

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: Tuesday, January 5, 2021, 5:05:09 PM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen before trying to upload the template and submitting the return. You must ensure you attach the template to the return otherwise it will be disregarded.

We will email you a monthly reminder to the email address provided on the CIF portal. You must ensure this email address is kept up to date to avoid missed reminders and potentially withheld payments due to non-submission of returns.

Please take this email as notification that your return is due back to us by Friday 15 January 2021.

If you fail to submit a return by Friday 15 January 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project. If your project is complete, please submit a completion return.

If you have any issues or need assistance, please email us
CIF.MONITORING@education.gov.uk

Regards

Capital Support Team

Condition Improvement Fund - Monthly Monitoring Return

Guidance Notes

Please complete all questions on this form as fully as possible to prevent the need for any follow-up questions

The CIF reference and project name can be found in the covering email to this attachment

Planned start and completion dates can be found on the monitoring return pages of the portal

Please sign and date the form

The return of these forms is linked with the monthly pay run cycle so it is important that you return them by the deadline given in the covering email, otherwise payments due in the following month **will** be affected

This form **must** be returned as an as an attachment to a monitoring return on the CIF portal (monthly rather than quarterly)

You only need to complete the compulsory fields on the online monitoring return form

Refer to the post-approval and 'How to' guidance documents when submitting information to us through the portal



Condition Improvement Fund - Monthly Monitoring Return

Guidance Notes

- Please complete all questions on this form as fully as possible to prevent the need for any follow-up questions
- The CIF reference and project name can be found in the covering email to this attachment
- Planned start and completion dates can be found on the monitoring return pages of the portal
- Please sign and date the form
- The return of these forms is linked with the monthly pay run cycle so it is important that you return them by the deadline given in the covering email, otherwise payments due in the following month **will** be affected
- This form **must** be returned as an as an attachment to a monitoring return on the CIF portal (monthly rather than quarterly)
- You only need to complete the compulsory fields on the online monitoring return form
- Refer to the post-approval and 'How to' guidance documents when submitting information to us through the portal

Academy name			
CIF reference			
Project name			
Planned start date	Revised start date (if applicable)	Planned completion date	Revised completion date (if applicable)
Amount of CIF funding received to date		Actual spend to date (invoices may be requested)	

Project Update	
Progress <ul style="list-style-type: none"> What progress has been made since the last monitoring return. Highlight any risks or issues which have impacted progress or might do so in the future. Are key milestones* being met? If not, then provide details. These need to include statutory and legal requirements where necessary. For example, planning permission, licences to execute the works etc. *these can be found on the monitoring return page of the portal 	
Timing <ul style="list-style-type: none"> Is the project expected to complete on or before the current planned completion date? If not, then tell us why this is the case, why the delay cannot be prevented and what the new completion date is, and provide details of any actions you are taking to prevent further slippage. If you anticipate a delay of over 2 months complete a scope change request as soon as possible. Guidance can be found via the guidance section on the CIF portal. 	

Cost and spend <ul style="list-style-type: none"> Does the current forecast for final cost vary from the approved costs? If there are cost increases, please describe how these are being addressed, including any value engineering taking place. Does the payment profile on the CIF portal broadly match your current planned project expenditure? If not please submit a payment profile change request. 	
Variations <ul style="list-style-type: none"> Are there any planned or anticipated variations to the design, size, scope of the works? If yes, you must seek approval for any changes before implementing them. Please submit a scope change request as soon as possible. Guidance can be found via the guidance section on the CIF portal 	
Any other comments or concerns	



Department
for Education

Completed by (Name):

Signature:

Job title/position:

Date:

From:

Sent on:

To:

Subject:

Attachments:

Tuesday, January 12, 2021, 1:58:33 PM

MONITORING,
CIF <CIF.MONITORING@education.gov.uk>.

CIF Monitoring January 2021

Monthly Monitoring Template (3) - up to end of Dec 2020 -
submitted Jan 2021.docx (46.55 KB)

Follow up: Follow up

Follow up status: Completed

Completed on: Monday, January 18, 2021, 3:29:00 PM

Microsoft Exchange Server; converted from html.

Hi

Please find our monthly monitoring template, as you are aware our project due to technical difficulties that was agreed after a scope change is not on the portal and there are difficulties each month.

