

Office for Education
GUIDANCE NOTES FOR THE COMPLETION OF FORM E

Cathedral Centre
 3 Ford Street
 Salford M3 6DP

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 Email: school.buildings@dioceseofsalford.org.uk

1a. SCHOOL			
Name:			
Address:			
LA:		Project No:	
LA/DCSF No:		Diocese No:	

1b. SCHOOL INFORMATION			
Planned Admission No		Age Range	

2. PROJECT			
Description			
Title		Start Year	

Brief

- Enter into formal agreement (attached) with the Governing Body and copy completed Form C to Office for Education (OfE). Please provide written fee quotation for agreement along with schedule of services.
- Obtain planning permission and building control approval and comply with DCSF regulations as appropriate.
- Ensure all current legislation is complied with e.g. CDM, Fire, IEE, Legionella, Asbestos, Disability Discrimination Act, Party wall, Acoustics and Highways.
- Confirm land ownership details relevant to siting of extensions.
- Confirm furniture and equipment requirements (fixed and loose) with school and LA and ensure costs included within submissions.
- Liaise with Diocesan Project Officer (DPO) regarding the delivery of the project.
- Arrange for the appointment of other consultants as necessary to deliver project works, and agree with DPO.
- Carry out all necessary investigations to ensure all costs included in Form B submission are within cash allocations.
- Liaise with LA to ensure AMP issues in relation to project are considered and implemented as appropriate.
- Conform to Diocesan grant claiming procedures (see Guidance Note 1) and agree processes with school.
- Establish and agree programme with Governors, OfE and LA. **Note: All projects to be submitted to OfE for Form B Approval PRIOR to the summer holiday break – Any scheme not complying with this requirement risks funding being withdrawn and re-allocated.**
- Obtain written approvals from Governors and OfE and copy to LA prior to submission to DCSF.
- Obtain tender approvals from DCSF and OfE (Form L) to conform with agreed programme. **Note: Any project not submitted to DCSF by October half term will be reviewed and funding may be re-allocated.**
- Maintain regular contact with school and report to OfE on project monitoring forms as and when necessary.
- Comply in all respects with Diocesan requirements for building works.
- Instigate contract insurances prior to commencement of works.

3. CONTACTS	Name	Tel	Email
Chair of Governors			
School			
LA			
Contract Administrator			
Diocesan Project Officer	Mr J F Corrigan	0161 817 2204	john.corrigan@sp-projects.com
Diocesan Finance Office	Mrs Sue Banks	0161 817 2204	sue.banks@dioceseofsalford.org.uk

4. STATUTORY PROPOSALS				
Are Statutory Proposals required?				
Required by	Significant Enlargement	Change of Character of School	New School	Transferred School
Date of Publication				
Date of Approval				

5. BID			
Targeted Capital Fund	LCVAP	Devolved Formula Capital	Other

6. JUSTIFICATION/BASIS			
Condition	Suitability	Sufficiency	Other

7. 10% CONTRIBUTION			
Emergency Fund	JSBF	School	Other

8. CASH ALLOCATION (OUT-TURN) £'000						
		Year 1	Year 2	Year 3	Year 4	Total
Governors Grant Aided	DFC					
	LCVAP					
	Other					
LA						
Total				£	£	

9. DISTRIBUTION	DATE
Contacts List as at 3 + Board of Administration	

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