School Condition Allocation (SCA) Guidance Notes

(to be read prior to completion of your bid application)

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, security, energy efficiency and health and safety issues. Governors, headteachers, business managers and premises 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 toguidance)**
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-schools
2. 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 documents.

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)

3. 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.

4. 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
The bid document provides you with the opportunity to detail information on the capital maintenance projects which you would like to be considered for SCA funding in 2027/28, details of your maintenance priorities for the following three years and also those projects which will improve the energy efficiency and 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 applicable sections of the application form including the checklist and signatures on last page return to schoolbuildings@chichester.anglican.org by 26th February 2027.

If you have any queries please contact Heather Broadbent or Luci Fievet at heather.broadbent@chichester.anglican.org or luci.fievet@chichester.anglican.org