



Data

NAVIGATOR

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Data Navigator Survey Guidance Document

Welcome to the survey element of the Data Navigator. This document provides a short background to the inception of the Data Navigator and will guide you through the survey element to aid with the completion of each section.

If you have any questions as you progress with the survey, please feel free to contact the Data Navigator team at DataNavigator@barnett-waddingham.co.uk.

Updates for 2023

The team has acted on feedback received during the first year of the Data Navigator that covered to the period to the 31 August 2022, and have implemented a number of changes to improve the ease of inputting of your School's data together with the enhanced ability to match figures with key documents available to your School.

For participants that completed the first years survey, you will note that the surplus, income and expenditure sections have received the largest improvement as the changes made should streamline data entry with the question layout being closer to your accounts. The team has also added an automatic checker, found on the "Submit" page, for the key financial inputs. This calculates the difference between the breakdown detail and the top line accounting figures entered to ensure accuracy.

The team has also created a separate section for pension provision. We understand that this is an area of great discussion in the sector currently and the inputs will assist your school in tracking your own provision over time and help you benchmark future decisions against other schools in your wider area and nationally.

An option to suit your needs

The core dashboard will be available for free to all participating schools (and for a small fee to cover hosting and other costs at around £250 annually for non-participating schools interested in the benchmarks only). It includes:

- **Comprehensive metrics** reflecting the varied challenges schools face, especially considering the school as a business, with rich summaries and ready-to-use tables and charts **for effective communications**.
- **Summaries** of Education and Finances **with details** across Marketing, Income, and Expenditure considering both operational and capital activities, **supporting all levels of strategy and decision making**.
- **Built-in benchmarks** against similar schools (stages, pupil ages, boarding, region, and more) **for relevant comparisons and context**.
- **Self-service** allowing immediate ad-hoc comparisons, deep-dives into the data, and future planning **without requiring additional consulting projects**.

The enhanced dashboard provides additional data and detail to support governors and executive teams in their decisions around capital and other large or long-term projects. It will be priced around £1,250 annually (final pricing to be confirmed) and will include:

- **Additional external data** integrated into the dashboard, including changing demographics in catchment area covering population numbers, ages, affluence, and much more, **for better future planning**.
- **Detailed benchmarks** by allowing more control over the selection of schools for comparison, including selecting geography by location (e.g. city vs rural), driving distance, regional affluence, and more, giving extra **confidence to investment cases**.
- **Alerts** with standard and configurable triggers for metrics that are **out of benchmark or out of budget**.
- **Tracking** projects and changes with the ability to update the school's data at any time during the year **for confidence in ongoing delivery against targets**.
- **Integrated planning and risk management**; including impact of policy decisions and external changes with impacts including pupil numbers, fees, changes in salary, pensions, or benefits, and more; allowing **scenario planning with clear communications** to governors and other stakeholders.

The first version of the tool will collect data from June 2023 with the dashboards becoming available during Q3 2023. Since it is the first time we will run this survey, the initial dashboards will not have information on annual changes – this will come with the 2023-24 version of the service which will also incorporate enhancements based on the feedback received from schools during the year.

Through this annual survey ISBA will, over time build a database documenting the changes in the sector, which we believe will become a valuable resource for our schools. We plan on offering a discount for schools taking up the product in the first year.

We believe that this Data Navigator service will materially benefit all ISBA schools by enabling executive teams and governors to navigate these fast-changing and challenging times with full visibility of the best-available data and insights to inform their decisions.

Completing the Survey

Security

The security of your data is of paramount importance to the Data Navigator team, a point that was only strengthened as it was the number one topic in feedback sessions conducted during the development process with pilot schools and individual Bursars. All data that is entered into the survey will be stored as per the terms and conditions document that can be found here <https://datanavigator.barnett-waddingham.co.uk/contract/Survey%20Terms%202022.pdf>

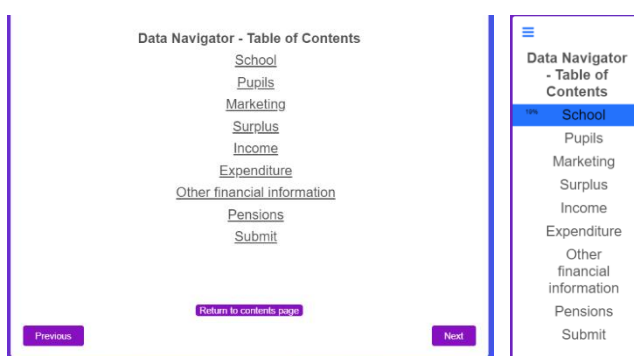
Each link to the Data Navigator survey is unique to each school and the survey can only be accessed via these. In practice, this means that no one can complete the survey who has not been invited, reducing the chances of rogue or malicious completion which would impact the quality of the benchmarking capabilities.

Terms and Conditions page

Upon entering the email address associated to your school, you will be presented with the page shown to the right. By selecting "Yes – I wish to participate" you will be agreeing to the terms and conditions that are hosted via the link provided both in the survey itself and here, <https://datanavigator.barnett-waddingham.co.uk/contract/Survey%20Terms%202022.pdf> If you have any questions regarding this page or the terms and conditions document, please liaise initially with your school's representative and if questions are un answered, please contact the Data Navigator support team at DataNavigator@barnett-waddingham.co.uk.

Navigating through the survey

The survey is split into 8 sections and can be completed in any order. In the image on the immediate right-hand side of the page you will see the main contents page, and to the right of that, the smaller pop-up content bar that will appear when you enter the different sections of the survey. If you do not see the pop-up content page, please look for the three lines in the top left-hand side of the page and the small content bar will appear.



