

Business Health Check for Early Years RAG Questionnaire

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|------------------|--|---------------------------------|--|
| Name of setting: | | Business/contact email address: | |
| Completed by: | | Date completed: | |
| Position: | | Date of review: | |

RED not met / AMBER partially met / GREEN fully met.

| Governance | | |
|---|------------------|-----|
| Question | Evidence/Actions | RAG |
| <p>What is your legal structure?</p> <p>What is your governing document?</p> <p>When was your last annual general meeting (AGM)? Are you quorate?</p> <p>Charity/Companies house numbers:</p> <p>If you are a charitable incorporated organisation (CIO), do you keep an updated register of trustees and members?</p> <p>All CIOs must keep a register of members and a register of trustees – anyone can ask to see, or be given a copy of, the register of Trustees.</p> | | |

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|---|--|--|
| <p>Management Committee/Governors/Directors demonstrate their understanding of their roles and responsibilities with regards to the early years foundation stage (EYFS) statutory framework (Section 3 Safeguarding and Welfare Requirements) and in accordance with charity/company law?</p> | | |
| <p>Has everyone who makes up the registered provider completed the Disclosure and Barring Service (DBS)/Ofsted EY2 process? Do you keep a record of this?</p> <p>Who is the Nominated Individual (NI)? The nominated individual must sit on the management committee.</p> <p>Charity Commission/Companies House updated with regards to trustee/director information?</p> | | |
| <p>Are you registered with the Information Commissioner's Office (ICO)?</p> <p>How do you maintain records / personal data in line with General Data Protection Regulation (GDPR) principles and Ofsted requirements?</p> | | |

| Premises | | |
|--|------------------|-----|
| Question | Evidence/Actions | RAG |
| Who owns the premises/land? *Unincorporated charity only, if you own the premises, do you have custodian trustees? | | |
| Is a lease/licence/rental agreement in place? | | |
| Do you share the premises? | | |
| If so, do you have a user agreement? | | |
| Is the building in good condition? | | |
| Who is responsible for the maintenance of the building? If applicable, do you have a building maintenance fund? Is this adequate? | | |
| Are you able to expand if required? | | |
| Health and Safety, and Appliance certificates check where applicable Gas, Portable Appliance Testing (PAT), Fire risk assessments and emergency evacuation and invacuation procedures, Fire extinguishers/alarms tests/smoke detectors/blankets, 1974 Health and safety poster. | | |

| Finance | | |
|--|------------------|-----|
| Question | Evidence/Actions | RAG |
| <p>Does income meet expenditure? Sustainability-tool-April-2026-March-2027.xlsx Size: 155KB File format: excel.</p> <p>Do you have a reserves/contingency fund? If so, how much? Is this adequate to cover statutory redundancy costs? Calculate your employee's statutory redundancy pay - GOV.UK And any other closure costs?</p> <p>What is your proportion of total staff costs to income (%)? Staff costs, including NI/pension, ÷ income x 100.</p> <p>Do you staff in accordance with EYFS statutory ratios? EYFS statutory framework for group and school-based providers* Staff: child ratios. *Size: 711KB File format: PDF</p> <p>Are any of your staff supernumerary? If yes, please state.</p> <p>What is your maximum capacity in each room/s? EYFS statutory framework for group and school-based providers* Indoor space requirements. *Size: 711KB File format: PDF</p> <p>How many children do you have on average in each room per day?</p> <p>Do you have a waiting list? If yes, please give details.</p> | | |

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| <p>What is your core funded offer?</p> <p>Private/non funded fees hourly rate - when were fees last increased?</p> <p>Do you know your break-even point? Break-even calculator April 2026 - March 2027* If so, please state. *Size: 91KB File format: excel</p> | | |
| <p>What financial policies and procedures do you have in place?</p> <p>How do you manage parental debt?</p> <p>Do you currently have unpaid/late payment fees outstanding?</p> <p>Do you set financial forecasts/annual budgets?</p> | | |
| <p>What are your internal financial controls?</p> <p>Are accounts independently examined and submitted by annual return to charity commission/companies house?</p> <p>Does the treasurer submit a financial report at each committee meeting?</p> | | |

| Employment | | |
|---|------------------|-----|
| Question | Evidence/Actions | RAG |
| How many staff do you employ? | | |
| Do your staff have up-to-date contracts and job descriptions? | | |
| Explain your safer recruitment practice? | | |
| Has a member of your management team/committee attending safer recruitment training? | | |
| Explain your staff induction procedure? | | |
| What is the supervision process in your setting? | | |
| How often are individual supervision meetings? | | |
| Do staff have access to employment policies and procedures? | | |
| Do staff have opportunities to undertake regular continuing professional development (CPD)? | | |
| Do you have a record of staff training? | | |
| Do staff have up-to-date training for designated person roles (Designated Safeguarding Lead (DSL), Special Educational Needs Coordinator (SENCo), Equalities Named Coordinator (ENCo)? Do staff have up-to-date training in Paediatric First Aid and Food hygiene? | | |

