

CHANGES TO SCHOOL BUILDINGS AND GROUNDS

From time to time requests from education establishments are received to modify their buildings and ground with the purpose of improving the facilities available within them.

Most proposals are of a major nature and are financed, planned and executed by various departments as part of ongoing management and maintenance. On occasion, however, the improvement proposals envisaged are of a minor nature and may be identified and requested by the establishment. These works may be funded and implemented either by EDC corporate services, or by the school themselves.

It is important that for all proposed works that the feasibility of projects be studied by the appropriate officers of the Council who have responsibility for property. Consequently, details of the proposals, including the purpose of the project, the methods by which it will be carried out, the materials which will be used and the ways in which it will be financed, and any request for funding, must be sent to the School Improvement and Planning team. Completing the Proforma in appendix 1 will ensure necessary discussions are held with relevant services, including assets and estates and the central education team, as appropriate. If the proposal is a reasonable and acceptable one officers will notify the applicant.

The purpose of this manual is not to stifle local initiative but to ensure that any work undertaken conforms to the necessary building standards, health and safety legislation and local bye-laws which exist and to offer education establishments appropriate help in the preparation of drawings and submission of documents which may be required.

Work funded by schools

Where schools have identified funding for work, e.g. from fundraising, external grants, or pupil equity funding, the work will be approved, subject to review by the education and estates services. This review will consider the appropriateness of the project from an asset management and educational benefit point of view.

Work funded by EDC Corporate Services

When applying for work funded by corporate services, all applications will be subject to review by the education and estates services. This review will consider the appropriateness of the project from an asset management and educational benefit point of view.

With regard to allocating funding, officers will apply these principles to prioritise funding applications.

1. Investment required to ensure the security of staff and pupils
2. Investment required to provide a reasonable adaption to ensure accessibility for pupils, staff and parents
3. Investment required to provide an agreed necessary increase in capacity at the school
4. Investment expected to provide Educational benefit

If a project can address a defined need between 1, 2 or 3, and there is no alternative management approach available to meet that need without investment, the project will be considered as a high priority. Any other project must be shown to have educational benefit. Projects in this group will be prioritised for funding according to the level of benefit demonstrated. This could reflect for



example the number of pupils who will benefit, or the level of benefit provided to individuals or groups, or a mixture of these factors. As capital funds may be limited, this prioritisation may be used to determine which projects are funded.

All applications for work will be allocated on a twice yearly basis in December and May. Requests should be submitted to EDC by October and Easter holidays.

Projects may be funded on an ad hoc basis, if there is a need to address a particular issue urgently.

If funding is exhausted in a financial year, and particular projects require funding, a case will be put to the education assets governance group to access contingency funds.

N.B. This procedure manual only applies to changes to buildings or grounds, and not to repairs and maintenance issues, which are reported through other channels.



APPENDIX 1

APPLICATION FOR PROPOSED WORKS

- 1 Establishment Name _____
Head of Establishment _____ Phone No: _____
- 2 Proposed Work to be carried out:
- 3 Education impact of work, and supporting evidence
- 4 Source of funding

Please return Proforma to primaryimprovement@eastdunbarton.gov.uk