To ensure that the inputs you have entered are saved **click the "Next" arrow** in the bottom right of the page or the **"Return to content page"** button found at the base of each page in the centre. **If you do not complete either of these actions, your data may not be saved if you have to return to the survey at a later date. Please also note that by just clicking "Return to content page" the section will not be marked as complete in the pop-up content bar.**

If you have to leave at any point to obtain information, or have been instructed by your school's representative to complete an individual section that is relevant to your business area, follow the above steps before closing the page. **If you return to edit data or add additional information, follow the original link that was provided to your school's representative and use the same browser that you initiated the survey completion on. Further to this, please do not delete cookies or clear the cache on the browser as this may cause the loss of saved data.**

The final submission

The final submission is only made on the last page as shown in the image to the right. Completing one section will not submit the entire survey.

To submit the survey, please click on the "Submit" button on this page. Once you have submitted the survey, you will be presented with a downloadable PDF of your answers for your record.

If the survey is submitted in error or you wish for an item to be amended, there is no concern, simply contact the Data Navigator Support team at DataNavigator@barnett-waddingham.co.uk with your contact details and you will be assisted in any rectifications that are required.

Submit

You are about to submit your answers.

Please ensure that you are happy with all of your answers before you continue.

You can use the "previous" button in the bottom left hand corner to go back through and review your inputs, or use the table of content navigator on the left of your screen.

If you have submitted accidentally or wish to update your information, please contact the Data Navigator Team at DataNavigator@barnett-waddingham.co.uk and the team will allow access back into the survey.

Once you are happy please click the "Submit" button in the bottom right hand corner to submit your answers.

You will be taken to an exit page where you will be able to download a PDF copy of your answers for your reference.

Thank you from the Data Navigator team for taking part

Checks

The following checks show you whether the sum of the components which make up a particular total equal the number entered for that total. For example, the components of total income sum to same value entered for total income.

You should aim for all rows of the Difference column to be zero.

	Inputted value	Sum of components	Difference
Surplus		0	0
Total Income		0	0
Total Expenditure	0	0	0

Next Steps

Following submission, access will be given during a bulk exercise that occurs every Wednesday following the release of the 2023 Dashboard early in January 2024.

Access to the interactive dashboard is provided through Barnett Waddingham's secure online portal called *Bitstream*. As part of each weekly bulk user update, the Data Navigator Team will be in touch to set you up with an account, or if you already have one, confirm that the 2023 figures are available to view.

The invitation for an account will be sent to the email address that the survey invitation was originally sent to. If you wish to grant multiple users access to your School's data, the support team will be able to set these up for you, simply get in touch via DataNavigator@barnett-waddingham.co.uk

[Return to contacts page](#)

The Data Navigator Question Guide

This section details every question that is in the Data Navigator Survey, what information is being asked for and importantly, why the Data Navigator team are asking for it. The Data Navigator team understand that some sections will be more relevant to your needs than others and that there will be some questions that you have data that aligns directly to, and others where there will be a degree of judgement required. It is for these reasons that the team have developed the dashboard to be interactive so that once your data is presented back to you, you are able to select the items relevant to your needs ahead of other elements.

Each question is numbered and listed in the sections below. Beneath each question in this guide further information has been provided indicating the type of information that is required and why we are asking the question. In the survey itself, further information can be found by hovering over the ⓘ icon.

If you do not have answers for a question, please leave these blank or feel free to contact the help team as DataNavigator@barnett-waddingham.co.uk and you will be assisted in answering the question.

Below you will find each section and question numbered as it appears in the survey itself.

Section A- School

Introduction to the section

This section contains general questions regarding your school such as location, facilities, property and how the school is registered to conduct business.

Section A Questions

1. How would you like your school to be referred as in the Data Navigator dashboard?
 - a. This name will be used in the interactive dashboard that is produced following the data acquisition in the survey. This does not necessarily have to be the full name of the school and can be any abbreviation that the user desires.

2. What is your school's URN, DE or SEED?
 - a. This question is being asked purely to identify your individual school when your data is being analysed, this will not be displayed to other schools.
 - b. For schools in England and Wales please find your information via this link [Get Information about Schools - GOV.UK \(get-information-schools.service.gov.uk\)](https://get-information-schools.service.gov.uk).
 - c. For schools in Scotland please find your information via this link <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>.
 - d. For schools in Northern Ireland please find your information via this link [Search Schools | Education Authority Northern Ireland \(eani.org.uk\)](https://eani.org.uk)

3. Where is your school located?
 - a. This question is being asked to enable geographically-based comparison with other schools that the user wishes. The location filter has a hard cap of 15 schools meaning that the minimum location will be the distance that includes all 15; individual schools will not be identifiable.

 - b. You are required to select from the pre-filled options available. If none of these are applicable, please select "other" and input your location in the field that appears.

If Applicable If other, where?

 - a. Please input the location of your school outside of the pre selectable options.

4. Is your school part of a group?
 - a. This question is being asked to ascertain if your school is part of a wider collective of schools, for example in a foundation.

 - b. Please answer either yes or no in the pre-selected options.

If Applicable What is the name of the group?

Please enter the name of the group, if you do not have an ID, please leave blank

5. What is the postcode of the main school premises?

- a. This question is being asked to enable geographically-based comparison with other schools that the user wishes. The location filter has a hard cap of 15 schools meaning that the minimum location will be the distance that includes all 15; individual schools will not be identifiable.
- b. Please enter the postcode of the building that is considered the main premises including a space between the first and second sections of the postcode.

