



Data
NAVIGATOR

Introduction

ISBA & Barnett Waddingham Data Navigator Survey 2023

You have been invited to complete the following survey for YOUR SCHOOL (the School) that will provide information securely for use in the Data Navigator. The Data Navigator will enable you to visualise your School's data in an intuitive, modern way to aid your business decisions.

New for 2023

We have taken your feedback from the first year of the Data Navigator and have implemented a number of changes to improve the ease of entering 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. The changes made should streamline data entry with the question layout being closer to your accounts. We have 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 help you ensure accuracy.

We have also created a separate section for pension provision. We know this is an area of great discussion in the sector. We believe the data will help your school tracking your own provision over time and help you benchmark future decisions against other schools, locally or of similar nature.

There are eight sections relating to:

Section A: School

Section B: Pupils

Section C: Marketing

Section D: Surplus

Section E: Income

Section F: Expenditure

Section G: Other Financial Information

Section H: Pensions

Terms and conditions

The survey terms and conditions (*Survey Terms*) available at <https://datanavigator.barnett-waddingham.co.uk/contract/2023-Survey-Terms.html> are a legally binding agreement between the school on whose behalf you are completing this survey (the School) and Barnett Waddingham LLP (BW). The Survey Terms govern the School's use of, access to and participation in the Survey and what BW (and its Affiliates) may do with the responses and data provided to BW. By clicking 'accept' you warrant that you have the legal power to enter into the Survey Terms, on behalf of the School, and that the School agrees and accepts the Survey Terms. Please note in particular the limitations on liability contained in clause 7 of the Survey Terms. The Survey Terms are a business to business agreement and should not be entered into by consumers.

If you have any questions please contact DataNavigator@Barnett-Waddingham.co.uk.

Are you happy to participate in this survey?

Please confirm that you are accepting the Survey Terms on behalf of the School.

If you are, please select yes below.

If you are not, please select no, the survey will then immediately conclude when you go to the next page.

- Yes - I wish to participate.
- No - I do NOT wish to participate.

School

Section A: General School Information

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

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

- Leasehold information found in management accounts.

1. How would you like your school to be referred to in the Data Navigator? ⓘ

This is the name that will be shown on the legend of every comparative plot in the Data Navigator tool so we suggest to keep it short (but meaningful) in order not to clutter the graphics. If you can keep it to less than about 12 characters, that would be ideal. It can be a short name or even something like 'Our school'.

2. What is your school's URN, DE or SEED? ⓘ

England, Wales, Channel Islands URN lookup [here](#).

Scotland SEED lookup [here](#).

Northern Ireland DE lookup [here](#).

Please [email support](#) if you genuinely do not have a government unique identifier.

3. Where is your school located? ⓘ

- England
- Wales
- Northern Ireland
- Scotland
- Jersey
- Guernsey
- Isle of Man
- Other

If Other, where?

4. Is your school part of a group? ⓘ

- Yes

No

What is your group? ⓘ

For England and Wales, Group UID and Group ID can be looked up [here](#).

	Value
Name of group	<input type="text"/>
Group UID (if known)	<input type="text"/>
Group ID (if known)	<input type="text"/>

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

6. Is the main school premises Freehold or Leasehold? ⓘ

We would expect you to find this information in your account managements.

- Freehold
 Leasehold

What are the annual charges for the leasehold? ⓘ

7. How many further premises do you use for educational purposes that are at different locations? (up to a maximum of 10) ⓘ

Please provide data for all of these further premises.

If any further premises are freehold please leave blank

	Premises	Postcode	Freehold or Leasehold?	
	Name of premise	Postcode	Freehold	Leasehold
Premises 1	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 2	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 3	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 4	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

	Premises	Postcode	Freehold or Leasehold?	
	Name of premise	Postcode	Freehold	Leasehold
Premises 5	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 6	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 7	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 8	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 9	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Premises 10	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

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

- All-weather athletics track
- Astro turf
- Concert hall/theatre
- Dance studio
- Fitness centre
- Rowing facilities
- Sports centre (Indoor facilities)
- Sports fields
- Squash courts
- Swimming pool
- Tennis courts

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

We will continue to enhance the survey and the Data Navigator every year, so if there are facilities that are important for you for benchmarking purposes then please suggest them here.

