survey Pupil Survey			
Ofsted Report and Ofsted Action Plan (if applicable)			
Church Inspection Report (if appropriate)			
School Website			
Edubase—school information			
List of School's initiatives and who is responsible			
Staff Responsibilities Job Descriptions Contracts of Employment Appraisal Targets			
School 3 year Budget Plan Monthly Monitoring Returns Projected Developments 3 Year Salary Plan Date of last compliance visit			
SFVS - date and where located			
Minutes of staff and Senior Leadership Teams meetings			
Names and address of all staff and governors	Name of the individual who holds this information		

Strategic School Documents cont.....

Governor Meeting Minutes with Headteacher's Report to Governing Body			
Governor Training— online training? Data base of what training attended?			
Personnel service level agreement			
Provider of Professional Services Contracts (Finance/Personnel)			
Voluntary Fund (if applicable) Name of auditor and date of last audit			
Single central record			
Health and Safety Risk Assessment			
PTA Constitution (if appropriate)			

Curriculum Standards

Documents	Person Responsible	Date of Revision	Where located File or folder name
ASP/DfE secure access passwords			
Achievement data EY including GLD Phonics—Yr 1 and Yr 2 KS1 SATs KS2 SATs CAT tests (if appropriate)			
Pupils Progress Tracking i.e. Assessment Manager Target Tracker			
Pupil Files—SEND Education Health Care Plans Provision Mapping Annual Review Timetable			
Notes of Visits and any LA reports			
KS2 Transition arrangements			

School Policies and Procedures

Documents	Person Responsible	Date of Revision	Where located File or folder name
A. Statutory policies required by education legislation			
Capability of staff			
Charging and remissions			
School behaviour			
Sex and Relationships Education			
Special educational needs			
Teacher appraisal			
Teachers' pay			
B. Statutory policies required by other legislation, which impact particularly on schools			
Data protection			
Health and safety			
C. Other statutory documents			
Admissions arrangements			
Accessibility plan			
Behaviour principles written statement			
Central record of recruitment and vetting checks			
Complaints procedure statement			
Finance Policy			
Freedom of Information			
Governors' allowances (schemes for paying)			
Instrument of government			
Minutes of, and papers considered at, meetings of the governing body and its committees			
Premises management documents			
Equality information and objectives (public sector equality duty) statement for publication			

School Policies and Procedures cont.....

Documents	Person Responsible	Date of Revision	Where located File or folder name
C. Other statutory documents			
School information published on a website, including pupil premium & sports funding spend/ impact			
Register of business interests of headteachers and governors			
Register of pupils' admission to school			
Register of pupils' attendance			
Staff discipline, conduct and grievance (procedures for addressing)			
D. Documents referenced in statutory guidance			
Child protection policy and procedures			
Early Years Foundation Stage (EYFS)			
Statement of procedures for dealing with allegations of abuse against staff			
Supporting pupils with medical conditions			

Codes for Access

<p>Documents checklist</p>	<p>Name of the individual who holds this information and location</p> <p>information not to be recorded on this document</p>			
<p>Bank Accounts</p> <p>Voluntary Funds (if applicable)</p> <p>PTA Funds (if applicable)</p>				
<p>Door Codes</p> <p>Fire Alarm Code (if required)</p>				
<p>Established passwords for access to internal information</p>				
<p>On-Line Access password</p> <p>Assessment Codes</p> <p>Kent Teach password</p> <p>SIMS LOGIN</p> <p>FFT Data login (if applicable)</p>				

Handover Statement of Financial Accounts and Assets on a Change of Headteacher / Responsible Officer

NB : ALL FIGURES IDENTIFIED SHOULD BE THOSE AT THE DATE OF HANDOVER

		AMOUNT £	COMMENTS
SCHOOL BANK ACCOUNTS (Reconciliation Report completed and attached)			
1	Bank balance from FMS6/accounts package (Income & Expenditure Report attached)		
2	Petty Cash held in school		
3	Bank balances from physical bank statement(s) (copies attached) a) Current Account b) Deposit Account c) Other Account(s)		
4	Unpresented Cheques		
5	Unpresented Income		
6	Reconciliation Report balances at the date of handover	YES/NO*	
7	Bank notified of change of signatories or if Nat West corporate scheme forms sent to Schools Financial	YES/NO*	
8	Purchase cards reviewed and cancelled/reissued via Schools Financial Services (if applicable)	YES/NO*	
STATUTORY RETURNS			
9	Approved 3 Year Plan original year-end forecast surplus/deficit		
10	Current year end surplus/deficit forecast from most recent monitoring report		
11	Loan Balance (if applicable)		
SCHOOL VOLUNTARY FUND			
12	Reconciled Bank Balance		
13	Petty Cash Balance		
14	Outstanding income		

