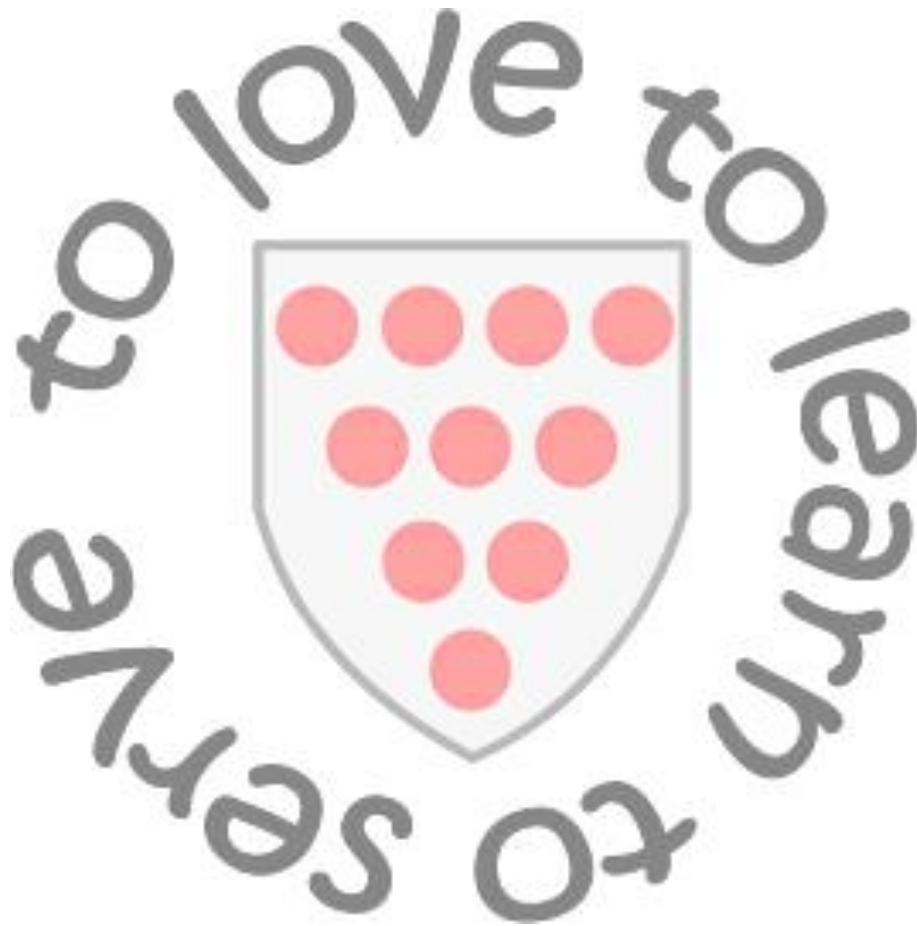


# Capital Asset Management Plan





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## **1. Introduction**

The purpose of the Asset Management Plan is to maintain and improve the condition of the Voluntary Aided (VA) school buildings in the diocese so that all children can learn in a safe and effective environment. The investment from the DfE School Condition Allocation (SCA) is prioritised to keep buildings in good working order by tackling poor building condition, building compliance, energy efficiency and health and safety issues.

The plan is important to the Diocesan Board of Education as it helps to monitor and manage their VA school assets. It provides a framework to identify, manage and resolve a property related decision process by highlighting immediate issues to be addressed, as well as medium- and long-term problems, for further consideration and resolution through a planned approach.

The duties and responsibilities of the DfE, Diocese and Governors are set out in Appendix I.

## **2. Condition of School Sites and Buildings**

VA schools continually gather information on the condition of their site and buildings from several sources including the following:

- DfE condition survey
- LA condition surveys
- Condition reports commissioned by the governing body
- Concerns emerging from regular governor assessments

Governors have a responsibility to keep the DBE informed on the condition of their school by providing copies of surveys and inspections that have taken place. This enables the DBE to analyse the data to achieve an overall understanding of the condition of the VA school estate to assist in the strategic allocation of funding for building projects. This process ensures buildings support the provision of a safe environment for children and staff and comply with all relevant regulations such as health and safety, fire safety and the control and management of asbestos.

## **3. Role of the DBE**

Since April 2020, with the introduction by the DfE of School Condition Allocation (SCA), the DBE is required to play an oversight role ensuring that governing bodies of VA schools are meeting their responsibilities to maintain a school environment that is safe and in good working order for children to learn. It is also expected to prioritise tackling poor condition, addressing building compliance issues, and dealing with health and safety and energy efficiency issues.



