



Mosaic Partnership Trust

School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

History of most recent policy changes

Version	Date	Page	Change	Origin of Change
V1.0	28/03/2025	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	Policy required for Trust Capital Funding



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Contents

1.0	Introduction	
2.0	Purpose and Scope	
3.0	Roles and Responsibilities	
4.0	Project Assessment Procedure	
5.0	Project Planning and Programme Changes	
6.0	Project Costs	
7.0	Timeline	
8.0	Equal Opportunities	
9.0	Associated Documents	
Appendix A	Project Needs Assessment and Scoring Criteria	
Appendix B	Scheme of Delegation (compliance and capital funding extract)	



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

1.0 Introduction

- a. Mosaic Partnership Trust ('the Trust') is dedicated to a methodical and strategic approach to estate management, recognising the positive impact this ethos has across the Trust. This approach not only enhances teaching and learning but also emphasises the importance of safety and cultivating a strong safety culture, fostering a secure and vibrant learning environment for our children and staff.
- b. The Department for Education provides Multi Academy Trusts with funding in the form of School Condition Allocation (SCA), a capital grant, the purpose of which is for maintaining and improving the estate so that children can learn in a safe environment. In order to be eligible for SCA funding, Trusts must meet the below criteria:
 - Have at least five academies and
 - More than 3,000 students/pupils
- c. Investment must focus upon and prioritise keeping academy buildings and grounds safe and in good working order by addressing:
 - Poor building condition
 - Building compliance
 - Health and safety issues
 - Accessibility
 - Energy efficiency
- d. Decisions regarding the expenditure of the SCA grant are the responsibility of the Trust. The Trust will establish a sound basis for using the grant, ensuring value for money and supporting the funding's purpose. This must include developing a Trust Capital Asset Management Plan, with a strong emphasis on health and safety and exploring sustainability opportunities.

2.0 Purpose and Scope

- a. The purpose of this policy is to set out clearly those projects that will be eligible for SCA grant funding and the process that will be followed in order to assess, rank and award SCA grant funding each year.
- b. The funding aims to address significant issues that cannot be met by revenue or Devolved Formula Capital (DFC) funding. SCA is not intended to cover costs for information and communication technology software, loose furniture and equipment, or individual catering equipment replacements. ICT hardware and infrastructure (such as cabling, wireless, and switching) will only be eligible if they are clearly an integral part of a larger project. Therefore, funding for these requirements must be met from school Devolved Formula Capital allocations or Revenue Funding.
- c. SCA grant funding will not be allocated for routine maintenance works, for which revenue should be utilised unless financial circumstances require consideration. Schools should refer to the 'MPT - Estates Responsibility - Funding Matrix for Primary Schools' for confirmation of responsibilities.



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

- d. The projects in scope are generally large-scale capital projects that are driven towards ensuring the safety of school buildings, so that they remain in good working order and address building condition, compliance or health and safety issues. For example, safeguarding across the school estate, whole central heating and boiler systems, replacement of roofs and windows, electrical rewiring, and capital improvements to meet relevant legal standards.
- e. Each year the value of funding for the financial year (April – March) will be determined by the DfE's School Condition Allocation formula, based on several factors including pupil numbers, DfE school premises condition rating (CDC) and school location. The total value of funding will be communicated to the Trust in April each year and funding is then allocated in four instalments (May to August). All funding received may be carried over to the following year to support a larger project.
- f. Whilst pupil numbers are a determining factor in the allocation from the DfE, the Trust recognises that the age and state of repair of each school is not directly related to pupil numbers. Therefore, capital projects will primarily focus on compliance, safety, and the condition of the buildings. Funding will be allocated based on needs basis, as outlined with the information shown on Appendix A.
- g. Three Year Plan
 - Year One (September – August)

Priority will be given to projects identified as urgent works to address immediate risks of breaching statutory Health & Safety legislation, school condition that could lead to the closure of a school or is considered a single point of failure in terms of school operation.

Planning for medium and large projects will commence in accordance with the MPT Estates Strategy and Capital Asset Management Plan.
 - Years Two and Three

Delivery of medium and large projects will be funded using current year allocations and any remaining funds from the previous year.

The Trust recognises the importance of environmental sustainability and will ensure an 'Environmental Allocation' is made each spring, dedicating a portion of SCA funding specifically for environmental and sustainability projects.