I am copying in [REDACTED] as she is aware.

Many thanks

[REDACTED]

Academy name	Cotham School
CIF reference	CIF-1718-137440-1
Project name	Stoke Lodge Pavilion refurbishment

Planned start date	Revised start date (if applicable)	Planned completion date	Revised completion date (if applicable)
October 2020	Not Applicable	February 2021	Not Applicable

Amount of CIF funding received to date	Actual spend to date (invoices may be requested)
£392,982	£141,668

	Project Update
Progress What progress has been made since the last monitoring return. Highlight any risks or issues which have impacted progress or might do so in the future. Are key milestones* being met? If not, then provide details. These need to include statutory and legal requirements where necessary. For example, planning permission, licences to execute the works etc. *these can be found on the monitoring return page of the portal	The project is on track to be completed by the completion date. There was some slippage in December against completion but this was minimal. The contractor continued with works over the usual Christmas ‘closure’ time at no extra cost to the project to get this ‘on track’ which it is. Yes all milestones are up to date.
Timing	Yes on time.

<p>Is the project expected to complete on or before the current planned completion date?</p> <p>If not, then tell us why this is the case, why the delay cannot be prevented and what the new completion date is, and provide details of any actions you are taking to prevent further slippage.</p> <p>If you anticipate a delay of over 2 months complete a scope change request as soon as possible. Guidance can be found via the guidance section on the CIF portal.</p>	
<p>Cost and spend</p> <p>Does the current forecast for final cost vary from the approved costs?</p> <p>If there are cost increases, please describe how these are being addressed, including any value engineering taking place.</p> <ul style="list-style-type: none"> Does the payment profile on the CIF portal broadly match your current planned project expenditure? If not please submit a payment profile change request. 	<p>No</p> <p>Not applicable here – all funding apart from the final completion payment already made and held by the school.</p>
<p>Variations</p> <p>Are there any planned or anticipated variations to the design, size, scope of the works?</p> <p>If yes, you must seek approval for any changes before implementing them. Please submit a scope change request as soon as possible. Guidance can be found via the guidance section on the CIF portal</p>	<p>No</p>

Any other comments or concerns	
--------------------------------	--

Completed by (Name):

<div></div>

Signature:

<div>Email</div>

Job title/position:

<div></div>

Date:

12.01.2021

On Tue, 12 Jan 2021 at 14:14, [REDACTED]

[REDACTED] wrote:

[REDACTED]

Thank you for the return for January. Are you still having issues with the portal? If so, can you send me some screenshots so that I can forward these on to our portal development team.

Kind regards,

[REDACTED]

Condition Improvement Fund | Capital Support | School Estates and Post 16
Bishopsgate House, Level 3 | Feethams | Darlington | DL3 9BG

On Tue, 12 Jan 2021 at 15:42, [REDACTED]

[REDACTED] wrote:

[REDACTED]

I'm not sure what the issue was last time you tried to upload a return. I know a couple of months ago the project wasn't listed but that issue was resolved, so I'm not sure what's happening now when you try to upload a monitoring return or scope change request. If you'd prefer, we can have a Teams call and share your screen and I can see what the problem is and report that back to developers?

Kind regards,

[REDACTED]

Condition Improvement Fund | Capital Support | School Estates and Post 16
Bishopsgate House, Level 3 | Feethams | Darlington | DL3 9BG

From: [REDACTED]

Sent: 12 January 2021 16:01

To: [REDACTED]

Cc: MONITORING, CIF <[HYPERLINK
"mailto:CIF.MONITORING@education.gov.uk"](mailto:CIF.MONITORING@education.gov.uk)
CIF.MONITORING@education.gov.uk>

Subject: Re: CIF Monitoring January 2021

[REDACTED]

It was not uploading the monitoring form, that has not worked at all since we were required to provide returns. The project is not on there and it won't let me put a scope change on there for you to agree as per Jabu and Lya's approval emails to upload anything to be monitored. Has this been rectified? Jabu promised in his email of last summer that when the portal was correct for us to upload, we would be notified, that hasn't happened, but I am asked repeatedly to upload a monitoring form which isn't technically possible unless this has been rectified.

Until things are sorted with the portal at your end, I honestly don't have time to go back and forth. The project will be finished (end of Feb) before this is resolved.

