

[Business Plan Title]

School Name

[Business Plan Title]

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# Executive Summary

|  |  |
| --- | --- |
|  | Example:  Write this last so that you can summarize the most important points from your business plan.  Provide a concise but positive description of your company, including objectives and accomplishments. For example, if your company is established, consider describing what it set out to do, how it has accomplished goals to date, and what lies ahead. If new, summarize what you intend to do, how and when you intend to do it, and how you think you can overcome major obstacles (such as competition).  You can also choose to use the following four subheadings to organize and help present the information for your executive summary.  Note: to delete any tip, such as this one, just click the tip text and then press the spacebar. |

## Highlights of re-structure

|  |  |
| --- | --- |
|  | Example: Summarize reasons for the restructure and impact on school balances due to delay in re-structure due to COVID19 |

## 

## Objectives of business plan

|  |  |
| --- | --- |
|  | Example: Request made to the DfE for additional funding as e-structure can not happen at original plan date due to COVID 19 |

# Description of School

|  |  |
| --- | --- |
|  | Example: Description of your school in terms of current pupil cohort and current academies year data along with Ofsted rating etc |

## Pupil Number Forecast

|  |  |
| --- | --- |
|  | Example;Pupil number forecast to link with the reasons for the restructure |

## Financial Years Forecasts

|  |  |
| --- | --- |
|  | Example: Summarise key your schools financial forecast for the next 5 years with and without re-structure |

## Impact of COVID19

|  |  |
| --- | --- |
|  | Examples: Union restrictions and delay in re-structure due to COVID 19 or Loss of income or additional cost for opening the building |

# Extraordinary Expenditures and COVID19 Impact

|  |  |
| --- | --- |
|  | Example: Objective of re-structure and COVID 19 impact on financial position of the school |

## Financial Review and Impact of COVID19 on Financial Position

|  |  |
| --- | --- |
|  | Example: Potential savings from the re-structure over the next 3 years |

## COVID19 Funding Allowance

|  |  |
| --- | --- |
|  | Example: Re-structure is not allowable cost for COVID19 funding. Identify gap in funding due to COVID19 |

## Additional Funding Request

|  |  |
| --- | --- |
|  | Example: Additional funding request from the Department of Education to ensure school is viable to bridge gap in funding from now to re-structure date.  Loss of other income due to COVID19 is given in Appendix  Cash flow to show school will have cash flow and deficit if no funding is available form the DfE |

# Appendix

## COVID19 Impact on Other Income

|  |  |
| --- | --- |
| **Description** | **Amount (£)** |
| Schools Club Income |  |
| Children Centre Income |  |
| Rental Income |  |
| Other Income 2 |  |
| Other Income 3 |  |
| Other Income 3 |  |
| Other Income 3 |  |
| Total Loss of income |  |

## Cash Flow

|  | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Starting cash |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash In: |  |  |  |  |  |  |  |  |  |  |  |  |
| Funding |  |  |  |  |  |  |  |  |  |  |  |  |
| Receivables |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total Cash Intake* |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash Out (expenses): |  |  |  |  |  |  |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |  |  |  |  |  |
| Payroll (incl. taxes) |  |  |  |  |  |  |  |  |  |  |  |  |
| Benefits |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan Payments |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |  |  |  |  |  |  |
| Professional fees |  |  |  |  |  |  |  |  |  |  |  |  |
| Office supplies |  |  |  |  |  |  |  |  |  |  |  |  |
| Postage |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |
| Internet |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank fees |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total Cash Outgoing* |  |  |  |  |  |  |  |  |  |  |  |  |
| EndiNG Balance |  |  |  |  |  |  |  |  |  |  |  |  |