

Diocesan Education Team

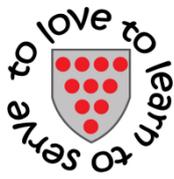
Protocol for gaining appropriate consent for works to be carried out on Church of England school / academy buildings in the Diocese of Worcester

Introduction

1. Governing bodies of Church of England schools (both Voluntary Aided and Voluntary Controlled) are responsible, as custodians, for the state of repair of school buildings on behalf of the owner of the buildings.
2. The trust board of an academy or multi academy trust holds this responsibility collectively in the case of a Church of England academy.
3. The identity of the owner of the school buildings will be listed on the school's trust deed. Governors / trustees should ensure that they know who owns their school buildings.
4. Some Church of England school buildings and the land on which they are built are owned by the Diocesan Board of Finance (DBF), some by the Parochial Church Council (PCC), some by the Archdeacon, and some by the vicar and church wardens. In other cases, church school buildings are owned, either partially or fully, by a Trust.
5. In some cases, land and building ownership is shared. In these cases, the identity of *all* owners should be known, and a plan which explains the shared ownership should be obtained, so that appropriate consent may be sought when necessary.

Maintenance and Capital Building Work

1. Governing bodies are expected to have an annual maintenance schedule for school buildings. This schedule should be informed by the local authority's condition survey as well as by other reports such as Health and Safety or Fire Risk Assessments, and should be allocated an annual budget. The Worcester Diocesan Board of Education (WDBE), or the Worcester Diocesan Academies Trust (WDAT) will request a copy of the school's maintenance schedule annually.
2. Work to a cost of approximately £2,000 is expected to be carried out as part of governors' regular annual maintenance.
3. The cost of building work which exceeds this approximate figure will usually be met out of the school's Devolved Formula Capital (DFC).
4. For Voluntary Aided maintained schools, the cost of larger scale capital building projects can be currently met by Locally Controlled Voluntary Aided Programme (LCVAP) funds. LCVAP funds are allocated through an annual bidding process and meet 90% of the cost of a project. The remaining 10% of the cost of an LCVAP project is to be met by governors' funds. Governors are required to demonstrate their ability to meet their 10% contribution.



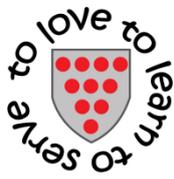
5. LCVAP work is subject to a separate protocol but consent of the owner should still be gained prior to work being carried out.
6. Capital improvement funds are available to academies via alternative funding streams.

Gaining Diocesan Consent for Building Work

1. ***Governors of church schools (both Voluntary Aided and Voluntary Controlled) and trustees of Church of England academies or multi academy trusts, should, once the owner of the school buildings has been identified, seek their consent for any building work which involves changes to the footprint of the buildings or the erection of new external structures.***
2. ***This consent is a requirement and no works can be commenced until the governors have this consent in writing.***
3. If the owner of the building is the DBF, the consent should be sought from the Diocesan Director of Education (DDE).
4. In addition to gaining consent from the owner(s) of the land and / or building(s), in cases where the owners are not the DBE or the DBF, governors / trustees should also notify the DDE of the planned work using the Building Works form (Appendix I), enclosing a copy of the owner's consent.

September 2018





**APPENDIX I: FORM FOR BUILDING WORKS TO BE
CARRIED OUT IN A CHURCH OF ENGLAND
SCHOOL OR ACADEMY IN THE DIOCESE OF WORCESTER**



**DIOCESE OF
WORCESTER**

This form must be completed and returned to the Diocesan Director of Education (DDE) (Margaret James – mjames@cofe-worcester.org.uk) before any work to alter or extend the footprint of a Church of England school or academy can commence, or before any new external structures can be erected on the site of a Church of England school or academy. Written confirmation of receipt and consent (where appropriate) will be provided by the DDE on behalf of the Diocesan Board of Education (DBE).

***Delete as applicable**

School Details	
Name of School or Academy	
Voluntary Aided / Voluntary Controlled (if a maintained school)	
Name of Trust (if an academy)	
School Address	
Name and email address of Chair of Governors / Trust Board*	
Name and email address of Headteacher / CEO	
School contact number	
Owner of the school buildings	
Has consent of the owner been gained for the building work in question?	Yes / No*
	If yes, please attach a copy of the written consent. If no, please gain consent before submitting this form and commencing work.
Title deed number	

Details of proposed Building Works	
Name of Project Manager	
Name(s) of Contractor(s)	
Have governors had sight of contractors' insurance?	Yes / No*
	If no, please ensure that necessary insurance is in place before submitting this form and commencing work.
Please provide details of the tender process and reasons for the decision to award the work to the chosen contractor.	
Please outline details of the proposed building work, attaching plans where appropriate.	
Proposed dates of the building work	

Signed (Chair of Governors / Trust Board*)	
Date	

Signed (Headteacher / CEO*)	
Date	