I will leave it with you, when the portal issues are rectified, and I am able to load up the scope change details please let me know.

Thanks

[REDACTED]

On Tue, 12 Jan 2021 at 16:12, [REDACTED]

[REDACTED] wrote:

Thanks [REDACTED]

The project should be visible to you now to be able to do this, can you please check?

If it's still not visible please can you forward me a screenshot, or we can have a screen share to take the issue forward, without screenshots to detail the issue the developers won't be able to take the issue forward to resolve it. Although the project is due to complete soon you, we won't be able to close it down until the scope change has been submitted and assessed. Additionally, the issue you are reporting will prevent you from submitting a completion return meaning we won't be able to close of the project and release the final payment.

If you can either send screenshots or give me your availability so that we can have a Teams call/screen share that would help us, get this issue resolved.

Kind regards,

Condition Improvement Fund | Capital Support | School Estates and Post 16
Bishopsgate House, Level 3 | Feethams | Darlington | DL3 9BG

On Tue, 12 Jan 2021 at 16:15,

wrote:

I will log on tomorrow and see if this has been rectified.

Then send you through screen shots of the issues, I haven't been asked to do this to date.

Thanks

From:

Sent on: Friday, January 15, 2021, 12:39:16 PM

To:

CC: MONITORING, CIF <CIF.MONITORING@education.gov.uk>

Subject: Re: CIF Monitoring January 2021

Microsoft Exchange Server; converted from html.

I have managed to log the scope change although I am not sure how successful this looks on the financial profile as this is a project of two halves with project part one delivered successfully by April 2019 and part two due to a lack of planning permission having to be changed to a refurbishment and not a new build and the reduction by CIF of the funding. Also, apart from circa £33K all monies have been paid to the school and are held in our reserves.

Anyway, I have submitted as best I can use the structure of your system and I have also completed a monitoring report through the portal. I hope it saved okay, I have kept screen shots of my input as evidence that the monitoring report was uploaded, it was very unsure whether it was submitted or saved.

Many thanks

New Scope Change Request

Scope Change Request - CRM Form

Scope Change Category **General** Scope Change Details Scope Change Funding Scope Change Dates Related

Reason for Scope Change * Cannot obtain planning permission, this process has been exhausted and has progressed to the planning inspectorate upon appeal and still been refused.

Revised Scope Summary * Change from a new build to a refurbishment of the existing building.

Submitted Date 14/01/2021

Project Stoke Lodge Fence and Pavilion

Project Ref CIF-1718-137440-1

Project Name * Stoke Lodge Fence and Pavilion

Project Type Condition

Key Feature of Project Legislation Compliance and Health & Safety

Organisation Cotham School

EFA User 1 ID ---

EFA Update Date/Time ---

Other Options Considered * Other sites for the school playing fields- approached the council there are no other sites available that the school could use

Asm 1 Scope Change Type

Approve Scope Change

- Dear [REDACTED]
-
- Thank you for your scope change request.
-
- To confirm what has previously been agreed:
-
- The revised completion date for this project is now March 2021. If this date changes the trust must submit another scope change request with a new completion date.
-
- The pavilion building will now be refurbished rather than a new build and associated demolition works.
-
- The revised project costs are:

-
- Costs
- Pavilion costs £538,800
- Fees £70,010
- Sub total £608,810
- Fence £81,936
- Total £690,746

• There has been a consequent reduction in funding, and the revised funding amounts are:

-
- CIF Funding - Pavilion (including Fees) £430,800
- CIF Funding - Fence £81,936
- CIF Funding - Sub total £512,736
- School contribution £178,010
- Total £690,746