Enabling the DBE to undertake their role requires:

- i. an understanding of the condition of the VA school estate
- ii. working with Governors to agree the highest priority projects to determine the allocation of available SCA funds
- iii. efficient management of SCA funds in order to deliver projects and achieve best value.

Any agreed investment for a school should be based on evidence that it addresses an educational need. This makes sure that all decisions are informed, transparent and consistent and that the DBE is able to report to the DfE on the effective management and use of resources.

SCA finances that are used to part or fully fund a project account for 90% of the total project cost, with the remaining 10% paid directly by Governors or bankrolled by the DBE until refunded by Governors. In confirming that projects may proceed, the DBE is responsible for the payment of invoices submitted from consultants and contractors that are to be funded from SCA.

#### **4. Role of the Governors of VA Schools**

Governors of VA schools must ensure that they are sufficiently informed about the condition of the school site and buildings by using the information available, as set out in 2 above, to address high priority condition and compliance issues. To enable the DBE to carry out its strategic responsibilities, Governors are required to forward copies of condition reports. In undertaking maintenance and compliance requirements, Governors will understand the condition of their site and buildings enabling the submission of annual SCA application bids to the DBE. If successful in securing SCA funding, Governors will work with the DBE and appointed consultant to deliver the project.

By submitting a SCA bid, Governors are making a commitment to raise the 10% contribution that is a legal requirement for receipt of grant aided funding and to refund this 10% in cases in which it is bankrolled by the DBE. In addition, Governors confirm their agreement to pay an administrative fee of 2% that will be levied by the Worcester Diocese Board of Finance (DBF) on all successful bids. It is expected that Governors make budgeted plans for use of the school's Devolved Formula Capital (DFC) and that this should form part of the funding of projects that are carried out with the use of SCA funds. Details should be discussed with the DBE's Buildings Adviser as part of the bidding process.



The VA schools that are eligible (July 2020) to bid for SCA funding are as follows:

- Astley C of E Primary
- Bredon Hancock's Endowed C of E First
- Broadwas C of E Primary
- Cradley C of E Primary
- Fladbury C of E First
- Halesowen C of E Primary
- Hallow C of E Primary
- Lindridge St Lawrence C of E Primary
- Malvern Wells C of E Primary
- St George's C of E Primary, Worcester
- St James C of E Primary, Malvern
- St James C of E Primary, Stourbridge
- St Mary's C of E Primary, Kidderminster
- Tardebigge C of E First

### **5. Annual Bidding Process**

Each year in October the DBE requests that Governors of VA schools consider the current condition of their school site and buildings. Based on condition criteria or other priorities highlighted by the DfE, Governors prioritise their needs and submit one or more project bids with a deadline in December for the DBE to consider. When Governors are formulating their project bids it is strongly recommended that they liaise with the DDE (Tim Reid) or EOE (Nadia Underwood). Following the deadline for the receipt of project bids, the DBE will consider in January/February all the submitted bids and agree the priority order. The highest priority bids would then proceed within the available funding which the DfE normally announces in early April.

<b>October</b>	Governors assess the condition of the school site and buildings and prepare SCA bid/s in liaison with DBE
<b>December</b>	Deadline for submission of SCA bids
<b>January-February</b>	DBE evaluate and prioritise SCA bids
<b>April</b>	SCA funds announced by DfE and successful bids confirmed by DBE



## **6. Consultants**

Ensuring that projects are correctly specified, meet procurement requirements and are constructed in compliance with legislation, requires schemes to be managed by appropriately qualified independent consultants. The DBE will liaise with Governors to ensure that appointed consultants have a track record of successfully delivering educational projects.

## **7. Means of Procurement**

To demonstrate that projects have achieved best value the consultant will issue tender documents to a minimum of three contractors (more for high value projects). The consultant will analyse tender returns, once the deadline date has elapsed, and provide a report to Governors with a recommendation.

## **8. Finance**

As part of the approval and scrutiny process the consultant, in liaison with Governors, will complete and return to the DBE a Project Cost Form (Appendix 2) that sets out the build, fee and VAT cost of the project and that shows the funding sources and estimated spend profile. The officers of the DBE check the information and approve the project, issuing a Project Approval Form (Appendix 3) that Governors are required to complete and return to the DBE. This process ensures that Governors have given their final consent to the project and acknowledges their financial obligation to fund the Governor 10% contribution and the 2% Worcester Diocese Board of Finance admin fee. In addition, Governors confirm that that have obtained the consent of the school Foundation Trustees to building works that is to take place.

The consultant will, at the appropriate stages of a project, issue to the contractor payment certificates along with invoicing instructions for settlement by the Governors or DBE in line with the agreed funding set out on the Project Approval Form. Once the project reaches practical completion the consultant will agree the final account with the contractor and reconcile the gross spend for the project. This ensures a clear audit trail is maintained and records any agreed savings or overspend.

