

Improvements and alterations to schools and academies

The Governing Board or Local Governing Body should comply with legislation when building works are undertaken at the school. This is contained within the “Diocesan Board of Education Measure 1991” – as amended by the School Standards and Framework Act 1998. In essence the legislation determines that church schools / academies should obtain landlord’s permission and heed the advice of the Diocese prior to any alteration to school buildings. Any planned alterations to buildings that are owned by the Diocese need to be approved by the Diocese’s Site, Buildings and Finance Committee.

Obtaining Diocese permission to build is a four-stage process:

Stage 1 - Contact the Schools Project Development Officer (SPDO) or Multi Academy Trust Chief Operating Officer with your plan to ensure it is eligible for further consideration (contact details below).

Stage 2 - Complete and submit the compliance list below in as much detail as possible:

- 1) A copy of the full plans for the proposed structure.
- 2) A copy of the planning application and the subsequent approval and any conditions attached.
- 3) Confirmation of building control approval (this would need to be a ‘full plans’ application as it is for a school).
- 4) Confirmation that the Headteacher and the Governors / Trustees are aware of their duties under the Construction (Design and Management) Regulations 2015. (ask for guidance if required)
- 5) Confirmation that the proposed structure will comply with Building Bulletin 103 guidelines (as issued by the Education Funding Agency of the Department for Education). <https://www.gov.uk/government/publications/mainstream-schools-area-guidelines>
- 6) In due course, provide a set of the “as-built” plans, preferably in CAD format, to add to the building database (For VA / VC schools -held by NPS. For academies – Asset Manager)

Stage 3 – Applications are reviewed by the Diocese ‘Sites, Building and Finance’ committee who meet half termly.

Stage 4 – Applicants will be informed whether consent has been granted with feedback as appropriate.

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