• Kind regards,



Scope Change Category	General	Scope Change Details	Scope Change Funding	Scope Change Dates	Related
Costs					
<div> <div></div> <div>Refurbishment Cost (Current)</div> </div> <div> <div></div> <div>New Build Cost (Current)</div> </div> <div> <div></div> <div>Enabling Work Cost (Current)</div> </div> <div> <div></div> <div>Work Cost (Current)</div> </div>	£0.00	<div> <div></div> <div>Refurbishment</div> </div> <div> <div></div> <div>New Build</div> </div> <div> <div></div> <div>Enabling Works, Abnormals etc.</div> </div> <div> <div></div> <div>Work Cost</div> </div>	<div>---</div> <div>---</div> <div>£0.00</div> <div>£667,538.00</div>		
Costs					
<div> <div></div> <div>Refurbishment</div> </div> <div> <div></div> <div>New Build</div> </div> <div> <div></div> <div>Enabling Works, Abnormals etc.</div> </div> <div> <div></div> <div>Work Cost</div> </div>		<div> <div></div> <div>Refurbishment</div> </div> <div> <div></div> <div>New Build</div> </div> <div> <div></div> <div>Enabling Works, Abnormals etc.</div> </div> <div> <div></div> <div>Work Cost</div> </div>	<div>---</div> <div>---</div> <div>£0.00</div> <div>£667,538.00</div>		

🔒 Professional Fees (Current)	£65,752.00	🔒 Professional Fees	---
🔒 ICT Infrastructure (Current)	£0.00	🔒 ICT Infrastructure	£0.00
🔒 Fixtures and Fittings (Current)	£0.00	🔒 Fixtures and Fittings	£0.00
🔒 Other Cost Current	£8,500.00	🔒 Other Cost	---
🔒 Total Cost Current	£1,409,328.00	🔒 Total Cost	£741,790.00

Current Dates

🔒 Feasibility Complete Actual	---	📅
🔒 Design Complete Actual	25/02/2017	📅
🔒 Planning Complete Actual	06/04/2017	📅
🔒 Tender Complete Actual	06/04/2017	📅
🔒 Start on Site Actual	12/06/2017	📅
🔒 Plan 1 Complete Actual	---	📅
🔒 Plan 2 Complete Actual	---	📅
🔒 Plan 3 Complete Actual	---	📅
🔒 Project Complete Actual	24/08/2017	📅

Dates

🔒 Feasibility Complete	---
🔒 Design Complete	25/02/2017
🔒 Planning Approval Complete	06/04/2017
🔒 Tender Complete	06/04/2017
🔒 Start On Site Complete	11/06/2017
🔒 Plan 1 Complete	---
🔒 Plan 2 Complete	---
🔒 Plan 3 Complete	---
🔒 Project Complete	24/08/2017

Dates

🔒 Feasibility Complete (Current)	---	📅	🔒 Feasibility Complete	---	📅
🔒 Design Complete (Project)	25/02/2017	📅	🔒 Design Complete	25/02/2017	📅

🔒 Planning Complete (Project)	06/04/2017	📅	🔒 Planning Approval Complete	06/04/2017
🔒 Tender Complete (Project)	06/04/2017	📅	🔒 Tender Complete	06/04/2017
🔒 Start on Site (Project)	12/06/2017	📅	🔒 Start On Site Complete	11/06/2017
🔒 Plan 1 Complete (Project)	---	📅	🔒 Plan 1 Complete	---
🔒 Plan 2 Complete (Project)	---	📅	🔒 Plan 2 Complete	---
🔒 Plan 3 Complete (Project)	---	📅	🔒 Plan 3 Complete	---
🔒 Project Complete (Project)	24/08/2017	📅	🔒 Project Complete	24/08/2017

Current Costs

🔒 Refurb Actual	£0.00
🔒 New Build Actual	£667,538.00
🔒 Enabling Works Actual	£0.00
🔒 Work Cost Actual	£667,538.00
🔒 Professional Fees Actual	£65,752.00
🔒 ICT Infrastructure Actual	£0.00
🔒 Fixtures and Fittings Actual	£0.00

Other Cost Actual £8,500.00

Total Funding Amount Actual £667,611.00



Current Funding

Total Amount of CIF Loan Actual £0.00
Total Amount of Salix Loan Actual £0.00
Reserves and Other Contributions Actual £74,179.00
Total Funding Amount Actual £667,611.00
Grant Funding Amount Total Actual £667,611.00

Funding

CIF Loan £0.00
Salix Loan £0.00
School Reserves £74,179.00
Total Funding £667,611.00
Grant Funding £667,611.00

Other Cost Actual £8,500.00

Total Funding Amount Actual £667,611.00

Current Funding

Total Amount of CIF Loan Actual £0.00
Total Amount of Salix Loan Actual £0.00
Reserves and Other Contributions Actual £74,179.00

Funding

CIF Loan £0.00
Salix Loan £0.00
School Reserves £74,179.00
Total Funding £667,611.00

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF

Sent on: Wednesday, February 3, 2021, 1:34:53 PM

To: [REDACTED]

Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School

Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1

Project Name: Stoke Lodge Fence and Pavilion

School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen before trying to upload the template and submitting the return. You must ensure you attach the template to the return otherwise it will be disregarded.