6. Is the main school premises Freehold or Leasehold?

- a. This question is being asked to enable comparison of the makeup of premises with other schools and enable the graphical visualisation and reporting of cost to the school if this is applicable.

With reference to the building that is considered the main premises, is the building Freehold, the school owns both the property and land that it is built on, or Leasehold, the school runs the building (subject to terms) for the length of your lease agreement with the freeholder?

If Applicable What are the annual charges for the leasehold?

- a) If the building that is considered the main premises is *leasehold* then please supply the annual charge levied as at 1 September 2023 in Great British pounds.

7. How many further premises do you use for educational purposes that are at different locations within the Great Britain?

- a. This question is being asked so that the school will easily be able to view the total cost of Leasehold property and if desired, compare this with other schools.
- b. A subset of inputs will appear where you will be able to input the premises' name, postcode, freehold or leasehold and if applicable, leasehold charges per annum.
- c. If applicable to your school, please input the number in a numerical format up to a maximum of 10. Please do not provide details of any premises that are based overseas outside of Great Britain

If Applicable Please provide data for all of these further premises?

- a) Please complete the selection table that has appeared in the survey. If the property is freehold, the costs will be accounted for in the expenditure section, please only input leasehold charges.

8. What facilities does the school have? (Select all that apply)

- a. This question is being asked to enable the school to quickly and visually identify facilities that the school has in comparison to other schools. This is designed to aid governing boards in business case analysis for potential capital expenditure projects.
- b. Please select all the entries that apply to your school.

9. If applicable, please provide facilities that you wish to be included in the next release of the Data Navigator Survey

- a. There is no "other" option currently available however if you have a suggestion for other facilities that could be added to the survey, please input these into the input box found in this survey question.

The below questions have been included in the survey due to the potential changes that are on the horizon for changes in VAT for the Independent school Sector. We have split the questions for registered charity status and Not-For-Profit Organisations to enable a more granular level of detail and to commence discussion if a school is run as a Not-For-Profit (NPO) but not as a Charity and thus in receipt of the benefits that this can bring. If you do not have this information, please leave blank.

10. Is the school a registered company?

- a. Is your school registered with Companies House in England, Wales and Northern Ireland or The Registrar of Companies in Scotland?

11. Is the school a registered charity?

- a. Is your School registered with the Charity Commission?

12. Is the school a Not-For-Profit Organisation (NPO)?

- a. Is your School set up as a NPO to invest funds earned or donated into the school's objectives rather than distributed to investors?

Section B- Pupils

Introduction to the section

This section relates to information based around the pupils of the school including the numbers in the previous and current academic year, gender splits, capacity and destination of leavers.

As the Data Navigator evolves, an addition of year-on-year comparison is in the development plan to enable an increase to the richness of data evaluation available to the school.

We note that pupil numbers, especially those in the early years and nursery, may fluctuate to a higher degree than other year groups throughout the year. We envisage this area to develop in subsequent years of the Data Navigator as the ability is added to view a year-on-year trend for the two fixed data points requested of 31 August and the 1 September (31 July and mid-August for Scotland) of the year the survey is gathering data for.

This does mean that in the first year of the Data Navigator, the numbers of pupils may appear to decrease dramatically from August 2023 to September 2023 (31 July and mid-August for Scotland). In reality, this is part of the regular cycle that will become apparent through future years comparisons to create an additional resource for your use.

Key information for the section

- You are asked for details of the **previous academic year** as questions marked “**as at 31 August 2023**” and for the **current academic year** marked, “**as at 1 September 2023**”.
- For schools in Scotland**, please take these dates to mean the **end** and **beginning** of your school year, which will normally change around mid-August.
- The Data Navigator team understand that when categorising **boarding** the school offers, one may differ from another. For the purposes of the Data Navigator, and to ensure that there is a consistency of data being input when comparisons are being made between schools the Data Navigator team, use the below cohorts to split boarding types;

Pupil cohort	Information on split
Day Pupils	Do not stay on the premises overnight
Flexible	Up to and including 3 days boarding
Full / Weekly	Over 3 days boarding

- As categorisation of pupils by age in the Independent Schools sector vary, for the purposes of the Data Navigator, when grouping of pupils occur, the following cohorts are used:

Pupil cohort	England categorisation	Scotland categorisation	Northern Ireland categorisation
Nursery	Pre-School	Pre School	Pre School
Junior	Reception to Year 6	P1 – P7	P1 – P7
Senior	Year 7 to 11	S1 – S4	Year 8 – 12
Sixth Form	Year 12 to 13	S5 – S6	Year 13 - 14

Section B Questions

13. Number of pupils by boarding type as at 31 August 2023

- This question is being asked to ascertain the split in the makeup of the school, please refer to the above table in the "key information for the section" to gain additional information on the split of each cohort.
- Please input in a numerical format the number of pupils relevant to each year group and boarding type as at the 31 August 2023. The "total" column will calculate automatically.

14. Number of pupils by gender as at 31 August 2023

- This question is being asked to ascertain the split in the makeup of the school.
- Please input in a numerical format the split of genders in each year group. The total number must equate to the total number input in the boarding question as at 31 August 2023.

15. Number of pupils by boarding type as at 1 September 2023

- This question is being asked to ascertain the split in the makeup of the school in comparison to the previous year.
- Please input in a numerical format the number of pupils relevant to each year group and boarding type as at the 1 September 2023. The "total" column will calculate automatically.

16. Number of pupils by gender as at 1 September 2023

- This question is being asked to ascertain the split in the makeup of the school in comparison to the previous year.
- Please input in a numerical format the split of genders in each year group. The total number must equate to the total number input in the boarding question as at 1 September 2023.

