

SCHOOL CONDITION ALLOCATION POLICY

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CONTENTS PAGE

1. Policy Statement
2. How SCA funding differs from DFC Funding
3. Estate Planning
4. How The Trust intends to distribute SCA
5. Assessment and scoring of projects
6. Scoring Criteria
7. The SCA Funding, Review and Works Cycle

APPENDICES

APPENDIX 1 - SCA Application Form

1. POLICY STATEMENT

This policy should be read in conjunction with the Trust's Estates Strategy.

Multi-academy trusts (MATs) with at least 5 academies and more than 3,000 pupils, receive School Condition Allocation (SCA) which is capital funding to deploy strategically across their estate to help maintain and improve school buildings.

Devolved Formula Capital (DFC) is also a source of capital funding for academies. Allocations for each Academy will be transferred as DFC funds to that Academy without any adjustments by the Trust. This funding can be used to maintain and improve the condition of school buildings, grounds or IT infrastructure.

Trusts and their Academies are expected to have a suitable plan that demonstrates the strategic use of the allocated funds across their estate and will have to report to the DfE on their use of funds during and at the end of the financial year. As part of the Trust's Estates Strategy, all schools will have an Estates Management Plan which sets out the works identified as required at school level which should form part of the decision-making process around any capital spend.

This policy also reflects guidance within the Academies Handbook to ensure that capital assets are managed effectively and within budgets.

2. HOW SCA FUNDING DIFFERS FROM DFC FUNDING

DFC is capital funding delegated to schools to address their own priorities including:

- Improvements to buildings and other facilities
- ICT
- Capital repairs / refurbishment
- Minor works.

DFC can be aggregated at Trust level but must be spent within 3 financial years of receipt.

School's DFC allocations can be spent in line with their approved estates plan on individual school priorities on an annual basis as decided by school leaders and Local Governing Body (LGB).

SCA is to be invested strategically across the entire Trust estate.

SCA Funding cannot be spent on IT projects unless part of a wider refurbishment project.

On an annual basis the Trust will strategically retain an amount equivalent to 10% of the latest SCA funding allocation.

This retention amount will be allocated against any emergency estates work required in that academic year that are not covered by insurance arrangements.

Should the amount of SCA retained not fully cover these unexpected costs, reserves held at both Central and academy level would need to be considered as a method of contributing to these costs.

Any underspend in SCA funded projects will be retained centrally for further SCA funding project allocation. Example:

Year 1

SCA Allocation Received	£750,000
10% Retention £750,000 x 10%	£75,000
Capital to spend	£675,000.

Year 2

Assuming £25,000 of the 20% Year 1 retention amount is spent in Year 1.

Carried Forward Year 1 balance	£50,000
SCA Allocation Received	£750,000
10% Retention £250,000 x 10% (less £30,000 c/f balance)	£25,000
Retention Amount	£70,000
Capital to spend	£725,000.

3. ESTATE PLANNING

School Level Estate Planning

With the support of the Trust's Central Team, each school will develop an Estates Management Plan utilising information from a variety of sources to identify anticipated projects and expenditure over a 5-year period.

The Estates Assets Management Plan should include issues identified through:

- Independent Condition Surveys (e.g. CCO Condition Surveys)
- DFE Condition Surveys (where appropriate)
- Independent professionally qualified expert reports e.g. Electrical engineer
- Health and Safety Audit Findings
- Fire Risk assessment reports
- Pro-active planned maintenance
- Compliance issues
- Pro-active development of the estate
- Reports and Issues relating to expansion projects.

If funds are available schools may make a bid for SCA funding that has not been identified as having a direct need but anticipating a future need e.g. increasing capacity at the school or meeting a specific educational need of pupils. These requirements may not be included due to their nature in the school level Estates Management Plan. These projects should be discussed with the Trust Central Team with a view to making a direct application for SCA Funding using the application form in Appendix 1. The Trusts' Strategic Estates Partner will complete the application form on behalf of schools.

MAT Level Estate Planning

An overview MAT Estates Management Plan will be created utilising all the information contained in the school level plans. This will contain the high priority projects as identified from the school level plans based on their overall project score (see Assessment and Scoring of Projects for details).

4. HOW THE TRUST INTENDS TO DISTRIBUTE SCA

The Trust aims to provide high quality facilities for teaching and learning. The purpose of SCA funding is to maintain and improve the condition of school buildings and to achieve this aim requires:

- continued investment in our buildings to ensure they remain, safe, dry, warm and accessible spaces
- creation of outstanding teaching and learning spaces, both indoors and outside to provide safe and healthy space for our pupils and staff now and in the future

- building sustainability into the development and planning of our estates, ensuring our schools continue to meet the needs of educating the children and young people in our communities
- delivery of the Trust's Estates vision and strategy aspirations
- minimising our ecological and carbon footprint while maximising the positive impact of our land and buildings.

The Trust aims to ensure the process for allocating funds is transparent for all schools within the Trust by adopting the following processes:

- the formation of the Trust Estates Committee to ensure Trust and individual school are all taken into consideration in the final SCA allocation to projects
- the setting of clearly set out criteria for scoring of projects to demonstrate SCA funding outcome results
- detailed evidence retained for all projects considered to ensure scoring is consistent across the Trust.

5. ASSESSMENT AND SCORING OF PROJECTS

The Trust Estates Management Committee

The Estates Management Committee will assess the data provided and decide on the final SCA allocations to projects. This committee will consist of:

- the Trust CEO - to consider teaching, learning and curriculum needs
- the Trust COO to consider health and safety and building compliance needs
- the Trust CFO - to consider financial implications
- the Trust Estates Manager
- 2 x school headteachers - term of office 2 years
- 1 x COG/Governor – term of office 2 years.
- 1 x Trustee.

