

City of London Academies Trust

School Condition Allocation 2019-20

Introduction

Each year MATs with at least five academies and more than 3,000 students/pupils, receive a School Condition Allocation (SCA) from the Education and Skills Funding Agency.

SCA funding is for the purpose of maintaining and improving the estate so that children can learn in a safe environment. Investment must prioritise keeping academy buildings and grounds safe and in good working order by tackling poor building condition, building compliance, health and safety issues and energy efficiency. The funding aims to address issues with significant consequences that revenue or DFC funding cannot meet.

MATs must have a sensible basis for using the grant provided, which offers value for money and supports the purposes of the grant. In accordance with good practice, this must include developing a capital asset management plan.

The COLAT SCA is not intended to fund information and communication technology software, loose furniture and equipment. ICT hardware and infrastructure (cabling, wireless and switching) will not be eligible unless clearly an integral part of a bigger project.

Each academy will have the opportunity to bid for a share of the COLAT SCA each year. The total 2019-20 allocation for COLAT is £573,886. The 2019-2020 allocation must be spent in full by the end of March 2021 otherwise the funding may be clawed back.

This document outlines the application and allocation process for 2019-20 and provides additional guidance to academies to help in preparing their application.

Academies are required to submit a separate application form (see Appendix 1) for each individual capital project they would like capital funding for.

Timeline for application process

Application process communicated to academies	October half-term 2019
Consultation and discussion with academies, and opportunity for academy senior leaders to discuss and agree capital priorities with their local governing bodies	Remainder of Autumn term
Application deadline	24 January 2019
Review and consideration of application forms and supporting evidence by Assessment Panel.	
Assessment complete and allocations determined.	14 February 2020
FARC approval	27 February 2020
Notification	28 February 2020
Procurement, planning and works undertaken	Spring/Summer 2020
Works to be completed by	31 October 2020

Assessment and scoring of applications

Assessment panel

The panel to assess the applications and decide on the final allocations will comprise:

- The Trust CEO (to consider teaching and learning and curriculum needs)
- The Trust CFO (to consider financial implications)
- The Trust Director of Estates and Facilities Management (to consider health and safety and building compliance needs)

The assessment panel will consider the age, nature, composition and condition of each academy building when comparing the applications. They will also consider the available reserves at each academy and historic patterns of spend on planned and preventative building maintenance to keep the buildings in safe and good working order to date.

Also, schools should be mindful that Trust-wide demands might mean that capital funding has to be reallocated at short notice; one academy might identify a sudden and urgent Priority 1 need which means capital funding has to be diverted from a planned spend at another academy.

Allocations of funding in future years will be informed by the Trust asset management plan. This is under development and will consolidate the asset management plans for each of the eight academies (see Additional Guidance section).

All 2019-20 applications will be scored as follows:

- Project need – 65%
- Project planning – 10%
- Project cost (value for money)– 25%

Project Need – 65%

All projects should be categorised under one of the five following priorities:

	Category	Priority Level
1	Urgent works to address immediate risks of breaching legislation and Health & Safety (and avoid immediate closure of premises), including: <ul style="list-style-type: none">• emergency & managed asbestos removal to facilitate essential works• gas safety• electrical safety• lift safety Continuous heating <ul style="list-style-type: none">• water services - (hot and cold) and drainage,• ventilation/air quality and thermal comfort• fire safety• security and safeguarding of students, staff and/or members of the public	Highest
2	Life Expired Condition Replacement – where there is a risk of school closure, including: <ul style="list-style-type: none">• building structure (e.g. not weather-tight)• mechanical systems• electrical systems• utility capacity and connections	High
3	Life Expired Condition Replacement, including:	Medium

	<ul style="list-style-type: none"> • building fabric – internal or external • building structure • mechanical systems • electrical systems 	
4	<p>Areas below current standards or need works to address overcrowding, including:</p> <ul style="list-style-type: none"> • Whole block • Basic Teaching • Large spaces, studios, dining and social • Kitchen • Plant • Learning resources areas • Staff and admin • Storage • Changing • Toilets • Circulation 	Low
5	<p>Other works: Evidence must provide a clear condition and value for money case. This might include:</p> <ul style="list-style-type: none"> • accessibility improvements (teaching and non-teaching) • building fabric (non-teaching, e.g. external sports equipment stores etc.) • mechanical and electrical systems (non-teaching) • insulation/draught proofing (non-teaching) • lighting (non-teaching) 	Lowest

Supporting documentation should be provided to demonstrate the extent of project need.