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? ⓘ

Yes

No

11. Is the school a registered charity? ⓘ

Yes

No

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

Yes

No

You have reached the end of section A

Please click on the "Next" button in the bottom right hand corner of the page to complete section A and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Pupils

Section B: General Pupil Information

This page contains general questions regarding your pupils.

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.

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. Please note that if this is your School's first year of using Data Navigator, the number of pupils may appear to decrease dramatically from the two fixed points of August 2023 to September

2023 (31 July 2023 to 1 August 2023 for Scotland) where, 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.

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

- Admission department
- Admission Information from the person(s) in charge of Sixth Form and senior School (if offered at your school)

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.

For detailed information on the splits of boarding type, please refer to the Data Navigator Guide,

for quick reference, these are stated below;

Day Pupils - Do not stay on the premises overnight

Flexible - Up to and including 3 days boarding

Full / Weekly - Over 3 days boarding

For detailed information on the splits of pupil type, please refer to the Data Navigator Guide,

for quick reference, these are stated below;

Nursery - Pre-School

Junior - Reception to Year 6 (P1 to P7 in Scotland and Northern Ireland)

Senior - Year 7 to Year 11 (S1 to S4 in Scotland; Year 8 to 14 in Northern Ireland)

(Note that we apply the convention that there is no Year 7 equivalent in Scotland to keep S5 of S6 aligned with English sixth form and with Northern Ireland Year 13 to 14.)

	Nursery	Reception (P1)	Year 1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)	Year 7 (NA / Y8)	Year 8 (S1 / Y9)	Year 9 (S2 / Y10)	Year 10 (S3 / Y11)	Year 11 (S4 / Y12)
Up to and including 3 days boarding (Flexi)	0	0	0	0	0	0	0	0	0	0	0	0	0
Over 3 days boarding (Full / Weekly)	0	0	0	0	0	0	0	0	0	0	0	0	0

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



	Nursery	Reception (P1)	Year 1 (P2)	Year 2 (P3)	Year 3 (P4)	Year 4 (P5)	Year 5 (P6)	Year 6 (P7)
Girls	0	0	0	0	0	0	0	0
Boys	0	0	0	0	0	0	0	0

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

(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.)

Information on the following questions about the pupils may be gathered from your administration team.

- Yes
- No

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

(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. Please include all data in the Senior category)

Information on the following questions about the pupils may be gathered from your administration team.

- Yes
- No

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

	Total
Nursery	<input type="text" value="0"/>
Junior	<input type="text" value="0"/>
Senior	<input type="text" value="0"/>
Sixth Form	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

20. Of all new pupils that have joined as at 1 September 2023 where have they moved from? ⓘ

Information on the following questions about the pupils may be gathered from your administration team.

	Junior	Senior	Sixth Form	#Conjoint, Total#
Independent Sector	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
State Sector	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Nursery or no previous education	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Overseas	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

Information could be found by the Person(s) in charge of admissions for senior school (if applicable)

	Number of Pupils
Stay in school for sixth form (if available)	<input type="text" value="0"/>
Sixth form in group school (for groups of schools)	<input type="text" value="0"/>
Sixth form in competitor school	<input type="text" value="0"/>
Sixth form in state sector	<input type="text" value="0"/>
Training or apprenticeships	<input type="text" value="0"/>
Unknown / other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

22. Does the school provide sixth form equivalent education? ⓘ

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 appear.

Information could be found by the Person(s) in charge of admissions for senior school (if applicable)

- Yes
- No

How many subjects are on offer for sixth form of equivalent education?



Information could be found by the person(s) in charge of admissions for Sixth Form (if applicable)

What was the destination of Sixth form leavers for the school year ending 31 August 2023?



Information could be found by the person(s) in charge of admissions for Sixth Form (if applicable)

Number of Pupils

Oxford or Cambridge University	<input type="text" value="0"/>
Russell Group universities (Excluding Oxford and Cambridge)	<input type="text" value="0"/>
Other higher education institutions	<input type="text" value="0"/>
Training or apprenticeships	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

For the question 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? ⓘ

Information on the following questions about the pupils may be gathered from your administration team.

How many Non-British pupils (including Northern Ireland) have parents overseas as at 1 September 2023? ⓘ

Information on the following questions about the pupils may be gathered from your administration team.

You have reached the end of section B

Please click on the "Next" button in the bottom right hand corner of the page to complete section B and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Marketing

Section C: Marketing and Attraction

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, asses 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.