The composition of this committee will be reviewed as the Trust grows.

The Estates Management Committee will consider all data held in both the school and MAT level Estates Management Plans. 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.

Schools should be mindful that Trust-wide demands might mean that capital funding must 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.

Any underspend on SCA projects will be retained centrally for further SCA funding project allocation.

The SCA projects to be completed will go to the Finance and Audit Committee to recommend for Full Board approval.

6. SCORING CRITERIA

All projects will be scored based on 5 priority category levels alongside 5 urgency timeframe levels to allocate a project a total score as follows:

(Project Priority Category x Project Urgency Timeframe category) = Total Score

A working example is included after the scoring category information below. BELONG, ENGAGE, BECOME

SCA Project Priority Category Scores

Priority Level	Category	Score
1	Urgent works to address immediate risks of breaching legislation and Health & Safety (and avoid immediate closure of premises), including: emergency managed asbestos removal to facilitate essential works gas safety electrical safety lift safety Continuous heating 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	5
2	Life Expired Condition Replacement – where there is a risk of school closure, including: building structure (e.g. not weather-tight) mechanical systems electrical systems utility capacity and connections	4
3	Life Expired Condition Replacement, including: building fabric – internal or external building structure mechanical systems electrical systems	3
4	Areas below current standards or need works to address overcrowding, including: Whole block Basic teaching Large spaces, studios, dining and social Kitchen Plant Learning resources areas Staff and admin Storage Changing Toilets Circulation	2
5	Other works: Evidence must provide a clear condition and value for money case. This might include: accessibility improvements (teaching and non-teaching)	1

SCA Project Urgency Timeframe Scores

Urgent - Emergency	5
Urgent - Within 1 year	4
Medium - Within 2 years	3
Medium - Within 3 years	2
Not urgent	1

Exemplar scoring calculation:

(Project Priority Category x Project Urgency Timeframe category) = Total Score

Example

Emergency asbestos works (5 points) x Medium – Within 2 years (3 points)

Total score = 5 x 3 = 15 points

In the event of tie the following Estates Management Committee members will take a vote on which project(s) are to proceed:

- The Trust CEO - to consider teaching, learning and curriculum needs
- The Trust COO – to consider (CHAIR) - to consider health and safety and building compliance needs
- The Trust CFO - to consider financial implications
- Trustee.

Unsuccessful projects at this stage would then be considered in future years.

7. THE SCA FUNDING, REVIEW AND WORKS CYCLE

The table below sets out the intended annual cycle and the process for the allocation of SCA across the Trust. The Trust reserves the right to direct priorities to suit the appropriate requirements should any emergency works be required:

Month	Process
May	Funding is allocated to the trust and paid in instalments in May, June, July and August
June	An amount equivalent to 10% of the SCA funding received annually will be retained each year as a contingency fund to provide assurance against any unknown and unplanned emergencies that may emerge during the year
August	<ul style="list-style-type: none"> ▪ Condition surveys reviewed and resurveyed every 5 years ▪ Trust Central Team to arrange annual H&S audit ▪ Cost of condition surveys are covered by the SCA fund. ▪ Trust Central Team/School to arrange asbestos surveys where required.

September to November	<p>The Estates Committee to meet in September to review and score the Estates Management Plans and associated evidence.</p> <p>For all projects with a score of 12 or above quotes will be arranged following the meeting. The Estates Committee will then list these projects in total score order to allocate the SCA funding available. Should SCA funding be remaining after this process, outside of the 10% retention, quotes will be obtained for projects with a score of 10, then 9 etc. until the SCA allocation available is fully utilized.</p> <p>Project outcomes will then be communicated to schools including any opportunity that exists for an application to be made by schools for any unspent money outside of the 10% retention held. A summary report will be sent to the Finance and Audit Committee of the projects to be funded for recommendation to the Full Board.</p>
December	Full Board to approve projects for SCA funding.
February	Work can begin in the half term on the smaller SCA projects identified where disruption can be kept to a minimum.
April	Work can begin in the Easter Holidays on the smaller SCA projects identified where disruption can be kept to a minimum.
July to August	Larger SCA projects to be completed in the Summer holiday period.

APPENDIX 1

SCA Application Form



(for projects not already identified on the school Estate Management Plan)

Academy	
Requestors Details	
Date Requested	

1 The Scope of the Project – please describe your project and proposed time scales	
2 Please state the expected impact of the project – where appropriate this could include estimated improvement in efficiency or energy reduction, benefits for safeguarding, Health & Safety.	
3 Lettings potential: could the new facility generate additional revenue? What would be the estimated income per year?	£
4 Impact on Services – what are the requirements in terms of use?	
<ul style="list-style-type: none"> a) Additional Drainage b) Additional ICT Network points c) Additional phones d) Additional powers supplies e) Additional heating f) Additional gas outlets g) Additional WC h) Additional CCTV/Security i) Additional fire Precautions 	

5 Health & Safety – is the areas of planned works identified on the asbestos register? If so, have considerations been made for testing and/or removal? Will the proposed works take place during the school holidays? If not, what provisions will be made for minimizing disruption and ensuring the safety of pupils, staff and site during the works?

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6 Have written estimates of quoted or tenders been obtained?	Yes/No
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7 Project Costs and Timescales

Cost of works	£
Professional fees	£
Furniture and Equipment	£
ICT	£
Other (please state)	£
Contingency (max 10% of the project total)	£
TOTAL PROJECT COST	£
Anticipated month of commencement	£
Anticipated month of completion	£

Project Approvals

Role	Date
Requestor: Signature: Name:	
Principal/Headteacher: Signature: Name:	
CFO: Signature: Name:	
CEO: Signature: Name:	