17. Are you a Prep school that teach Year 7 and 8 (Year 8-9 in NI) but not the other Senior years?

- a. This question is being asked as the Data Navigator team are aware that many Prep schools will teach year groups that cross over into both the Junior and Senior Categories but are indeed Junior schools. To make the Data Navigator survey as streamlined as possible for all types of school and not add in a multitude of option questions, this simple selection makes it clear to the analysis tool that an extra two years worth of data is being added to the "Junior" section.
- b. For later questions where we split out numbers by Nursery, Junior, Senior, and Sixth Form, we ask you to put all your numbers in Junior
- c. Please answer yes or no

18. Do you provide sixth form services but include reporting as part of the Senior school?

This question is being asked as the Data Navigator team are aware that many schools will report sixth form equivalent year groups as part of the senior category. To make the Data Navigator survey as streamlined as possible for all types of school and not add in a multitude of option questions, this simple selection makes it clear to the analysis tool that an extra two years worth of data is being added to the "Junior" section. Answer 'yes' here if you provide sixth form education, or equivalent for Scotland / NI, and you are unable to report pupil capacity and income separately for Senior and Sixth form)

19. What is the total full time equivalent (FTE) pupil capacity for each age group as at 1 September 2023?

- a. This question is being asked to accurately calculate the Teacher to Pupil ratio.
- b. We understand that cohorts such as "Nursery" may have a higher number of pupils than teaching places and therefore, please input in a numerical format the maximum number of full-time equivalent pupils that the school can accommodate in each cohort.

20. Of all new pupils that have joined this year where have they moved from?

- a. This question is being asked to assist the school in identifying trends over time and to provide a visual representation of the different areas the new year intake is from. This will help the school with targeted marketing and pupil acquisition.
- b. Please input in a numerical format, if known, the number of pupils that have originated from each of the listed options that have joined the school as at the 1 September 2023.

21. If applicable, what is the destination of Senior leavers (pre sixth form equivalent education) for the school year ending 31 August 2023?

- a. This question is being asked to identify patterns of leavers at the end of compulsory education.
- b. Please input in a numerical format the number of pupils aligned to each destination option.

22. Does the school provide education for sixth form or equivalent?

- a. If your school has the facility to provide Sixth Form or equivalent education services e.g. Sixth Form, S6 or part of the Senior school teaching up to age 18, please select "yes" to this question and input your data in the question that appears.
- b. Please answer "yes" or "no" if your school has a 6th form or equivalent, if your school is in Scotland and you educate up to S6 or if you teach up to age 18 but this is part of the Senior school.

If applicable how many subjects are on offer for sixth form or equivalent education?

- a. Please input in a numerical format the number of subjects on offer to pupils in the pre higher education year groups e.g. Seniors, Sixth Form or S6.

If applicable what is the destination of leavers for the school year ending 31 August 2023?

- a. Please input in a numerical format the number of pupils aligned to each destination option.

For the series of questions below, please answer if you have the information readily available. We understand that this data may not be commonplace, but we are attempting to build a rounder picture of the Independent school sector to aid your assessment of your schools' position regarding the intake of pupils and give schools the ability to easily assess this if this is an area currently reported on, or a potential future benchmarking figure. **If you do not have this information, please leave blank.**

23. What is the total number of Non-British (including Northern Ireland) pupils in the school as at 1 September 2023?

- a. If the data is available, please input in a numerical format the number of non-British pupils i.e. those that are not citizens of England, Wales, Scotland or Northern Ireland. Please leave blank if this information is unavailable.

If applicable how many Non-British (including Northern Ireland) pupils have parents overseas as at 1 September 2023?

- b. If the data is available, please input in a numerical format the number of parents in this cohort i.e. those that are not citizens of England, Wales, Scotland or Northern Ireland. Please leave blank if this information is unavailable.

Introduction to the section

This section is designed so that a school can easily view the admissions funnel in a graphical form. The intention is that this item can be used by admissions boards to clearly see numbers applying and moving through the process and if the school wishes, assess their rates of application against other schools of their choosing. In addition, the section records the attrition rate of pupils to give the school greater understanding of pupil turnover.

Section C Questions

24. If you do not hold the below information please select your answer and skip this question

- a. You can come back and untick this box before submitting in order to fill in the question below. If you do have the information available in the school, please select that option even if you skip adding the numbers to this section.

25. Admissions information relating to places in the school year from 1 September 2023

- a. Please provide the number of pupils that participated in each part of the application process below, including those that were ultimately unsuccessful. All inputs that cannot be filled in can be left blank and if you do not have this information, please select the "I do not hold the information to answer the below question" button.

26. Pupil figures from September 2022 to 31 August 2023

- a. This question is being asked so that the school will easily be able to see the attrition rate of pupils that commence the academic year but do not see it through. This data can then be used to launch further investigations into reasoning and budgetary conversations if a systemic issue can clearly be seen.
- b. Please input the number of pupils in a numerical format that started the academic year as of the 1 September 2023 and the number of pupils in a numerical format that completed the entire academic year as at 31 August 2023.

Section D- Surplus

Introduction to the section

This section contains questions regarding how the Board deals with surplus funds. The Data Navigator team understand that surplus figures are very individual to each School and as a result, this section is envisaged to provide the greatest level of information to the school itself by acting as a quick reference point as information is required. The additional benefit of compiling the data annually in the Data Navigator is that the school will be able, if wished, to compare against other schools, using the filtering system to expand or contract the comparators.