All inputs that can not be filled in can be left blank

You are asked for details of the previous academic year as questions marked "as at 31 August 2023" schools in Scotland, please take these dates to mean the end and

beginning of your school year, which will normally change around mid-August.

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

- The Admission department

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

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.

- I do not hold the information to answer the below question.
- I do have this information, see below

25. Admissions information relating to places in the current school year from 1 September 2023 (i)

Junior start Reception in England and P1 in Scotland and Northern Ireland.

Senior start Year 7 in England, S1 in Scotland, and Year 8 in Northern Ireland.

Sixth Form start Year 12 in England, S5 in Scotland, and Year 13 in Northern Ireland.

Information for this section may be found from your admissions team.

	Nursery	Junior	Senior	Sixth Form
Enquiries received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visits (open days and others)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Applications received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments booked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments attended	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offers extended	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offers accepted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New pupils started (1 Sep 2023)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Pupil figures from September last year to 31 August 2023 (i)

Information for this section may be found from your admissions team.

	Nursery	Reception	Junior	Senior
Number of new pupils at the start of the school year (1 September 2022)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of new pupils that completed the year (to 31 August 2023)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



You have reached the end of section C

Please click on the "Next" button in the bottom right hand corner of the page to complete section C and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Surplus

Section D: Surplus

This section contains questions regarding your school's surplus and how the Board deals with surplus funds.

Please answer all questions in GBP unless otherwise specified.

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 accounting year question below. 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.

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

- Annual accounts

- Statement of Financial Activity if available

27. Accounting Year

If your accounting year does not match with your academic year as at the 31 August 2023 (or 31 July in Scotland), please select your accounting year end below. ⓘ

Please note that this date is recorded but does not change the title for questions that state the "accounting year as at 31 August 2023"

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

Information may be found in your annual accounts

Annual Total

SoFA / Net Income

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

The total should sum to the SoFA entered for the question above.

Please **enter total expenditure** as a **negative** number so the total sums correctly. For investments and tax, these should be entered as a negative or positive number depending on the value in your school's accounts.

If your school does not pay any tax, please enter 0.

Information may be found in your annual accounts

Annual Total

Total income

Total expenditure

-Losses / gains on investments

Tax paid

#Conjoint, Total#

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

Surplus is defined as SoFA less depreciation.

Target surplus

Percentage

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

Information may be found from your finance department

Cash reserve

Total

You have reached the end of section D

Please click on the "Next" button in the bottom right hand corner of the page to complete section D and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Income

Section E: Income

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. 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.

For detailed information on the splits of boarding type, please refer to the Data Navigator Guide,

for quick reference, these are stated below;

Day Pupils - Do not stay on the premises overnight

Flexible - Up to and including 3 days boarding

Full / Weekly - Over 3 days boarding

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

- Annual accounts

For detailed information on the splits of pupil type, please refer to the Data Navigator Guide,

for quick reference, these are stated below;

Nursery - Pre-School

Junior - Reception to Year 6 (P1 to P7 in Scotland and Northern Ireland)

Senior - Year 7 to Year 11 (S1 to S4 in Scotland; Year 8 to 14 in Northern Ireland)

(Note that we apply the convention that there is no Year 7 equivalent in Scotland to keep S5 to S6 aligned with English sixth form and with Northern Ireland Year 13 to 14.)

Sixth Form - Year 12 to 13 in England (S5 to S6 in Scotland; Year 13 to 14 in Northern Ireland)

32. 31 August 2023 Accounts: Total income

ⁱ
The inputs for this question should come from the income section of your Statement of Financial Activities / Comprehensive Income.

Please ensure the total below sums up to the total income you entered in the previous section (Section D): [£\\${q://QID252/ChoiceNumericEntryValue/7/12}](#).