These projects must meet one of the following criteria:

 - Replacing fluorescent lighting with LED
 - Installing insulation to reduce heat loss
 - Implementing control systems to reduce energy consumption (e.g., BMS, light sensors)
 - Installing electric car charging points
 - Installing renewable energy sources
 - Replacing windows to reduce heat loss
 - Decarbonising heating systems
 - Making building improvements to reduce energy consumption or reliance on fossil fuels



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

3.0 Roles and Responsibilities

- a. The Finance and Resources Committee is responsible for:
 - reviewing and approving the information provided by the Trust
 - confirming that agreed projects are in line with the terms and conditions of funding
 - monitoring project forecast and actual spend, and delivery
- b. The CEO is responsible for the distribution of this policy across the Trust.
- c. The CFO and Estates and Sustainability Manager are responsible for preparing a list of projects, with estimated costs for review by the Finance and Resource Committee, which will usually be in the Spring. This will support the decision-making process to determine those projects worthy of consideration based upon the scoring matrix as outlined with the information shown on Appendix A.

4.0 Project Assessment Procedure

- a. A combined decision-making approach will be key to ensuring that this funding stream is used as it is intended, and any allocation has been made taking into consideration all aspects of the Trust's Estate Strategy, Capital Asset Management Plan and Sustainability Strategy. Therefore, the following members of the central team and external advisors will be part of this process.
 - Chief Finance Officer – will consider risk and operational need of the highest priority projects.
 - Trust Finance Manager – will provide information as to financial position of each school.
 - Estates and Sustainability Manager - will consider health & safety, building compliance and sustainability requirements.
 - Estates and Capital Advisor – will provide details and recommendation on the projects with the largest risk and deemed highest priority.
- b. Support from the CEO, Director of Education or an External Advisor may also be utilised as part of the evaluation process.
- c. The members as listed in section a/b will review the consolidated information and prioritise projects. This information will be derived from the Trust Estates Strategy and Capital Asset Management Plan, and which will be compiled utilising sources of information below:
 - Kenneth and Edwards condition surveys (Jul-24)
 - DfE Condition Data Collection (CDC) Reports
 - Fire Risk Assessments
 - Health & Safety Audits
 - Asbestos Surveys
 - Electrical five-year fixed wiring report
 - Internal site inspection/survey (Carried out by Estates and Sustainability Manager & Site Manager and agreed as accurate with Headteacher)
 - Reports obtained using the Estates Maintenance and Compliance Tools
 - Guidance from External Advisor(s).
- d. Each potential project will be graded in accordance with the Assessment and Scoring Criteria in Appendix A.



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

- e. Consideration will be given to the age, nature, composition and condition of each school building when assessing condition needs.
- f. The group will also consider the available reserves at each school and historic patterns of spend on planned and preventative building maintenance to keep the buildings in safe and good working order to date. A school may be asked to make a revenue contribution to the overall cost of the project.
- g. The evaluated and prioritised project list will then be reviewed by the CEO and provided to the Finance and Resource Committee for discussion and approval.
- h. Schools should be mindful that unforeseen trust-wide demands may require that SCA funding has to be reallocated at short notice; school(s) may identify a sudden and urgent Priority need (see table in Appendix A below) resulting in SCA funding being diverted to another school. This is unlikely as all schools are expected to maintain their buildings and undertake regular planned preventative maintenance.
- i. The Trust will aim to hold a contingency of 5% of the SCA grant funding, that will be retained within the Trust reserves to minimise impact on planned SCA projects from increased costs or unforeseen urgent projects.

5.0 Project Planning and Programme Changes

- a. The proposed solution for each project must appropriately address and demonstrate the nature, extent, and urgency of the need. Projects must be planned realistically, considering potential risks. This work will be undertaken by the Trust central team with support of the External Advisor(s) where appropriate.
- b. If a capital project is not achievable due to significantly higher costs than anticipated or if surveys reveal a larger scope of work, projects can be delayed and others brought forward to replace them in the SCA programme. This ensures timely and efficient use of allocated SCA grant funds and allows flexibility within the SCA programme.

6.0 Project Costs

- a. Before any works commence, evidence of project costs should include (subject to the size and scale of the project):
 - Cost plan (breakdown of costs). Cost plans should be realistic about the level of professional fees, allowances and contingency. This should be appropriate to the scale and type of the project, and the level of work already undertaken to establish price certainty.
 - Copies of quotes/estimates/a summary of any tender exercise (to date)
 - Details of actual or proposed procurement route (in line with the Trust's **Competitive Tendering and Procurement Policy**). Consideration should also be given to available government frameworks.
 - Details or evidence of any savings being made because of the works undertaken, for example heating costs or maintenance workload reduction.
- b. To maintain central oversight and control of the SCA grant funding, the Trust will hold a central register of projects and approved costs. Orders should not be placed until full approval is granted. The central finance team will place all orders. After verification of each



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

completed stage of a project, invoices will be processed by the central finance team for payment. The central team will then account for the payment within the relevant school cost centre and ledger code in Access Finance.

