

Asset Management Plan

Gloucester Diocese Board of Education

1.0 Introduction

This document details the Diocese of Gloucester Board of Education's (DBE) Asset Management Plan for all Voluntary Aided Church of England schools within the diocese.

It includes the DBE's vision for its schools and what support should be given to the Governing Bodies of its Voluntary Aided Schools in their duties in looking after the school site and buildings.

The document also clarifies the way the Schools Condition Grant (SCA) is allocated ensuring that is compliant with the Department for Education's (DfE) expectations of Dioceses

This document will be reviewed on a regular basis by the DBE.

2.0 Diocesan Vision

Life

The Vision for the Diocese of Gloucester 2017-2022.

Leadership – Committed to transformation

- Developing diverse lay and ordained leaders from the communities we serve
- Piloting liberating models of leadership and ministry, especially in multi-parish benefices
- Creating learning networks for lay and ordained leaders

Imagination – Opening new paths to faith

- Investing in our engagement with baptism families to spark an amazing adventure with Jesus Christ
- Placing schools at the heart of our mission with creative connections between churches and schools
- Encouraging new and courageous ways of worshipping, in different places, which connect with more people

- Approaching the use, upkeep and future of our church buildings in bold and creative ways

Faith – Living as adventurous followers of Jesus Christ

- Enabling people to discover new depths to prayer and spiritual growth, individually and together
- Nurturing confident disciples to live out their faith seven days a week
- Sharing our stories in new and different ways, including through digital media

Engagement – Living out Christ’s love and hope

- Being advocates for human flourishing, through initiatives which combat injustice, environmental destruction, exclusion and isolation
- Using sport, music and art to build relationships and share the Christian faith
- Connecting with new housing developments in innovative ways
- Investing in people and programmes, which excite young people to explore and grow in faith

- 2.1 The DBE, Education and Buildings team will live out this vision through supporting governors and school leaders in maintaining and developing their school buildings and site for the benefit of their children and enhancing Christian Distinctiveness.

3.0 Roles and Responsibilities

Governors

- 3.1 In a Voluntary Aided School the Governing Body is the employer of the school staff and is responsible for health and safety premises matters at the school. The DBE’s Education Team support the governors in this role.

For day to day maintenance of the school the government provides funds (revenue) for the school to operate. They also provide capital funds to the Governing Body of Voluntary Aided schools to help support them in their duties so children can learn in a safe and secure environment. This is the School Condition Allocation (SCA) grant currently provided at 90% with governors contributing the remaining 10%. Schools also have access to their own DFC fund which is allocated directly to schools each year.

Under the DBE measures (1991) approval for building works must be sought from the DBE before any work is started. The DBE reserve the right to refuse work for reasons including compliance and value for money.

Governors have access to range of information about the condition of their school site and buildings. This includes:

- a. DfE condition surveys
- b. LA condition surveys

- c. Premises Development Plan
- d. Condition reports commissioned by governors
- e. Condition issues arising from regular governor assessments

It is the responsibility of the governing body to update the DBE about the condition of their school following any of these reports. This will allow the DBE to support its decision-making process when prioritising SCA projects as well as having a clearer understanding of the condition of the VA school estate. From January 2021 governors will need to submit a Premises Development Plan with all SCA grant applications for projects to be considered. Any additional documents which the school feels may support their application may also be submitted.

DBE

- 3.2 The DBE'S Education Team supports each Governing Body in their statutory responsibilities related to the site and buildings in ensuring that children and staff have a safe and effective environment to work in. The DBE supports the Trustees in considering agreement to any building work. The DBE also supports the trustees in ensuring that the assets are well maintained in line with the Trust Deed.

In April 2020 the DfE implemented the School Condition Allocation. This led to an increased requirement for the DBE to play an oversight role, ensuring that governing bodies of VA schools are meeting their responsibilities. This included a responsibility to maintain a school environment that is safe and in good working order for children to learn. Governors are expected to prioritise condition and building compliance issues as well as dealing with health and safety and energy efficiency matters.

To enable the DBE to undertake their role requires an understanding of the condition of the VA school estate. The DBE will work with Governors to agree the highest priority projects to determine the allocation of available funds and ensure that they are managed and delivered efficiently and achieve best value. Any agreed investment for a school should be based on evidence that addresses an educational need. This makes sure that all decisions are informed, transparent and consistent. This enables the DBE to report to the DfE on the effective management and use of resources. With the support of experienced surveyors, administrators and finance team the DBE manages the allocation of SCA funding ensuring value for money.