The number in bracket, I.E. "(Q29)" are the numbers of the questions that you can enter the detailed breakdown of these total figures

Information for this section could be found on your annual accounts or your own break down of income

Total amount in £'s

Gross fees (Q33)	<input type="text" value="0"/>
Concessions (Q34)	<input type="text" value="0"/>
Non-tuition fee income (Q35)	<input type="text" value="0"/>
Trading income (Q37)	<input type="text" value="0"/>
Donations (Q38)	<input type="text" value="0"/>
Investment Income (Q39)	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

33. Fees - Gross Income to 31 August 2023

ⁱ

Nursery - Pre-School

Junior - Reception to Year 6 (P1 to P7 in Scotland and Northern Ireland)

Senior - Year 7 to Year 11 (S1 to S4 in Scotland; Year 8-14 in Northern Ireland)

(Note that we apply the convention that there is no Year 7 equivalent in Scotland to keep S5 to S6 aligned with English sixth form and with Northern Ireland Year 13 to 14.)

Sixth Form - Year 12 to 13 in England (S5-S6 in Scotland; Year 13 to 14 in Northern Ireland)

The total for this question should equal the gross fees entered in the total income question (Q32) above.

Information for this section could be found on your annual accounts or your own break down of income

	Nursery (Full Time)	Junior	Senior	Sixth Form
Day fee	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

	Nursery (Full Time)	Junior	Senior	Sixth Form
Up to and including 3 days boarding (Flexi)	0	0	0	0
Over 3 days boarding (Full)	0	0	0	0
Registration	0	0	0	0
#Conjoint, Total#	0	0	0	0

34. Concessions for the last accounting year to 31 August 2023 (i)

The total for this question should equal the concession entered in the total income question (Q32) above.

Information for this section could be found on your annual accounts or your own break down of income

	Number Offered	Total Amount in GBP
Bursaries	0	0
Scholarships	0	0
Staff discount	0	0
Sibling discount	0	0
Armed forces discount	0	0
Other discount	0	0
Total if you do not have a breakdown	0	0
#Conjoint, Total#	0	0

35. Non-tuition fee income to 31 August 2023 (i)

The total for this question should equal the non-tuition fee income entered in the total income question (Q32) above.

Information for this section could be found on your annual accounts or your own break down of income

	Total Net Amount in GBP
Bus services	0
Shop sales and commission (Uniform, equipment etc)	0
School meals - where billed separately	0
Wrap around care (Holiday/before and after school clubs and activities)	0
Other	0
#Conjoint, Total#	0

36. Suggested items for the "Non-tuition fee income" section (i)

Please provide feedback and suggestions here if there are any other income categories that are important for you to benchmark your school.

37. Trading income to 31 August 2023 (i)

The total for this question should equal the tradings income entered in the total income question (Q32) above.

Information for this section could be found on your annual accounts or your own break down of income

Total Net Amount in GBP

Facilities - Rentals and lettings	<input type="text" value="0"/>
Other (including deposits retained)	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

38. Donations for the last accounting year to 31 August 2023 (i)

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.

The total for this question should equal the donations entered in the total income question (Q32) above.

Information for this section could be found on your annual accounts or your own break down of income

Total Net Amount

Fundraising and donations	<input type="text" value="0"/>
Grants	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

39. Investments income for the last accounting year to 31 August 2023 (i)

ounts or your own break down of income

Total Gross Amount

Bank interest	<input type="text" value="0"/>
Dividends	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

You have reached the end of section E

Please click on the "Next" button in the bottom right hand corner of the page to complete section E and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Expenditure

Section F: Expenditure

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.

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.

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.

In this section please enter **expenditure** items as **positive** numbers.

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

- Annual accounts
- Your own Schools method of recording the break down of expenditure

40. 31 August 2023 Accounts: Total expenditure



The inputs for this question should come from the expenditure section of your Statement of Financial Activities / Comprehensive Income.

Please ensure the total below sums up to the total expenditure you entered in the Surplus section (Section D): **£{Invalid Expression}**.

Please ensure the total below sums up to the total expenditure from your accounts.

The number in bracket, I.E. "(Q37)" are the numbers of the questions that you can enter the detailed breakdown of these total figures

Information for this section could be found on your annual accounts or your own break down of expenditure

Total amount in £'s

Staff costs - (Q41 + Q42)	<input type="text" value="0"/>
Depreciation	<input type="text" value="0"/>
Other teaching (excl. staff)	<input type="text" value="0"/>
Premises (Q44)	<input type="text" value="0"/>
Welfare (Q45)	<input type="text" value="0"/>
Administration (Q46)	<input type="text" value="0"/>
Coach hire	<input type="text" value="0"/>
Governance & legal (Q47)	<input type="text" value="0"/>
Interest / finance costs (Q48)	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

