

(A) The Diocese School Buildings Compliance and Monitoring Form



Reporting Date	01/04/2021
Deadline for Return	31/08/2021
Name of Buildings Governor/s	

The purpose of the Diocese school buildings compliance and monitoring form is to provide compliance and safe building management information to the DfE, it's also hoped it will help embed good building management practises in schools. If you have any questions about completing the form, please contact Sam Witton, details can be found on the covering letter.

1. Do school Governors regularly update a Premises Development Plan e.g. 5 year, please enquire if you require a template:
2. Please confirm and where appropriate, demonstrate there are clear, documented roles and responsibilities, processes and procedures relating to the estate. E.g. governance, budget and finance, performance management, procurement and delivery of projects, and emergency planning:
3. Please describe how your buildings maintenance is managed. Are you a member of a maintenance scheme (e.g. BMPP), the level of membership, if independent please outline your procedures:
4. Safeguarding - Please report any issues, or areas for improvement in relation to (a) perimeter fencing and landscaping (b) Security lighting (c) Alarm systems (d) Security surveillance systems (e) Access control (f) Compliance with DBS clearance requirements. (You may consider applying for School Condition Allocations (SCA) Funding, from the Diocese).

5. Provide details of last Fire Risk Assessment (e.g. company, date, scope, cost):

6. Provide details of last Health and Safety Audit that has been undertaken at the school (e.g. company, date, scope, cost):

7. Provide details of last Asbestos Management visit (company, date, scope, cost):

8. Provide details of any roof, guttering and drainage surveys or repairs undertaken in the last year, and whether you have a proactive approach to any of these:

9. Please provide date of most recent condition survey (required to qualify for SCA funding). *It is recommended a buildings condition survey is undertaken at least every 5 years, as this will provide you with vital information about the condition of your building, and future maintenance and capital implications:*

10. Please confirm if you hold any record information in relation to your buildings, or fixtures, perhaps O&M manuals, that may be useful for future reference.		
11. Please complete Part (B) School Buildings Compliance & Monitoring Checklist (Excel document): Complete Y/N		
12. Sign Off		
I confirm that sections 1-10 are complete to the best of my knowledge, and the 'School Building Compliance and Monitoring Checklist', is also complete. I also understand the Department for Education reserves the right to request supporting evidence from schools, on a random sample basis.		
Headteacher Name:	Headteacher Signature:	Date:
Responsible Governors Name:	Responsible Governor's Signature:	Date: