

**Premises Development Plan and
Application for School Condition Allocation
Capital Funding for All Voluntary Aided Schools
2025-2026**



Please provide as much detail as possible to support your application for SCA funding.

Please ensure that the final page has been fully completed and signed by the Chair of Governors.

Your most recent School Condition Report should be provided along with your application as supporting evidence, along with any other surveys you may have as justification including your latest DfE Condition Data Collection survey. The DfE state that School Condition reports should be less than 5 years old.

The application should be in line with your Asset Management Plan, Estate Strategy and Estate Vision (see Good Estate Management in Schools below).

It is recommended that a premises sub-committee, usually chaired by a governor, is used to ensure that these documents are developed and updated appropriately.

Your site trustees must provide permission prior to capital works being undertaken.

Please read the following notes prior to completion and submission of your bid. Your bid and accompanying surveys should be emailed to schoolbuildings@chichester.anglican.org by 17th January 2025.

School Condition Allocation (SCA)

As per the School Standards & Framework Act 1998, the [Maintained Schools Governance Guide](#) and the DfE SCA Terms & Conditions for VA schools

*Governing bodies **must** ensure that buildings:*

- *provide a safe environment for children, staff and visitors*
- *comply with all relevant regulations, including, but not limited to:*
 - *health and safety*
 - *fire safety*
 - *the control and management of asbestos*

Governing bodies will also ensure they are aware of and apply other relevant guidance. In particular, this should ensure that maintained schools have up to date information about the condition of their buildings and a prioritised plan for managing them

The diocese is the conduit for SCA funding to our VA schools to support governing bodies with the above obligations. SCA funding is provided for the purposes of maintaining and improving voluntary-aided schools, prioritising keeping school buildings safe and in good working order by tackling poor building condition, building compliance, energy efficiency and health and safety issues. Governors, headteachers and business managers should work together to submit an annual bid for SCA funding to the diocese.

The following areas must be considered by schools when developing projects and by the diocese when allocating funding and managing the school estate:

- 1. Good estate management (see below for expectations from DfE and links to guidance)**
- 2. Procurement, project management, value for money and sound financial conduct**
- 3. Working with site trustees**

1. In the DfE guidance for Good Estate Management in Schools (<https://www.gov.uk/guidance/good-estate-management-for-school>) it is stated that to support the strategic management of the school estate all schools should have the following documents:

- **estate vision** – this should be aligned to your educational vision, have a clearly defined medium to long-term vision and be signed off by your board
- **estate strategy** – this should explain how you will carry out the estate vision, cover the next 3 to 5 years, be signed off by your board and be reviewed alongside the estate vision
- **asset management plan** (*an example AMP is available on our website*) – this should set out the actions needed to achieve the estate strategy, cover the short to medium term, be signed off by your board and be reviewed alongside the estate vision and strategy

As a minimum, these documents should be developed and agreed by the governing body and headteacher. It is recommended that a sub-committee of the governing body maintains oversight of these document

More information is available here

https://assets.publishing.service.gov.uk/media/5f8468c3d3bf7f6ba6e77af1/A_guide_to_strategic_estate_documents.pdf

As part of its oversight role, the diocese requests assurance that these documents are being actively managed by the school and its governing body (page 7)

2. Both the school and the diocese should ensure that each project is procured effectively to ensure value for money is obtained through an open and transparent procurement process. In many cases the tender process will be undertaken by the school appointed consultants who manage the project. The contractual relationship with your consultant should be reviewed by the school at the start of each project. A minimum of three quotes for the building works should be sought at tender. Records of all financial transactions must be maintained and made available to the DfE upon request.
3. When planning a project a school should ensure that they have consulted with the site trustees.

'Individual schools must ensure that they meet their obligations to the trustees of the school, in relation to the maintenance and upkeep of the land and buildings. [The diocese is] expected to assure yourself that schools have had due regard to these obligations when allocating Funding'

In addition to the above obligations the governing body of a VA school must also contribute 10% of all capital works, whether funded by SCA or DFC.

School Condition Allocation Funding Request

Over the next few pages all VA schools are asked to provide information on the capital maintenance projects which you would like to be considered for SCA funding in 2025/26, details of your maintenance priorities for the following three years and also those projects which will improve the suitability of your buildings in the longer term.

Schools receive DFC annually from the DfE and it is expected that they consider their rolling maintenance and redecoration programme on their Asset Management Plan when allocating DFC funds. **SCA funding is usually sought for projects which are too large to be undertaken using accumulated DFC.** SCA projects should generally be deliverable by the school in the financial year funding is allocated. Schools are asked to bid for their two top priority projects, if you do have further SCA funding requests please add these in.

Please complete all sections including the checklist and signatures on page 7 and return to schoolbuildings@chichester.anglican.org by Friday 17th January 2025.

If you have any queries please contact Heather Broadbent at heather.broadbent@chichester.anglican.org

Section 1

School name and town:		DFE URN:	
Name of school contact:		Email address:	
Position:		Telephone number:	
Date of last Ofsted and grade:			
Approximate date and type of construction of school building:			
Date of last LA Condition Survey or other surveys undertaken on behalf of the school (this should be less than 5 years and old and emailed along with this bid to schoolbuildings@chichester.anglican.org)			
Strategic Planning e.g. Plan to become an academy, expand PAN or federate			

Section 2

Requested SCA Funding for 2025-26 for Maintenance Priorities

These should be larger projects which the school is not able to fund using accumulated DFC.