Staff costs

For detailed information on the splits of Staff cohorts, please refer to the Data Navigator Guide, for quick reference, these are stated below;

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, internal Kitchen Staff, Admissions, Finance, Administrators, Medical, Residential Boarding)

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

	Salary	National Insurance	Pension	Benefits in kind (e.g car, medical, accommodation)
Teaching staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Teaching Support staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-teaching staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

42. 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? ⓘ

	Amount invoiced to 31 August 2023 0
Teaching staff	<input type="text" value="0"/>
Teaching Support staff	<input type="text" value="0"/>
Non-teaching staff	<input type="text" value="0"/>
Total if breakdown is unknown	<input type="text"/>
#Conjoint, Total#	<input type="text" value="0"/>

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

Information for this section could be found on your annual accounts or your own break down of expenditure

	Number on Payroll	Off payroll
Teaching staff	<input type="text" value="0"/>	<input type="text" value="0"/>
Teaching Support staff	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-teaching staff	<input type="text" value="0"/>	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>	<input type="text" value="0"/>

44. Premises costs ⓘ

All costs are exclusive of staff costs (which are captured separately).

This should include all aspects of maintenance for School buildings. The total for this question should equal the Premise cost entered in the total expenditure question (Q40) above.

Information for this section could be found on your annual accounts or your own break down of expenditure

	Annual Total
Electricity	<input type="text" value="0"/>
Gas and other fuels	<input type="text" value="0"/>
Internet and Phone	<input type="text" value="0"/>
Water	<input type="text" value="0"/>
Waste	<input type="text" value="0"/>
Other premises costs	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

45. Welfare costs ⓘ

All costs are exclusive of staff costs (which are captured separately).

Catering costs and costs to provide pupil welfare and safeguarding services. The total for this question should equal the welfare cost entered in the total expenditure question (Q40) above.

Information for this section could be found on your annual accounts or your own break down of expenditure

	Annual Total
Food	<input type="text" value="0"/>
Outsourcing catering costs	<input type="text" value="0"/>
Other internal items relating to the provision of catering	<input type="text" value="0"/>
Other welfare costs	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

46. Administration costs ⓘ

(Fundraising net amounts are captured in the Income section and include donations and other voluntary income.)

All costs are exclusive of staff costs (which are captured separately).

Consumables and other general and administration non-staff costs including Sales, Marketing and Fundraising costs. The total for this question should equal the administration cost entered in the total expenditure question (Q40) above. Information for this section could be found on your annual accounts or your own break down of expenditure

Annual Total

Cost of fundraising	<input type="text" value="0"/>
Advice, design, other services	<input type="text" value="0"/>
Online website and webservices	<input type="text" value="0"/>
Production, printing, distribution	<input type="text" value="0"/>
Advertising	<input type="text" value="0"/>
Other administration costs	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

47. Governance and Legal costs ⓘ

For detailed information on the breakdown of governance and legal, please refer to the Data Navigator Guide, for quick reference, these are stated below;

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, educator, and similar charges for Governor's training sessions

The total for this question should equal the governance & legal costs entered in the total expenditure question (Q40) above.

Information for this section could be found on your annual accounts or your own break down of expenditure

Annual Total

Annual Audit	<input type="text" value="0"/>
Governance	<input type="text" value="0"/>
Governors Expenses	<input type="text" value="0"/>
Training costs	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

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

For **short term borrowing** this means those repayable in 12 months or less.

For **long term borrowing** this means those repayable in more than 12 months.

Please enter capital repayments in the following section, Other financial information.

The total for this question should equal the interest / finance cost entered in the total expenditure question (Q40) above.

Information for this section could be found on your annual accounts or your own break down of expenditure

Annual Total

Short term borrowing
interest

Long term borrowing
interest

#Conjoint, Total#

Business Rates (Non-domestic Rates)

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. What is your current rateable value for the purposes of business rates? ⓘ

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.

50. How much do you pay in business rates? ⓘ

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.

You have reached the end of section F

Please click on the "Next" button in the bottom right hand corner of the page to complete section F and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Other financial information

Section G: Other financial information

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.