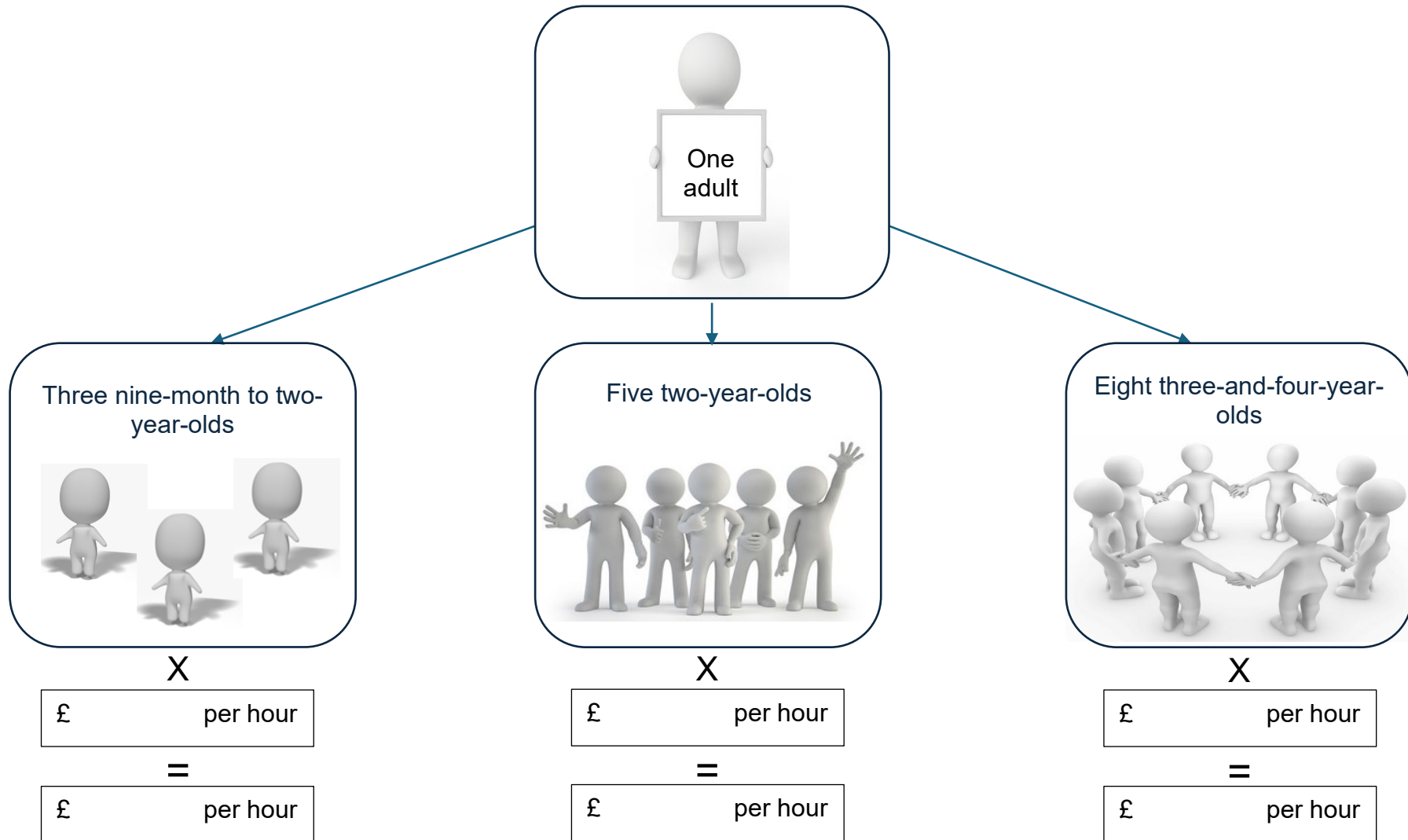
| Action Plan | | | | |
|---------------------------|-----------------|------------------------|---------|----------------|
| Action plan completed by: | | Action plan agreed by: | | |
| Summary of Actions | List of actions | By when? | By who? | Date completed |
| Governance | | | | |
| Premises | | | | |
| Finance | | | | |
| Employment | | | | |

Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for consideration

A SWOT is a simple strategic planning tool used to understand your organisation. It helps people in the organisation to think clearly about what is going well, what needs improvement, and what is happening around them that could help or hinder their success.

| Strengths | Weaknesses |
|---------------|------------|
| | |
| Opportunities | Threats |
| | |

Staff ratios and income from Early Years Funding



See [Early Years funding formula | Cambridgeshire County Council](#) for funding rates