Source(s) of information we expect to be useful in completing this section

- Annual accounts
- Statement of Financial Activity if available

Section D Questions

27. Accounting Year

- a. If your accounting year does not match with your academic year as at the 31 August 2023 (or 31 July in Scotland), please input your accounting year end below in DD/MM/YYYY format

28. What is your total net Statement of Financial Activities (SoFA) / Profit and Loss?

- a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

29. Please provide the high level breakdown of your net Statement of Financial Activities (SoFA) / Profit and Loss

- a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

30. What is the board's policy or budget on target surplus level as a percentage of net fees?

- a. Please input your value in a percentage
- b. Surplus is defined as SoFA / Profit and loss minus depreciation.

31. What amount of the reserve is held in cash?

- a. Please input your value in Great British Pounds, you do not have to include the £ symbol in your answer.

Section E - Income

Key information for the section

- This section contains questions regarding income, broken down into fees, concessions, investments and various other forms of income. **Please provide answers for the previous accounting year as at the 31 August 2023.** If your accounting year does not end on this date, please specify this in the question named "Accounting Year". This data will be presented for your school in the Data Navigator dashboard however for the completion of the survey please complete all questions marked as the 31 August 2023 with figures akin to your schools accounting year.
- Please answer all questions in **Great British Pounds** unless otherwise specified and if any answers are not applicable, please leave these blank.
- As categorisation of pupils by age in the Independent schools sector vary, for the purposes of the Data Navigator, when grouping of pupils occur, the following cohorts are used:

Pupil cohort	England categorisation	Scotland categorisation	Northern Ireland categorisation
Nursery	Pre-School	Pre School	Pre School
Junior	Reception to Year 6	P1 – P7	P1 – P7
Senior	Year 7 to 11	S1 – S4	Year 8 – 12
Sixth Form	Year 12 to 13	S5 – S6	Year 13 - 14

- For the questions relating to fees, we have split the inputs into three cohorts, "Day", "Flexible" and "Full / Weekly". Through consultation, we are aware of the movement to flexi boarding and as such have set the current distinction between "Flexi" and "Full / Weekly" at 3 days. Please see the table below for more information.

Pupil cohort	Information on split
Day Pupils	Do not stay on the premises overnight
Flexible	Up to and including 3 days boarding
Full / Weekly	Over 3 days boarding

Section E Questions

31 August 2023 Accounts: Total income

- a. This question is being asked to ascertain the income level generated by fees for the school to then visually analyse, compare against other Schools and in the future years of the Data Navigator, track.
- b. Please provide the total income relating to fees for the last accounting year to 31 August 2023.

32. Fees – Gross income to 31 August 2023

- a. a. This question is being asked to ascertain the income level generated by fees for the school to then visually analyse, compare against other Schools and in the future years of the Data Navigator, track.
- b. b. Please provide the total income relating to fees for the last accounting year to 31 August 2023.

If your School does not record a split between 6th form and the senior School, please provide the full amount in the senior section.

33. Concessions for the last accounting year to 31 August 2023

- a. This question is being asked to ascertain the level of concessions the school has provided in the last accounting year. This question has been included in the income section as we note that common recording of this data is as a deduction from income, rather than an expense.
- b. Please provide both the number of concessions offered for the last accounting year to 31 August 2023, in a numerical format along with the monetary amount. Please note that you do not have to input symbols i.e., £ in the right-hand column and this section will total the amount for you.

34. Non tuition fee income to 31 August 2023

- a. This question is being asked to record alternative income that is received by the school that is not received from financial instruments. Please be as accurate as possible but we understand that the definitions used in this section will vary from school to school and as such estimates can be used. In addition, you are able to add any additional categories in the box below the question for review of possible inclusion into the next iteration of the Data Navigator.

Please provide the other net income for the last accounting year to 31 August 2023.

35. Suggested items for the "Other educational income" section

- a. As noted above, the Data Navigator will grow with the needs of the schools that participate and as a result, the development team welcome suggestions that would benefit its users for incorporation into the next year's version.

36. Trading income to 31 August 2023

- a. This question is being asked to record alternative income that is received by the school that is not received from financial instruments. Please be as accurate as possible but we understand that the definitions used in this section will vary from school to school and as such estimates can be used. In addition, you are able to add any additional categories in the box below the question for review of possible inclusion into the next iteration of the Data Navigator.

- b. Please provide the other net income for the last accounting year to 31 August 2023

37. Donations for the last accounting year to 31 August 2023

Fundraising and donations include all voluntary income. Please provide net numbers here and the cost of fundraising in the Expenses / Sales, Marketing and Fundraising section.

38. Investments income to 31 August 2023

- a. Please provide the net investment income for the last accounting year to 31 August 2023 in Great British Pounds, you do not need to add in symbols

Section F- Expenditure

Introduction to the section

This section contains questions regarding expenditure, broken down into staff costs, running costs and various financial costs. The aim of this section is to visualise all expenditure of the school to enable self-analysis and a comparison with peers across a variety of filtered options.

Key information for the section

- Please provide answers for the last accounting year to the 31 August 2023 and answer all questions in GBP unless otherwise specified. If any answers are not applicable, please leave blank.
- We note that many schools employ staff via the school's payroll and also employ staff via agencies. It is for this reason that separate questions are presented for each expenditure section. Due to the differences in expense requirements for these two cohorts, additional information has been requested for payroll staff.
- This section categorises employees into three cohorts, these are detailed in the table below:

Employee Cohort	Definition	Examples
Teaching Staff	All staff that directly provide academic, vocational or sporting teaching to students	Teachers, Coaches
Teaching Support Staff	All staff that directly assist in the delivery of teaching	Teaching Assistants, Lab Technicians, Sport Equipment Assistants
Non-Teaching Staff	All staff that participate in roles that are not directly educational	Groundskeepers, Drivers, Catering Staff, Admissions, Finance, Administrators, Medical, Residential Boarding

Section F Questions

Staff Costs

39. 31 August 2023 Accounts: Total expenditure

- This question is being asked to ascertain the income level generated by fees for the school to then visually analyse, compare against other Schools and in the future years of the Data Navigator display a trend line.
- Please provide the total expenditure relating to surplus for the last accounting year to 31 August 2023.