Schools are provided a DBE template for a Premises Development Plan which can be used to plan and programme prioritised projects at the school over a rolling 3-5-year period. This Premises Development Plan is discussed with Diocesan Surveyors to give early notification as to requirements for future capital grant and to enable the Governing Body to assemble the 10% Governing Body contribution to the project cost. From October 2020 the DBE require all schools to submit a Premises Development Plan or a plan or equivalent detail with all SCA grant applications.

The DBE's Education Team provides support to school staff and Governing Bodies at VA schools to assist them to understanding their roles and responsibilities and in using templates.

4.0 SCA grant allocation

- 4.1 The DBE writes to schools at the end of October each year inviting them to submit the SCA grant application form (See appendix 1). All forms need to be received by the end of December. Along with the application form, schools need to include a Premises Development Plan. A Health and Safety compliance form is currently optional but other reports including governor commissioned reports should be referenced. Additional funding streams including school revenue, DFC and where relevant, SI06 and Basic Need grants are discussed at this stage.
- 4.2 All applications are reviewed by the Education Team with the support from outside professionals including commissioned surveyors. Each project is prioritised against an approved criterion agreed by the DBE (See appendix 2). Projects are then ranked in priority order and submitted to the DBE for review and agreement.
- 4.3 Project costs include an allocation of 10% for professional fees as well as 10% contingency. This contingency allows the DBE to manage risks associated with unforeseen costs including higher tender returns than expected, Health and Safety issues as well as emergency projects arising in other schools. Contact is made to schools by letter with the decision on all projects by mid -February. A reserve list is maintained allowing unsuccessful bids to be reconsidered where successful schools decline to proceed.
- 4.4 Agreed projects are normally allocated to an appointed surveyor who will oversee the project from start to finish ensuring deadlines, compliance and that value for money is achieved.

5.0 Financial Processes

- 5.1 Once a project has been agreed, the Strategic Lead for Buildings completes the Project Approval and Funding Form **following the submission of the consultant's project cost form. The project approval form** includes:

- School name
- Project description
- Tender costs from contractors
- Agreed contractor building works
- Professional fees
- VAT on building works and professional fees
- SCA, DFC and other funding streams
- Phasing (if needed)

The Chair of the Governing Body is then required to sign the form. In signing, the Chair confirms that the funding is only to be used for the agreed project, the governors will make a 10% contribution and they have consent from their Foundation Trustees following consultation.

- 5.2 All invoices are addressed to the Governing Body of the school and copied to the DBE. These invoices are checked against Certificates for Payment issued by the

project surveyors or administrators. Monitoring takes place throughout the project and any queries are dealt with promptly. At the end of the project the DBE invoices the school for their 10% governor contribution.

- 5.3 Requests from the DfE regarding information about the SCA grant and other financial matters are responded to in an efficient and timely manner. The DBE's accounting records including invoices and VAT returns are retained for a minimum of 7 years. Where there are suspected or proven cases of fraud, they are reported to the DfE.

6.0 Quality assurance

- 6.1 Where the project requires, the Governing Body will instruct professional consultants to ensure effective project design, procurement and contract administration. The formal appointment process will be supported by the DBE Education Department. This process ensures full statutory compliance in all areas including planning, building control, construction, pre-work surveys, security, safeguarding and insurance.
- 6.2 Value for money is achieved with all capital projects using a secure tendering process which is scrutinised carefully to ensure the same specifications are quoted by different contractors. Larger projects may involve the use of the DfE's procurement framework. Once projects have begun, formal monitoring of project costs takes place including intervention by the surveyor and Strategic Lead for Buildings where issues are raised. Schools that choose to use their own contactors or surveyors may only proceed with any building work providing the DBE has given consent and a review of technical, compliance and financial matters by the DBE has taken place.
- 6.3 When a capital works project is completed, the project lead, who normally is the appointed Diocesan Surveyor, will ensure that all necessary documents are given to the school. At this point the school will be reminded to update their premises records including the Fire, Security, Asbestos, Legionella Risk Assessments. Schools need to pay attention to newly installed equipment that may have servicing and maintenance needs. The school and not the DBE need to ensure that any servicing or maintenance requirements are carried out in the recommended way. The schools will also be encouraged to update their School's Development Plan.