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Please take this email as notification that your return is due back to us by Wednesday 10 February 2021.

If you fail to submit a return by Wednesday 10 February 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project. If your project is complete, please submit a completion return.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards

Capital Support Team

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: Wednesday, March 3, 2021, 2:53:09 PM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

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Project Reference: CIF-1718-137440-1
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Please take this email as notification that your return is due back to us by Wednesday 10 March 2021.

If you fail to submit a return by Wednesday 10th March 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project.

If your project is complete, please submit a completion return. If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards

Capital Support Team

From: [REDACTED]

Sent on: Friday, March 5, 2021, 2:55:16 PM

To: [REDACTED]

Subject: Cotham School - CIF-1718-137440-1 - Stoke Lodge Playing Field - Fence costs

Dear [REDACTED]

I hope you are well and that the CIF project for the refurbishment of the pavilion is progressing towards completion.

We have recently received a number of items of correspondence from 'We love Stoke Lodge' regarding the cost of the fence works. I am aware that when we approved the original application for the funding of the fence there was only minimal cost information on that element of the project and no details on the specification of the fence. Do you by any chance have any information on the reasons why the cost of the fence was reduced from the original estimate to the actual amount that was incurred. I can't remember if the specification, design, length, or any other aspect of the fence changed between the application stage and the installation of the fence, which I know covered a period of more than 2 years. I am not sure if we have previously discussed this issue with you, but I can't find any details on this within our records.

I would be grateful for any information or documents which explain the cost changes.

Regards,

[REDACTED]
[REDACTED] | School Estates and Post 16 Capital Support | Capital Directorate |
Operations Group | Cheylesmore House | Quinton Road | Coventry | CV1 2WT |

From: [REDACTED]

Sent on: Friday, March 5, 2021, 4:24:26 PM

To: [REDACTED]

CC: [REDACTED]

Subject: Re: Cotham School - CIF-1718-137440-1 - Stoke Lodge Playing Field - Fence costs

Good afternoon, [REDACTED]

No, I don't but the actual costs were reported to you as part of the actual change of scope (September 2019), also during the fence installation through the completion of the project milestones and onto the CIF portal as we are required. The school has never concealed the actual costs from the ESFA, it's all been reported properly and transparently throughout.

When it was clear that the school required no planning permission to install the fence, the tender information gathered was used to appoint a contractor. Although a considerable amount of time had elapsed. There were variations in the tender response regarding costs and the school carried out due diligence in line with its financial instructions and awarded it to the contractor who represented best value for money (an academy requirement).

At the time of applying for the funding (some time ago through the CIF application process the costs had not been tendered which is not unusual as there is a cost to this in project management and therefore schools want to be sure of receiving a successful outcome to their project and being awarded the funding before committing budget to this. The cost of the fence in the documents was a projection used by [REDACTED] who managed the projection application, including designing, planning, and costing on our behalf. We had no actual costs ourselves to challenge this information at the time and why would we, the fence was a small amount of the overall costs of the whole project so naturally given their expertise and professionalism (they use a quantitative surveyor to cost these projects) in this field, rightly followed their advice.

WLSL has the incorrect information for the total cost of the fence anyway as there was a legal matter to sort out that meant a stretch was installed later and paid for then (they know about the delay to this, it involved one of their group), this was all included in the scope change costs overall and accepted by you (Jabu and Lya). [REDACTED]

Of course, we should remember that the project is not yet complete, it is very, very close to it so not all the monitoring and reconciliation is completed or reported on regarding funding received and expenditure in its entirety.

Hope this helps.

WLSL have had many parts of all the original CIF application through FOI, they know what was applied for, the mechanisms used and who advised the school, exactly where and when this happened.

Regards
[REDACTED]

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: Wednesday, April 7, 2021, 10:14:25 AM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

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Please take this email as notification that your return is due back to us by Thursday 15th April 2021.