40. What are the total staff costs for employees on the Schools payroll, in the previous accounting year to 31 August 2023?

- a. This question is being asked so that the school will be able to see a clear graphical representation of their spending and give the ability to benchmark against other schools of their choosing. This will allow deeper analysis of spending sooner as differentiators will be visually noticeable.
- b. This question will also provide an accurate pupil to staff member cost when teamed with the answer to question 42 as the calculation of total spend divided by pupil numbers are used.
- c. Please provide the monetary amounts in Great British Pounds. Please do not include any commas or decimal places.

41. What are the total agency staff costs in GBP for those not on the schools payroll in the previous accounting year to 31 August 2023?

- a. As with the above question, this question is being asked so that the school will be able to see a clear graphical representation of their spending and give the ability to benchmark against other schools of their choosing. This will allow deeper analysis of spending sooner as differentiators will be visually noticeable.
- b. Please provide the monetary amounts in Great British Pounds. Please do not include any commas or decimal places.
- c. If you do not have a breakdown for each section, please enter the total that has been invoiced for the accounting year ending 31 August 2023 in the input box entitled, "total if breakdown is unknown".

42. What was the average number of full-time equivalent staff removing duplicates at the school over the previous accounting year to 31 August 2023?

- a. This question is being asked so that the school is able to view an accurate pupil to staff member ratio even when replacements have been brought in to fill a position.
- b. Please enter the estimated number of FTE staff removing duplicates for staff members where agency staff have been brought in for events such as long-term sickness or maternity leave.

43. Premises costs

- a. This question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact or estimated annual charges to the school.

44. Welfare costs

- a. This question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact, or estimated, annual charges to the school.
- c. **Do not include staffing costs in this section** as directly employed catering staff and agency catering staff will fall under non-teaching staff in their respective categories in the "Staff Cost" section.

45. Administration costs

- a. This question is being asked to provide the school with a more detailed overview of marketing spending than the Data Navigator research team has currently found is recorded by some schools. Over time, this question will give the school the ability to track spending and aid in budgeting in relation to cost against reward analysis.
- b. The team understands that this detailed breakdown of information may not currently be recorded and as a result the "other" input box has been included for an overall figure.
- c. Please provide a breakdown in Great British Pounds if available of your school's marketing for the last accounting period to the 31 August 2023, if not available please either skip or provide an estimated overall cost.

46. Governance and Legal

- a. As with the other questions in the consumables section, this question is being asked to allow the school to visualize costs and benchmark spending against other schools. The visualisation will help easily highlight a need to investigate overspending if present.
- b. Please round to the nearest hundred the exact or estimated annual charges to the school. Please make use of the "other" input box if you have costs that do not fit into the provided categories. The categories in the survey are noted below;

Category	Examples of category
Annual Audit	All costs associated with the Auditing process
Governance	Staff, legal costs, board, memberships such as AGBIS
Governors Expenses	Travel for attendance of training or meetings if expensed
Training costs	Room and educator charges for Governor's training sessions

47. Interest cost of Borrowing in the last accounting year to August 2023

- a. This question is being asked to provide the school with a more detailed overview of marketing spending than the Data Navigator research team has currently found is recorded by some schools. Over time, this question will give the school the ability to track spending and aid in budgeting in relation to cost against reward analysis.

Please provide a breakdown in Great British Pounds if available of your school's marketing for the last accounting period to the 31 August 2023, if not available please either skip or provide an estimated overall cost.

48. What is your current rateable value for the purpose of business rates?

- a. We ask these questions about business rates because many schools are planning for the potential loss of business rate relief after the next general election. See also <https://www.gov.uk/introduction-to-business-rates/how-your-rates-are-calculated> for more information for England and <https://www.gov.scot/policies/local-government/non-domestic-rates/> for Scotland.

49. How much do you pay in business rates?

- a. English charities would normally get 80% relief on business rates and there are other reliefs available for non-charities. See also <https://www.gov.uk/apply-for-business-rate-relief>. There are different reliefs for Scotland. Here, we are asking for the amount you are paying.

Section G: Other financial information

Introduction to the section

This section contains questions regarding other financial information not covered under income and expenditure. The aim of this section is to visualise other financial information of your School to enable self analysis and a comparison with peers across a variety of filtered options.

Please provide answers for the previous accounting year as at the 31 August 2023 For schools in Scotland, your accounting year may well end 31 July 2023 - that is fine: please take that as your date regardless of the label and apply no adjustments.

If your accounting year is not aligned with the school year, that is, it does not end on 31 August (England and NI) or around 31 July (Scotland), please specify this in the question in the previous section. This data will be presented for your School in the Data Navigator dashboard however for the completion of the survey please complete all questions marked as the 31 August 2023 with figures from to your School's accounting year.

Please answer all questions in pounds sterling (GBP) unless otherwise specified and if any answers are not applicable please leave these blank.