## **9. Review**

The DBE will review the purpose and effectiveness of the Capital Asset Management Plan once every three years.



## School Condition Allocation

### Duties and Responsibilities 2020/21

<b>DfE</b>	<b>Diocesan Board of Education</b>	<b>VA School Governors</b>
Determines the SCA allocation	Responsible Body in receipt of funds	Apply for funding to tackle high priority condition and compliance issues
Requires schools to be compliant with the School Standards and Framework Act 1998	Oversight role ensuring Governors uphold their responsibilities	Responsible for maintaining the site and buildings
Holds Diocese to account for all expenditure	Oversees how funding is spent, informed by a clear rationale to ensure that Governors undertake their responsibilities	Ensure they are sufficiently informed to address high priority condition and compliance issues
Determines strategic priority for the use of funding	Supports projects and allocates funds based on DfE guidance	Seek project funds in line with DfE priorities
Requires that capital asset plans will be prepared	Develops and maintains a capital asset plan for VA schools to actively support Governors	Develop and maintain school capital asset plan
Requests information	Maintains systems for monitoring and internal reporting to achieve value for money	When required, provide project funding information and expenditure to Diocese
Determines flexible use of funding	Reprofiles and reprioritises funding Determines the use of project SCA savings and agrees any additional costs	Acknowledge that the use of SCA savings is determined by the Diocese Any additional SCA cost is approved by Diocese, although Governors can use other available funds provided in line with specified usage
Allows funding to be carried forward within specified limitations	Manages annual allocation with the ability to carry funding forward should circumstances require	Working with the Diocese, secure carry forward funds if an agreed project is delayed
Requires Trustee involvement	Ensures Governors have met their Trustee obligations	Obtain Trustee consent



SCA Project Cost  
Form\_v1.4 May 20 TE





**Date:**

**School Reference:**

Dear Governors

**Diocese of Worcester - School Condition Allocation - Project Approval Form**

**School Name:**

**Project Description:**

Following the Governors successful SCA bid, working with their consultant Governors have developed the project, agreed a specification and obtained a tender cost from appropriate contractors as below:

	<b>Contractor</b>	<b>Net Build Cost</b>
1		
2		
3		

If, post tender, any price negotiations took place with successful contractor, the agreed net cost was agreed to be £xxxxx for contractor number x.

The consultant has analysed the submissions and confirmed compliance with procurement procedure and has made a recommendation to the Governors. The Governors have considered the advice and have decided that the project should proceed. Having completed the procurement process the Diocesan Board of Education (DBE) confirms that the project may proceed and will be funded as set out in the table below:



	SCA	DFC	Other	Total
Building Works				
VAT on Building Works				
Professional Fees (excl DBF admin fee)				
VAT on Professional Fees				
DBF Admin Fee (at 2% of total project cost)				
<b>TOTAL</b>				

The phasing of the project cost is as follows:

Financial Year	SCA	DFC	Other

The consent of the DBE is on the understanding that the Governors have enough funds to pay their 10% Governors' contribution for all grant aided funding. Governors will settle directly all invoices raised against DFC and will refund the DBE a total of £ xxxxx when biannually invoiced, to repay the Governors' contribution paid against SCA invoices.

The DBE requires written consent by the Governors to their responsibilities and liabilities set out above. To enable the project to proceed the Governors are required to complete the attached form and return to [Nunderwood@cofe-worcester.org.uk](mailto:Nunderwood@cofe-worcester.org.uk) within 5 working days of receipt.

Yours sincerely

Tim Reid

**Diocesan Director of Education**



### Governors' Agreement with the Diocesan Board of Education

The Worcester Diocesan Board of Education has signed the agreement with the Secretary of State for Education setting out the terms and conditions under which statutory grant aid will be provided via the DBE for school condition projects to be carried out at Voluntary Aided schools in the diocese for the financial year 2020-2021.

To undertake a SCA building project at xxxxxxxxxxxx C of E Primary School the Governors:

1. agree that the building project is to xxxxxxxxxxxx and for no other purpose
2. confirm that the 10% Governors' contribution against SCA or any other grant aided funding is a Governors' liability
3. confirm that they will repay the Diocese a total of £ xxxxxx, being the Governors' 10% contribution paid against invoices for the SCA funding
4. agree to the payment of a 2% fee that will be levied by the Worcester Diocese Board of Finance to assist in the cost to manage the SCA programme
5. confirm that they have consulted their Foundation Trustees and have written consent that the project may proceed.

Chair or Governors: .....

Date: .....

Head Teacher: .....

Date: .....