Evidence could include:

- an independent condition survey/consultant report or detailed survey and specialist reports
- A CDC report
- Health and safety audit findings
- Fire risk assessment
- Clear, sufficiently detailed and relevant photographs
- Letters about compliance from appropriately qualified professionals relevant to the specific issue e.g. from fire officers or electrical engineers
- Ofsted or other reports on the impact of facilities on teaching and learning
- Demand data
- Independent evidence of overcrowding

Project Planning – 10%

Project planning is marked out of 10 for all projects and contributes 10% of the total score. Assessors must be able to see that the proposed solution appropriately addresses the nature, extent and urgency of the need evidenced, and that the academy has the ability to deliver the solution. The

academy must be able to show that projects are planned appropriately and realistically, taking account of potential risks.

Project Costs – 25%

Evidence of project costs should include (subject to the size and scale of the project):

- cost plan (breakdown of costs). Cost plans should be realistic about the level of professional fees, allowances and contingency. This should be appropriate to the scale and type of the project, and the level of work already undertaken to establish price certainty.
- hard copies of quotes/estimates/a summary of any tender exercise (to date) attached as part of evidence
- details of actual or proposed procurement route (in line with Trust Procurement policy)
- details or evidence of any savings being made
- letters of funding commitment from other sources (if applicable)

When assessing cost, the academy must consider the total cost of ownership (i.e. consider the costs of ongoing maintenance and upkeep) and any potential cost savings (e.g. reduced energy costs).

Appendix 1 - Application form

Academy:

Project Title:

Overview of project

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Project Need

Project category	<i>1 to 5(reference table)</i>
Urgency of need	<i>Assess the consequence of any delay or failure to undertake the proposed work</i>
Evidence for extent of need	<i>Outline supporting evidence included with the application form to support the submission</i>
Impact	<i>Outline the nature and extent of impact on the overall school or closure of key facilities</i>

Project Delivery Plan

Overview of different options/solutions considered to address the Project Need and why this solution chosen

Outline project delivery plan with timescale – this should be realistic with consideration of risks to delivering on time. Delivery plan should reflect any limitations of procurement timelines (e.g. OJEU) in line with requirements of Trust Procurement Policy.

Anticipated project cost

Overall costs	
Evidence to support costs	<i>Include any quotes or tenders obtained</i>
Other funding sources (if applicable)	<i>E.g. contribution from reserves</i>
Savings	<i>Evidence of achievable and quantified revenue or future capital savings.</i>

Application prepared by:

Date:

Approved by Principal/Headteacher:

Additional guidance on supporting evidence

CDC

Some schools will have a Condition Data Collection (CDC) report from the ESFA. The CDC report is not a condition survey and so the data presented is high-level.

Condition Surveys

An up to date independent condition survey will assist schools in identifying and prioritising the worst condition areas of their site. Where appropriate, an independent suitably qualified person should carry out surveys containing specific condition grading and prioritisation ratings; condition grade A to D (from 'good' through to 'bad' condition) and priority rating 1 to 4 (from 'immediate action required' through to 'work required in 5+ years'). The evidence must include the qualification of the surveyor.

A condition survey provides an assessment of the physical condition of the building. The survey should identify the building's deficiencies and maintenance issues and provide a clear understanding of the current condition of the building both internally and externally.

Every school should be working towards obtaining and maintaining a robust condition survey which will then inform the development of a 5-year plan for revenue and capital spend on their school buildings (asset management plan). This will be a dynamic document as the needs and priorities of the school change. The asset management plan should include:

- An assessment of the current condition of the academy buildings.
- A maintenance and development strategy
- A list of priority projects and the expected timeline (short, medium and long-term) for the works

Reference material

- Good Estate Management Guide
- Output Specification 2017