Appendix

1. SCA application form
2. Agreed criteria for SCA grant allocation
3. Governors agreement form
4. Health and Safety plan
5. Link to premises development plan

**Church of England School Application
SCA Capital Project Bids 2021/22**

Submission Deadline:	4 th December 2021	
Submit to:	David Williams 01452 835537 dswilliams@glosdioc.org.uk	Strategic Lead for Buildings Education Department Diocese of Gloucester 4 College Green Gloucester GL1 2LR

Name of School:	
No of Pupils on Role:	

Project Title:	
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1	Why is a project required:
2	What building work must be undertaken to address the problem/need:
3	Educational benefits to the school:

4	Consequences of project not being undertaken:								
5	Estimated costs: <i>(provide sources for the cost eg Quantity Surveyor or Builders' cost estimate or quotes, together with any plans)</i>								
	<table border="1"> <tr> <td>Construction</td> <td>£</td> </tr> <tr> <td>Fee</td> <td>£</td> </tr> <tr> <td>VAT</td> <td>£</td> </tr> <tr> <td>Gross Cost</td> <td>£</td> </tr> </table>	Construction	£	Fee	£	VAT	£	Gross Cost	£
Construction	£								
Fee	£								
VAT	£								
Gross Cost	£								
6	Proposed Funding:								
	<table border="1"> <tr> <td>SCA Required</td> <td>£</td> </tr> <tr> <td>DFC Contribution</td> <td>£</td> </tr> <tr> <td>Other Funding</td> <td>£</td> </tr> </table>	SCA Required	£	DFC Contribution	£	Other Funding	£		
SCA Required	£								
DFC Contribution	£								
Other Funding	£								
7	Explain why this project is Value for Money:								
8	<table border="1"> <tr> <td>Premises Development Plan attached (SCA applications will not be considered without one)</td> <td>Yes/No</td> </tr> </table>	Premises Development Plan attached (SCA applications will not be considered without one)	Yes/No						
Premises Development Plan attached (SCA applications will not be considered without one)	Yes/No								

9	Health and Safety Compliance checklist completed	Yes/No
(Governors are responsible for maintaining the school site and buildings and the DBE has a responsibility to monitor this.)		

Head Teacher's Name			
Signature:		Date:	
Chair of Governors' Name:			
Signature:		Date:	

Note: in completing this submission Governors are confirming that, if a project is approved:

1. they will have sufficient Governor Funds to pay their 10% contributions, and
2. Trustees have given their consent to the proposed works

Gloucester Diocese Board of Education

Agreed criteria for the allocation of SCA grant

When considering SCA grant applications from schools the DBE will use the following criteria to prioritise. Each criterion has no priority over another. Schools are encouraged to use this list as a general reference when writing application forms.

When prioritising SCA applications the DBE will consider projects based on:

- a. Safeguarding issues
- b. Serious issues relating to Health and Safety
- c. Avoiding whole or part school closure is due to a condition or H&S issue
- d. SCA funding being used fairly across all VA schools over a cycle of years
- e. Following the principles set out by the DfE regarding the use of the grant eg building compliance and condition, Health and Safety, value for money and energy efficiency
- f. Where additional funding streams (SI06, Basic Need Grant and donations) are available but may be time limited the SCA grant may be used to support larger projects.
- g. Schools that face specific additional challenges related to site and buildings which ordinarily other schools aren't facing e.g. OFSTED/SIAMS actions, aged buildings, change in pupil needs
- h. Being part of a project that has been progressing but has been phased due to its cost or complexity
- i. Whether the project will have lasting benefit as well as a positive impact on children

Date:

School Reference:

Governors of

Dear Governors

Diocese of Gloucester - School Condition Allocation - Project Approval

School Name:

Project Description:

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

	Contractor	Net Build Cost
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				

VAT on Professional Fees				
TOTAL				

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 within 5 working days of receipt.

Yours sincerely

Governors' Agreement with the Diocesan Board of Education

The Diocesan Board of Education of the Diocese of Gloucester 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 an SCA building project at xxxxxxxxxxxx C of E Primary School the Governors must confirm their agreement to the following:

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. Governors confirm that they will repay the Diocese a total of £ xxxxxx, being the Governors' 10% contribution paid against invoices for the SCA funding.
4. Governors have consulted their Foundation Trustees and have written consent that the project may proceed.

Chair of Governors Signature			
Name		Date	
Head Teacher Signature			
Name		Date	