Key information for the section

- Please provide answers for the last accounting year to the 31 August 2023 and answer all questions in GBP unless otherwise specified. If any answers are not applicable, please leave blank.
- We note that many schools employ staff via the school's payroll and also employ staff via agencies. It is for this reason that separate questions are presented for each expenditure section. Due to the differences in expense requirements for these two cohorts, additional information has been requested for payroll staff.
- This section categorises employees into three cohorts, these are detailed in the table below:

Employee Cohort	Definition	Examples
Teaching Staff	All staff that directly provide academic, vocational or sporting teaching to students	Teachers, Coaches
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Section G Questions

School fees

50. Fees- Current academic year from 1 September 2023

- a. For this question a maximum and minimum amount is requested. This has been asked to allow multiple fees to be included in the data collection whilst maintaining a streamlined collection method.
- b. Please provide the minimum and maximum current school year's fees per annum to the nearest pound for this academic year i.e. from 1 September 2023 that relate to each cohort.
- c. If only one fee is charged per cohort, please input the same amount in both the minimum and maximum inputs.

51. Fees- Previous academic year to 31 August 2023

- a. For this question a maximum and minimum amount is requested. This had been asked to allow multiple fees to be included in the data collection whilst maintaining a streamlined collection method.
- b. Please provide the minimum and maximum school year's fees per annum to the nearest pound for last accounting year to the 31 August 2023 that relate to each cohort.
- c. If only one fee is charged per cohort, please input the same amount in both the minimum and maximum inputs.

52. Fee concessions for staff

- a. This question is being asked to provide the school with the opportunity to easily benchmark concession rates against other Schools and track any change in a visual format.

Please feel free to input your answer if required to 2 decimal places i.e. 10.55%

- b. Please provide as a percentage the concessions for educational fees for the differing cohorts of staff members.
- c. Refer to the table in the information section that denotes the employee type for teaching, support and non-teaching staff.

53. Capital Expenditure

- a. This question is being asked to assist the school with tracking and visualising capital expenditure (CAPEX) over a period of up to 7 years. The Data navigator team understand that recording of CAPEX is commonplace but the Data Navigator will give the school the ability to instantly view their own data, spot trends and benchmark against other schools using customisable filters.
- b. Please provide a breakdown for past, present and future capital expenditure if available.

- c. Please provide a planned or estimated figure in Great British Pounds rounded to the nearest hundred.

54. Cost of Short Term Borrowing in the last accounting year to August 2023– repayable in 12 months or less

Short term borrowing is defined as any amount repayable in 12 months or less that is a bank loan or lease including overdraft, finance leases and higher purchases. Not including fees in advance schemes or deposits held. Please provide the figure in Great British Pounds rounded to the nearest hundred.

55. Cost of Long Term Borrowing in the last accounting year 20 August 2023 - Repayable in more than 12 months

- a. Long term borrowing is defined as any amount repayable in 13 months or more that is a bank loan or lease including overdraft, finance leases and higher purchases. Not including fees in advance schemes or deposits held. Please provide the figure in Great British Pounds rounded to the nearest hundred.

56. Does your school currently operate a "fees in advance" scheme?

- a. Many schools already operate a Fees in Advance scheme where parents pay a lump sum in advance. We are asking this question because more schools are considering introducing such a scheme as part of their planning for possible future VAT on fees.
- b. There are different forms of 'fees in advance' schemes but we do not distinguish here.

57. How strongly do you agree that your school understand the price sensitivity of those paying fees of your current pupils?

- a. Conscious of the cost of living increases and rising costs specifically affecting independent schools, and mindful of political risks, especially VAT and business rate relief, many schools are concerned to understand the capacity of families to absorb fee increases. This question asks how well you feel that you understand this price sensitivity of your current families.

58. On the scale below, how would you judge the price sensitivity of the families of current pupils?

- a. Regardless of how well you think you understand the price sensitivity of your current families (the previous question), how well do you think your current families are able to absorb fee increases? Scale is from 'extremely sensitive' where you expect many parents would have to remove their children from the school after above-inflation fee increases (such as, for example, forced by VAT rule changes or inflation in school expenditure significantly above general inflation) to 'extremely insensitive' where you expect no significant removal of pupils after such an increase.

Section H: Pensions

Introduction to the section

This section contains questions regarding your School's pension provision for pay-rolled staff. Dependant on your answers, you will be directed through a series of questions that cover your school's membership of the TPS or equivalent, and Defined Contribution pension provision. Your answers will create a set of benchmark data that you will be able to use to analyse your school's position against peers to assist in ongoing future business decisions.

Key information for the section

- On your answers, different questions will appear, this means that the numbering may not be linear, for example you may answer question 60, 63 and 72 as part of the path relevant to your school. All questions are available with their associated number references in the guidance document.

Source (s) of information we expect to be useful in completing this section

- Bursar
- Payroll Team
- Member Booklets

Section H Questions

59. Is the member of the TPS (Teacher Pension Scheme) or equivalent for other UK regions as at 1 September 2023?

- a. With the growing costs associated with membership of the TPS and equivalent arrangements, this question is being asked so that the school will quickly be able to benchmark their position against the school types of their choosing without having to rely on other third-party reports or submit their own freedom of information request that can be time consuming.
- b. Please indicate with either yes or no, if yes is selected an additional question will appear.
- c. Regional equivalents include STPS, STSS, NITPS and others.

60. Has your school commenced a cost mitigation strategy in relation to the TPS or equivalent as at 1 September 2023?

- a. We are asking this question as we note that certain School's that complete this survey will never have offered TPS or its alternative as an arrangement.
- b. Selecting no will direct you straight to questions concerning defined contribution arrangements.
- c. Please indicate with either yes or no, if yes is selected an additional question will appear.

- d. Regional equivalents include STPS, STSS, NITPS and others.
- e. Strategies may include implementing a parallel option, phased withdrawal or cost sharing.