Please list your two highest priority maintenance projects, using the gradings in your school condition report surveys to evidence grade and priority (see DfE grades below)

School's order of priority	Condition grade A-D ** (see below)	DFE timescale priority rating 1-3 ** (see below)	Description of works and rationale	Total estimated cost (including fees + VAT)	Total SCA funding requested (in 100% terms – including VAT, fees and governors' 10% element)	Additional project funding from other sources if any e.g. DFC, PTA, legacy)
1						
2						

DfE Condition Survey Categories:

Condition grade *

<i>A Good</i>	<i>Performing as intended and operating efficiently</i>
<i>B Satisfactory</i>	<i>Performing as intended but exhibiting minor deterioration</i>
<i>C Poor</i>	<i>Exhibiting major defects and/or not operating as intended</i>
<i>D Bad</i>	<i>Life-expired and/or at serious risk of imminent failure</i>
<i>X Full Replacement</i>	<i>Supplementary designation to B & C where full replacement required</i>

Priority will be given to maintenance works; suitability projects must be detailed below in Section 3

Priority rating **

Priority 1 Immediate or 1 year remedial action required
Priority 2 Between 1-2 years before remedial action required
Priority 3 Between 3-5 years before remedial action required
Priority 4 More than 5 years before remedial action required

Section 3

Your Three Year Plan of Health & Safety, Maintenance, Security and Planned Preventative Maintenance Works only for 2026 - 2029

Please provide details of future largescale works likely to be required within the next three years and approximate costs including VAT and fees which may require SCA in future years. **These should only be large health & safety, maintenance, security, or planned preventative maintenance works.** Smaller works should be included on your Asset Management Plan. Works to improve suitability or sufficiency of spaces for delivery of curriculum should be detailed in the next table in Section 4.

Category A-D**	Priority 1-3***	Health & Safety, Maintenance, Security, Planned Preventative Maintenance Description of works	Approximate costs including fees + VAT	Year works are required	Comments

DfE Condition Survey Categories:

Condition grade *

A Good	Performing as intended and operating efficiently
B Satisfactory	Performing as intended but exhibiting minor deterioration
C Poor	Exhibiting major defects and/or not operating as intended
D Bad	Life-expired and/or at serious risk of imminent failure
X Full Replacement	Supplementary designation to B & C where full replacement required

Priority will be given to maintenance works; suitability projects must be detailed below in Section 3

Priority rating **

Priority 1	Immediate or 1 year remedial action required
Priority 2	Between 1-2 years before remedial action required
Priority 3	Between 3-5 years before remedial action required
Priority 4	More than 5 years before remedial action required

Section 4

Plan for Suitability or Sufficiency of Space Projects (if any)

The diocese recognises that schools would like to bring forward capital projects which are not maintenance works, but which will improve the suitability or sufficiency of their buildings therefore enhancing curriculum delivery. These types of projects require longer term planning and development and should be included here. Please attach any reports or other supporting documentation. The diocese has to prioritise projects which keep schools 'safe, warm and dry' however if funds allow then these suitability projects will be considered.

Stage of project development (eg. Initial working with consultants (state which consultant), design stage, planning permission, quotes obtained etc.)	Description of works	Rationale	Approximate costs including fees + VAT	Year works are required	Additional Comments

Check List:

- Have you identified a consultant to work with to deliver your project? **Yes / No**

If 'Yes' please provide the consultant's name _____ (will need Diocesan approval) If you are successful with your bid then your consultant may be copied in on correspondence relating to funding allocations.

- A recent LA Premises Condition Survey or equivalent property survey undertaken by a professional will be provided to the diocese to support our bid? **Yes / No**
- Our Estate Vision has been reviewed and approved by our governing body? **Yes / No**
- Our Estate Strategy has been reviewed and approved by our governing body? **Yes / No**
- Our Asset Management Plan has been reviewed and approved by our governing body? **Yes / No**
- Our 2025/26 bid has been approved by your Governors' Premises Subcommittee (or equivalent) and the Chair of Governors Declaration been signed? (NB Bids not signed by the Chair of Governors will not be accepted) **Yes / No**
- Can you confirm that your Governing Body are aware of their responsibilities for the maintenance and repair of the school premises as set out in the School Standards and Framework Act 1998 and section 7.16.1 of Governance in Maintained Schools guidance? **Yes / No**
- Have your Site Trustees been consulted and approved the proposed works? **Yes / No** (If your bid is successful then you will require site trustee permission to accept the project funding)

NB The diocese may ask for sight of your Estate Vision, Estate Strategy and Asset Management Plan at any time in order to comply with the terms of the SCA funding agreement with the DfE.

Chair of Governors Declaration

The Governing Body of _____ requests £ _____ of SCA funding. This sum is inclusive of VAT and fees (consultancy fees and diocesan levy of 2 or 2.5%* and the statutory governors' 10% contribution.

*Please note that currently the diocesan levy on SCA for schools which pay into the Partnership Agreement is 2% + VAT and for those schools which do not pay into the Partnership Agreement the diocesan levy is 2.5% + VAT of contract sum, **however these percentages are under review for 2025 SCA bids onwards.**

Signed by Chair of Governors: Name _____ Signature _____ Date _____

Signed by Headteacher: Name _____ Signature _____ Date _____

Applications which are not signed will not be accepted.