Source of information we expect to be useful in completing this section Information

- Annual accounts

School Fees

51. Fees - Current academic year from 1 September 2023



Nursery - Pre-School

Junior - Reception to Year 6 (P1 to P7 in Scotland and Northern Ireland)

Senior - Year 7 to Year 11 (S1 to S4 in Scotland; Year 8 to 14 in Northern Ireland)

(Note that we apply the convention that there is no Year 7 equivalent in Scotland to keep S5-S6 aligned with English sixth form and with Northern Ireland Year 13 to 14.)

Sixth Form - Year 12 to 13 in England (S5 to S6 in Scotland; Year 13 to 14 in Northern Ireland)

Information for this section may be found on your annual accounts or your own break down of fees

	Nursery (Full Time)	Junior Min	Junior Max	Senior Min	Senior
Day pupils	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flexi (Up to and including 3 days boarding)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full / Weekly (Over 3 days boarding (Full))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

52. Fees - Previous academic year to 31 August 2023



Nursery - Pre-School

Junior - Reception to Year 6 (P1 to P7 in Scotland and Northern Ireland)

Senior - Year 7 to Year 11 (S1 to S4 in Scotland; Year 8 to 14 in Northern Ireland)

(Note that we apply the convention that there is no Year 7 equivalent in Scotland to keep S5 to S6 aligned with English sixth form and with Northern Ireland Year 13 to 14.)

Sixth Form - Year 12 to 13 in England (S5-S6 in Scotland; Year 13 to 14 in Northern Ireland)

Information for this section may be found on your annual accounts or your own break down of fees

	Nursery (Full Time)	Junior Min	Junior Max	Senior Min	Senior
Day pupils	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flexi (Up to and including 3 days boarding)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Nursery (Full Time)	Junior Min	Junior Max	Senior Min	Senior
Full / Weekly (Over 3 days boarding (Full))					

53. Fee concessions for staff ⓘ

For detailed information on the splits of Staff cohorts, please refer to the Data Navigator Guide, for quick reference, these are stated below;

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, internal Kitchen Staff, Admissions, Finance, Administrators, Medical, Residential Boarding)

Information for this section may be found on your annual accounts or your own break down of fees

Percentage

Fee concessions for teaching staff	<input type="text" value="0"/> %
Fee concessions for teaching support staff	<input type="text" value="0"/> %
Fee concessions for non-teaching staff	<input type="text" value="0"/> %

CAPEX

54. Capital Expenditure ⓘ

Information for this section may be found in

- Annual accounts

	Previous year to 31 August	Current year to 31 August 2023	Next year	In 2 years	In 3 years	In 4 years
Building	0	0	0	0	0	0
IT	0	0	0	0	0	0
Fixtures and Fittings	0	0	0	0	0	0
Motor Vehicles	0	0	0	0	0	0
#Conjoint, Total#	0	0	0	0	0	0

Finance costs

Please provide as per the last accounting period to the 31 August 2023. The inputs can be an estimate, however please ensure these are as close as possible to actual costs

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

Short term borrowing is borrowing that is repayable in 12 months or less.



The cost of interest should be entered in the previous section, Expenditure.

	Annual Total
Capital repayments	0
Other fees (including arrangement)	0
#Conjoint, Total#	0

56. Cost of Long Term Borrowing in the last accounting year to 31 August 2023 - repayable in more than 12 months

Long term borrowing is borrowing that is repayable in more than 12 months.

The cost of interest should be entered in the previous section, Expenditure.

	Annual Total
Capital repayments	0
Other fees (including arrangement)	0
If split unknown, total	0
#Conjoint, Total#	0

Other Financial Items

Price sensitivity of parents and planning for VAT and other changes.

57. Does your School currently operate a "fees in advance" scheme?

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.

- Yes
- Yes, but looking to amend
- No, but looking to start one
- No, and do not envisage starting one in the near term

58. How strongly do you agree that your School understands the price sensitivity of those paying the fees of your current pupils?

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.

Please select one answer

Strongly agree

Agree

Undecided

Disagree

Strongly disagree

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

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.

Please select one answer

Extremely
sensitive

Moderately
sensitive

Somewhat
sensitive

Moderately
insensitive

Extremely
insensitive

You have reached the end of section G

Please click on the "Next" button in the bottom right hand corner of the page to complete section G and store your answers

A tick will appear next to the section name in the floating navigator on the left of the page

Alternatively, select "return to contents page". This will also save your inputs but not mark the section as complete

You are able to amend your answers at any point until the survey is finally submitted

Pensions

Section H: Pensions

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.