7.0 Timeline

Year 1 (2024/2025)

Date	Activity
September - February	<p>Condition Surveys, Roofing Surveys, LED surveys, Decarbonisation Plan and RPA Health and Safety Audits reviewed by CFO, Estates and Sustainability Manager and External Advisor. Estates and Sustainability Manager assisted by External Advisor compiles initial list of urgent projects for review by the Trust.</p> <p>The Trust team meet to complete initial review and rating of any priority projects for completion during Summer 2025.</p>
March	<p>SCA funding allocation confirmed by DfE.</p> <p>Prioritised project list is provided to Trustees for review and approval.</p> <p>Quote/ Tender process begins.</p>
April	<p>Quotes/ Tenders received for agreed projects and programme of works agreed.</p> <p>Consider whether a contribution is required from school to overall cost of the project.</p> <p>Schools informed of initial outcomes.</p> <p>Engage Contractor(s).</p>
July	<p>Condition Surveys updated if necessary.</p>
August	<p>Initial Projects completed.</p> <p>Fixed Asset Registers updated, where applicable.</p>



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Year 2 (onwards)

Date	Activity
September	<p>Maintenance Plans reviewed by CFO, Headteachers and Estates and Sustainability Manager utilising the latest information held in section 4c of this policy.</p> <p>Estates and Sustainability Manager to ensure Estates Strategy and Capital Asset Management Plan is updated and provide a list of projects for initial review.</p>
October	<p>Begin process of seeking initial cost estimates to help identify the projects to move forward to the next stage.</p> <p>The SCA grant funding allocated will support working with an external advisor for larger projects, undertake specialist surveys, investigative works and tender documentation.</p> <p>Schools may be asked for further information or clarification of project need.</p>
November	<p>The Trust team meets to consider and agree the projects for completion from April onwards, based on the Estates Strategy and Capital Asset Management Plan and scoring criteria in Appendix A.</p> <p>Consider whether a revenue contribution is required based on current financial position of schools (revenue and capital reserves).</p>
January	<p>Prioritised list provided to Trustees for approval, based on forecast SCA allocation for the year.</p>
February	<p>Quote/ Tender process begins.</p>
March	<p>SCA funding allocation confirmed by DfE.</p> <p>5% of total funding is set aside as a contingency fund.</p> <p>Environmental Allocation projects considered for sustainability opportunities and objectives.</p> <p>Schools informed of initial outcomes.</p>
April	<p>Quotes/ Tenders received for agreed projects</p>
May	<p>Quotes/ Tenders approved by Trustees and programme of works agreed.</p>
July	<p>Property Condition Surveys updated if necessary.</p> <p>Chosen projects underway.</p>
August	<p>Projects completed.</p>



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

8.0 Equal Opportunities

- a. The Trust policy reflects the aims and ambitions of Mosaic Partnership Trust in relation to equality and diversity, ensuring compliance with equality obligations outlined in discrimination legislation

9.0 Associated Documents

- a. This policy should be read in conjunction with other relevant policies, including but not limited to:
 - 17 MPT Finance and Purchasing Policy
 - 12 MPT Health and Safety Policy
 - 09 MPT Gifts, Hospitality and Anti-bribery Policy
 - 07 MPT Whistleblowing Policy
 - 21 MPT Equality and Diversity Policy and Statement
 - Competitive Procurement and Tendering Policy
 - Trust Estates Strategy and Capital Asset Management Plan
 - Trust Sustainability Strategy / Policy



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Appendix A - Project Needs Assessment and Scoring Criteria

