

To: Headteachers
Chairs of Governors
School Bursars
Site Controllers
Site Managers
Caretakers



04 December 2015

Dear Colleagues

SCHOOLS PROPERTY HANDBOOK 2015

I am writing to introduce the updated 2015 Schools Property Handbook which was last issued to you in 2014. The purpose of this Handbook is to make clear the responsibilities of the various parties, and the support that the Council gives to schools through its Service Level Agreements.

Reductions in DfE Devolved Formula Capital (DFC) funding have meant that schools now face greater challenges in management of their own premises in a climate of scarce resources. In response to this in 2011 a partnership approach to funding capital planned maintenance was agreed between the Council and maintained schools. Joint funding agreements are now put in place for individual works, with costs split between the Council (90%) and the school (10%), subject to the availability of funding. The details of this are also included in the Manual.

The Handbook also provides useful information and guidance that will support schools in prioritisation of funding and decision making. Above all, Headteachers need to ensure that they have made adequate arrangements to meet the statutory duties and legal responsibilities that previously have been carried out for them, and these have also been updated and clearly stated.

The Handbook has come together with the assistance of professionals across the Council and with contributions from the most experienced site controllers in Bracknell Forest schools. We shall continue to consult with schools on future updates to the Handbook as required.

The Council has a very strong ethos of working in partnership with Bracknell Forest schools, and by continuing to work together we can ensure the best possible outcomes for the children and young people in our schools.

A handwritten signature in black ink, appearing to read "David Watkins", with a long horizontal line extending to the right.

David Watkins

Chief Officer: Strategy, Resources & Early Help

Children Young People & Learning

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