Dependant 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

60. Is the school a member of the TPS (Teachers' Pension Scheme) or equivalent for other UK regions as at 1 September 2023? ⓘ

Regional equivalents include STPS, STSS, NITPS and others.

This information may come from the bursar or payroll team

- Yes
- No

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

Regional equivalents include STPS, STSS, NITPS and others.

Strategies may include implementing a parallel option, phased withdrawal or cost sharing.

This information may come from the bursar or payroll team

- Yes
- No

62. Has your School ever been a member of the TPS or equivalent? 2023? ⓘ

Regional equivalents include STPS, STSS, NITPS and others.

This information may come from the bursar or payroll team

- Yes the School has in the past
- No the School has never been a member

63. Do you envisage your School participating in the TPS or equivalent in 1, 5 and 10 years time? ⓘ

This information may come from the bursar or payroll team

- | | Yes | No |
|---------------|-----------------------|-----------------------|
| 1 Years Time | <input type="radio"/> | <input type="radio"/> |
| 5 Years Time | <input type="radio"/> | <input type="radio"/> |
| 10 Years Time | <input type="radio"/> | <input type="radio"/> |

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

This information may come from the bursar or payroll team

- Yes
- No

65. If considering exit or partial exit, which form are you envisaging engaging with? ⓘ

You are able to select more than one answer below if applicable to your School's current position.

This information may come from the bursar or payroll team

- Full Exit
- Paralel Option
- Phased Withdrawal
- Cost Sharing
- Undecided

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

This percentage will cover pension contribution and any supplementary benefits such as life assurance

Please select one answer from the list

- <15.9%
- 16% to 20.9%
- 21% to 24.9%
- 25% to 29.9%

≥30%

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

This information may come from the bursar or payroll team

%

68. What was your School's date of exit from the TPS or equivalent? (Please use DD/MM/YYYY format) ⓘ

This information may come from the bursar or payroll team

69. Does your School operate Phased Withdrawal as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

Yes

No

70. What was your School's date of implementation? (Please use DD/MM/YY format) ⓘ

This information may come from the bursar or payroll team

71. Does your School operate Cost Sharing as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

Yes

No

72. What was your School's date of implementation? (Please use DD/MM/YY format) ⓘ

This information may come from the bursar or payroll team

73. Which model of cost sharing is operated? ⓘ

This information may come from the bursar or payroll team

- Passing on cost to teachers via reduction of pensionable salary
- Have taken steps to fix / cap pension spend in relation to future contribution rate changes
- Implemented a pay freeze or a reduced pay increase

74. Does your School operate a Parallel Option DC scheme as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

- Yes
- No

75. What was your School's date of implementation? (Please use DD/MM/YY format) ⓘ

This information may come from the bursar or payroll team

76. 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? ⓘ

This information may come from the bursar or payroll team

- Yes
- No

77. Please provide the below percentages in relation to the Cash Allowance ⓘ

This information may come from the bursar or payroll team

Maximum School Contribution

Maximum Cash Allowance

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

- Yes
- No

79. What is your overall benefit spend for new starters? ⓘ

This percentage will cover pension contribution and any supplementary benefits such as life assurance

Please select one answer from the list

- <15.9%
- 16% to 20.9%
- 21% to 24.9%
- 25% to 29.9%
- ≥30%

80. Do you have separate DC pension providers for Teachers and pay rolled Support Staff as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

- Yes
- No

81. Please select the teacher's DC provider from the lists as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

82. Please select the Support Staff's DC provider from the lists as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

83. Do you have separate contribution structures for Teachers and Support Staff? as at 1 September 2023? ⓘ

This information may come from the bursar or payroll team

- Yes
- No

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

This information may come from the bursar or payroll team

Employer Default Rate

Employee Default Rate

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

This information may come from the bursar or payroll team

Employer Default Rate

Employee Default Rate

Submit

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	$\{q://QID256/ChoiceNumericEntryValue/7/12\}$	0	0
Total Income	$\{q://QID252/ChoiceNumericEntryValue/7/12\}$	0	0
Total Expenditure	{Invalid Expression}	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 (which will be as soon as we have collected sufficient responses to ensure commercial confidentiality).

Access to the interactive dashboard is provided through Barnett Waddingham's secure online portal called BWebstream. As part of each weekly bulk new 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.

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