Priority Level	Category	Score
Highest	Urgent works to address immediate risks of breaching legislation and Health & Safety (and avoid immediate closure of premises) including: <ul style="list-style-type: none"> • Emergency & managed asbestos removal to facilitate essential works • Building structure (e.g., not weather-tight, unsafe structure) • Gas safety • Electrical safety • Lift safety • Continuous heating • Water services - (hot and cold) and drainage, • Fire safety • Security and safeguarding of pupils, staff and/or members of the public 	5
High	Life Expired Condition Replacement – where there is a risk of school closure including: <ul style="list-style-type: none"> • Mechanical systems • Electrical systems • Utility capacity and connections • Ventilation/air quality and thermal comfort 	4
Medium	Life Expired Condition Replacement including: <ul style="list-style-type: none"> • Building fabric – internal or external • Energy efficiency or improvements • Building structure • Mechanical systems • Electrical systems • Toilets 	3
Low	Areas below current standards or need works to address overcrowding or accessibility including: <ul style="list-style-type: none"> • Accessibility improvements (teaching and non-teaching) • Whole block • Basic Teaching • Large spaces, studios, dining and social • Kitchen • Plant • Learning resource areas • Staff and admin • Storage Changing • Circulation • Letting income generation opportunities 	2
Lowest	Other works: Evidence must provide a clear condition and value for money case, this might include: <ul style="list-style-type: none"> • Building fabric (non-teaching, e.g., external sports equipment stores etc.) • Mechanical and electrical systems (non-teaching) • Insulation/draught proofing (non-teaching) • lighting (non-teaching) 	1



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Additional Criteria:

Potential School Closure	<ul style="list-style-type: none"> • Whole School Closure 	5
	<ul style="list-style-type: none"> • Part School Closure 	4
Efficiency Identification	<ul style="list-style-type: none"> • Financial Efficiency 	1
	<ul style="list-style-type: none"> • Energy Efficiency 	1
Strategic Development Plans	<ul style="list-style-type: none"> • Improves Teaching and Learning Environment 	2
	<ul style="list-style-type: none"> • Significant and measurable impact on attracting new pupils 	1
Environmental Allocation	<ul style="list-style-type: none"> • The project meets any of the criteria outlined under “Environmental Allocation” and is in line with the Trust’s Sustainability Strategy. 	3



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Appendix B - Scheme of Delegation (Compliance and Capital)

Finance				
Mosaic Partnership Scheme of Delegation	Board of Trustees (Supported by Committees)	Chief Executive Officer (Supported by the Executive Team)	Academy Community Councils	Headteachers (Supported by School Leadership Teams)
Accountability	Legal accountability for the trust's assets, accounts and statutory compliance.	<p>The Accounting Officer has oversight of financial transactions (CEO). CFO ensures effective financial management arrangements are in place and compliance with ESFA and external financial requirements e.g. HMRC, pensions, banks, auditors.</p> <p>Complete the School Resource Management self-assessment checklist and submit to ESFA (CFO)</p>	Councillors support Trustees in discharging their accountability, by providing a local community perspective on the effective use of financial resources.	Headteacher accountable for expenditure within the agreed budget
Compliance	Maintain robust oversight in accordance with the ESFA Academy Trust Handbook.	Ensure the trust is compliant with the ESFA Academy Trust Handbook and in particular, Part 8 Schedule of requirements (CEO). Communication of requirements to wider organisation including ACC (Trust Governance Lead).		



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

Capital investment	Approve the capital investment programme as part of annual budget setting. (FRC/Board)	Establish a sound basis for capital business case planning, financial management and reporting - linking with medium term financial planning and cashflow forecasting (CFO). Ensure effective planning and delivery of building and IT capital schemes (Operations Manager/IT).		
Grant applications		Submit grant applications (CFO)		
Authorisation to commit to Capital Expenditure within approved budget	FRC - £125,001 to £200,000 Board - Over £200,001	CEO/CFO - Up to £125,000 DOE Up to £50,000 Trust Finance Team - Up to £10,000		Headteacher - Up to £10,000
Placing Orders for Goods & Services	Approve a Competitive Tendering Policy	Undertake formal tendering process for goods & services over £25,001 following authorisation from Trust Board (CEO/CFO) Authorise orders between £5,000 and £25,000 following receipt of three written quotes (CFO)		Authorise requisitions for processing as orders (Headteacher) <i>Where a Federation has Head of School they can authorise up to a value of £1000</i>
Leases	Granting a lease on land or buildings, taking up a finance lease, taking up a leasehold on land & buildings with lease terms over 7 years	Taking up an operating lease of up to 3 years and total cost (CFO).		



School Condition Allocation (SCA) Policy (Ref 32 MPTSCAP)

	(Board with ESFA approval).			
	Taking up a leasehold on land & buildings with lease terms of up to 7 years (Board).			
Acquisition and disposal of assets	Acquiring/disposing of a freehold on land & buildings, disposing of heritage assets (Board with ESFA approval). Disposing of other assets above fair value of £5,001 (Board).	Disposing of other assets below fair value of £5,000 (CFO).		