61. Has your School ever been a member of the TPS or equivalent?

- a. We are asking this question as we note that certain School's that complete this survey will never have offered TPS or its alternative as an arrangement.
- b. Selecting no will direct you straight to questions concerning defined contribution arrangements.

62. Do you envisage your school participating in TPS or equivalent in 1, 5, 10 years time?

- a. This question is being asked to help form an understanding of the general consensus from Schools regarding the future of participation in defined benefit schemes.
- b. It is envisaged that the benchmarking this question provides will give further examples for future business case documents if required.

63. At the time of completion, are you currently engaging in discussion of a cost mitigation strategy in relation to the TPS or equivalent?

- a. This question is being asked to aid your School benchmark trends of exiting DB pension schemes in your area and nationally without having to submit individual freedom of information requests, or collate data through other means.

64. If considering partial or full exit, which form are you envisaging engaging with?

- a. This question will help your School, if in the decision phase, asses common trends amongst peers locally and nationally.

65. If known, what is your estimated overall target benefit spend to TPS or equivalent as a percentage of salary?

- a. This question will help your School, if in the decision phase, asses common trends amongst peers locally and nationally.

66. Of existing and eligible staff, how many are enrolled in the TPS (or equivalent) as a percentage?

- a. This question will help the school benchmark against other school types and if items such as phased withdrawal is implemented by the School, allow a visual representation of take up.
- b. Please indicate the percentage of teaching staff that are enrolled in the TPS as at 1 September 2023.

67. What was your school's date of exit from the TPS or equivalent?

- a. This question is being asked to aid your School benchmark trends of exiting DB pension schemes in your area and nationally without having to submit individual freedom of information requests, or collate data through other means.

68. Does your school operate Phased Withdrawal as at 1 September 2023?

- a. This question is being asked to ascertain the method your School is using to exit the TPS or equivalent.
- b. We note that this option is currently unavailable for Scottish Schools
- c. Phased Withdrawal is defined as the School opting to remain in the TPS or equivalent but closing entry to new hires from a set date.

69. What was your school's date of implementation?

- a. This question is being asked to aid your School benchmark trends of exiting DB pension schemes in your area and nationally without having to submit individual freedom of information requests, or collate data through other means.

70. Does your school operate Cost Sharing as at 1 September 2023?

- a. This question is being asked to ascertain the method your School is using to exit the TPS or equivalent.
- b. Cost Sharing is defined as retaining membership of the TPS or equivalent but passing on some or all of the costs for the employer element to employees from a set date.

71. What was your school's date of implementation?

- a. This question is being asked to aid your School benchmark trends of exiting DB pension schemes in your area and nationally without having to submit individual freedom of information requests, or collate data through other means.

72. Which model of cost sharing is operated?

- a. This information will allow your School to assess trends in methods of Cost Sharing being implemented.
- b. Please select the method of Cost Sharing utilised by the School.

73. Does your school operate a parallel option DC scheme as at 1 September 2023?

- a. This question is being asked to ascertain the method your School has chosen regarding pension provision for teachers.
- b. Parallel option is defined as the School opting to remain in the TPS or equivalent but offering an alternative Defined Contribution Plan from a set date.

74. What was your school's date of implementation

- a. This question is being asked to aid your School benchmark trends of exiting DB pension schemes in your area and nationally without having to submit individual freedom of information requests, or collate data through other means.

75. Do you provide an option for teachers to receive a lower employer pension contribution to the DC arrangement and instead receive a non pensionable cash allowance as at 1 September 2023?

- a. This question is being asked to enable your School to view trends easily without having to gather data not commonly available through other means.
- b. A Cash Allowance is defined as a School offering staff the option to flex their employer contribution in order to receive a higher take home salary or purchase alternative benefits.

76. Please provide the below percentages in relation to the Cash Allowance

- a. The maximum School contribution is the highest employer contribution available to staff.
- b. The maximum Cash Allowance is the highest value that an employee can choose to exchange for take home pay or other benefits.

77. Do you operate a different overall benefit spend for new starters?

- a. This question relates to the total sum of all benefits spend including pensions, life cover and income protection.
- b. Please answer yes or no

78. What is your overall benefit spend for new starters?

- a. This question relates to the total sum of all benefits spend including pensions, life cover and income protection.
- b. Please select one option from the pre determined bands

79. Do you have separate DC pension providers for teachers and pay rolled support staff as at 1 September 2023?

- a. This question relates to the provider (firm or company) that are used for pension provision
- b. Please answer yes or no

80. Please select the teacher's DC provider from the list as at 1 September 2023

- a. This question relates to the provider (firm or company) that are used for pension provision

b. Please answer yes or no

81. Please select the Support Staff's DC provider from the list as at 1 September 2023

a. This question relates to the provider (firm or company) that are used for pension provision

b. Please answer yes or no

82. Do you have separate contribution structures for Teachers and Support Staff? As at 1 September 2023

a. This information will allow your School to assess trends in contribution structures being used across all staff of the School on the payroll.

83. What is the Teacher's DC default contribution structure? (Please answer as a percentage)

a. This information will allow your School to assess trends in contributions being used.

b. The default is the standard contribution rate that a teacher will enter the DC scheme on

84. What is the Support Staff's DC default contribution structure? (Please answer as a percentage)

a. This information will allow your School to assess trends in contributions being used.

b. b. The default is the standard contribution rate that support staff will enter the DC scheme on

Contact Information

If you have any questions whilst completing the survey or wish to provide feedback on your experience please email DataNavigator@barnett-waddingham.co.uk stating which school you are emailing on behalf of, a short explanation of your query and a contact telephone number and we will get in touch in line with your contact preferences.

In addition, please find additional assistance via <https://datanavigator.barnett-waddingham.co.uk/>