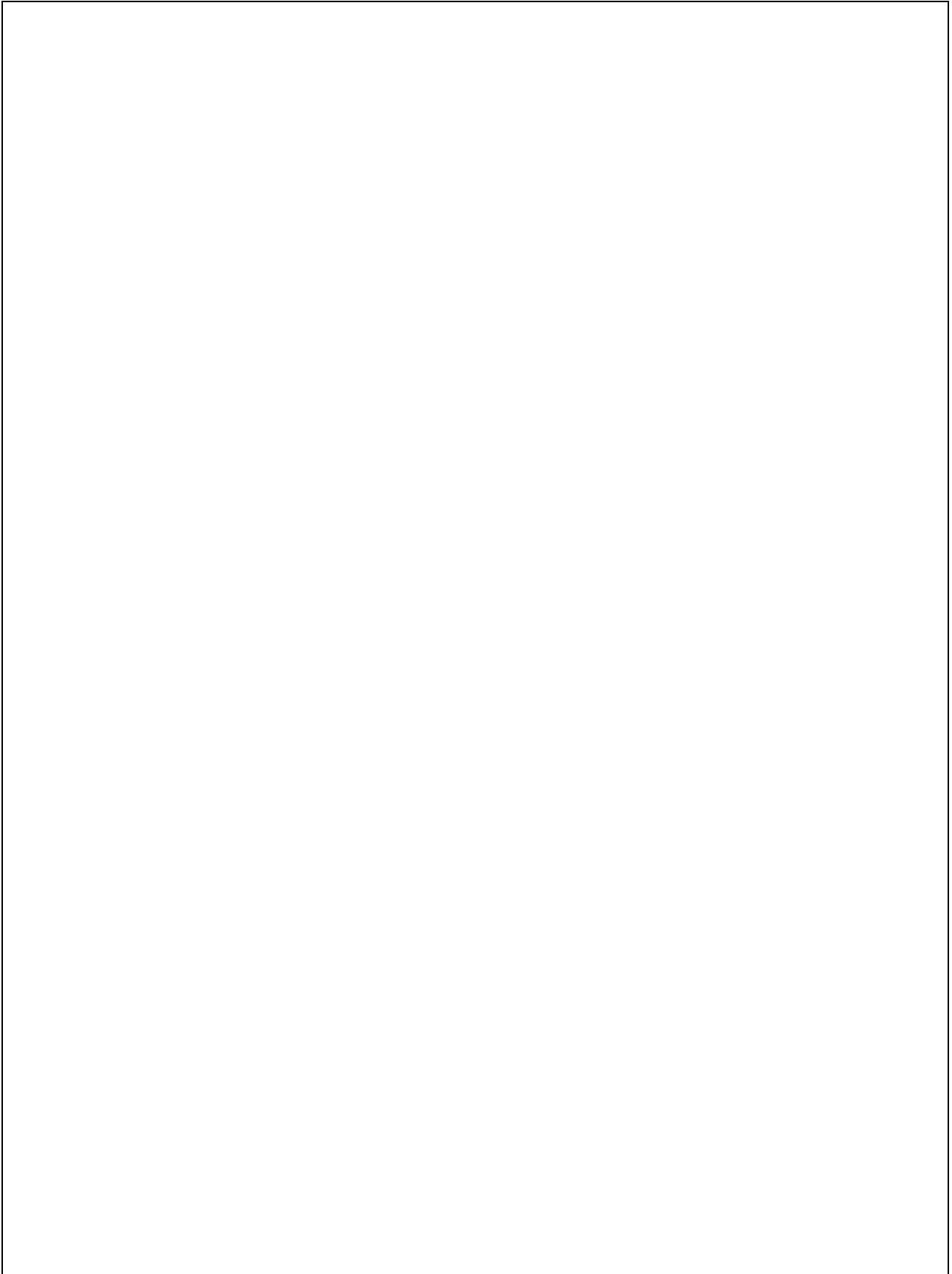
15	Outstanding expenditure		
16	Bank notified of changes to signatories	YES/NO*	
If other accounts have been set up please use a separate sheet for details of these accounts			
SECURITY OF EQUIPMENT AND ASSETS			
17	Asset Register checked and agreed	YES/NO*	
18	All keys (including safe keys) accounted for and handed over	YES/NO*	
19	Password to computer systems changed as necessary	YES/NO*	
DINNER MONEY (where appropriate)			
20	Agreed amount of receipts awaiting deposit		
ANY OTHER INCOME			
21	Agreed amount of other receipts awaiting deposit		
Any other financial issues the outgoing Headteacher/Responsible Officer should make the incoming Headteacher/Responsible Officer aware of :			

*Delete as appropriate

Contacts

Key Contact and Information	http://www.kelsi.org.uk
Health & Safety Framework	Health and Safety Advice Line: 03000 418456 Email: healthandsafety@kent.gov.uk
Child Protection	Headquarters: Sessions House, County Hall, Maidstone, Kent, ME14 1XQ 03000 415788 North Kent: Worrall House, 30 Kings Hill Avenue, West Malling, Kent, ME19 4AE 03000 411995 South Kent: Kroner House, Eurogate Business Park, Ashford, Kent, TN24 8XU Please contact HQ on 03000 415057 East Kent: Brook House, Reeves Way, Whitstable, Kent, CT5 3SS 03000 418503 West Kent: Worrall House, 30 Kings Hill Avenue, West Malling, Kent, ME19 4AE 03000 411995
Statutory Budget Manual	Schools' Budget Team 03000 416194
Schools Financial Services	03000 415 415 schoolsfinancialservices@kent.gov.uk
Management Information	Management.Information@kent.gov.uk For School Census 03000 422470
Admissions Procedures	Manager for Primary Admissions and Transport 03000 415875
Early Years	03000 414179
Leadership & Governance	03000 417979 LeadershipGovernanceCentral@kent.gov.uk

Notes

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