If you fail to submit a return by Thursday 15th April 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project.

If your project is complete, please submit a completion return. If you have recently submitted a completion return, please ignore this email.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards
Capital Support Team

On Tuesday, 13 April 2021, [REDACTED] wrote:

[REDACTED]

Further to our conversation, please see below the lines which were issued to the journalist in response to their enquiry about the CIF project at Cotham School.

A Department for Education spokesperson said:

“All improvement works funded by the Department are carefully monitored and subject to a review upon completion.

“In the event any wrongdoing or fraud is found, action would be taken to investigate and recover funding or make a report to the relevant authorities as appropriate.”

Further information:

- We do not comment on live investigations, including whether or not an investigation has been commissioned. If an investigation takes place, Investigation reports are published after it has concluded for transparency.
- Where there are allegations of fraud or misuse of funding, we carry out a site visit to help determine whether any action should be taken.
- In reviewing capital work funded by the Department, if it is found that funding has been used against the terms and conditions of its grant, we will recover any money already paid. If criminal activity is identified, we would make a referral to the police.
- Further guidance on EFSA's approach to conducting investigations and publishing reports is [here](#), and reports previously published into concerns about the use of academy funds are available [here](#).
- We would take action and investigate if we knew a project was not going to be completed and would seek to retrieve any funding that has been paid to a school.

Regards,

[REDACTED] | Condition Funding and Response | Capital Directorate | Operations Group | Cheylesmore House | Quinton Road | Coventry | CV1 2WT |

From: [REDACTED]

Sent on: Tuesday, April 13, 2021, 5:28:29 PM

To: [REDACTED]

CC: [REDACTED]

Subject: Re: Cotham School - CIF project - DfE response to a journalist

[REDACTED]

Thank you for providing this. We will take a look at it.

Kind regards

[REDACTED]

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF

Sent on: Friday, April 30, 2021, 8:23:14 AM

To: [REDACTED]

Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School

Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen before trying to upload the template and submitting the return. You must ensure you attach the template to the return otherwise it will be disregarded.

We will email you a monthly reminder to the email address provided on the CIF portal. You must ensure this email address is kept up to date to avoid missed reminders and potentially withheld payments due to non-submission of returns.

Please take this email as notification that your return is due back to us by close on Wednesday 12th May 2021.

If you fail to submit a return by Wednesday 12th May 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project.

If your project is complete, please submit a completion return. If you have recently submitted a completion return, please ignore this email.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards
Capital Support Team

From: [REDACTED]
Sent on: Thursday, May 6, 2021, 1:53:12 PM
To: [REDACTED]
Subject: Cotham School CIF project - Freedom of Information request received by the DfE

Dear [REDACTED]

I am writing to you in connection with a request for information received by the Department for Education which is being considered under the Freedom of Information Act 2000 ("the Act"). The enquirer has requested (a) copy of the Scope Change Request submitted by the school for the pavilion project and (b) internal and external correspondence relating to that request since 1 May 2020.

The FOI Act requires the Department to disclose information in response to a request unless an exemption applies. There are two types of exemption in the Act. The first type is an 'absolute' exemption, whereby disclosure may be withheld if the information falls within the terms of the exemption in question. However, where the exemption in question is only covered by a 'qualified' exemption, we can only withhold the information if the balance of the public interest, in all the circumstances of the case, favours maintaining the exemption. The office of the Information Commissioner provides a helpful summary for public bodies of exemptions under the Act if that is helpful to you: <<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/#10>> We are currently considering exemptions within the information in scope around sections 36 and 43.

In light of the fact that you provided some of the information concerned, I am informing you of this request. If you wish to notify us of any particular issues or considerations that you consider relevant to the question of disclosure of this information (perhaps as a qualified exemption), please would you contact me **by close of business on Tuesday 11 May** to enable consideration of those relevant factors in accordance with the statutory deadlines of the Act for release of information. All relevant factors under the terms of the Act will be taken into account in taking a decision on whether the FOI Act requires this information is required to be disclosed, either wholly or partially, in particular the relevant public interest considerations both in favour of and against qualified exemptions.

In terms of absolute exemptions, we will apply exemption of information under section 40(2) (data protection of the personal information of a third party).

If you have any queries about this, please contact me.

Regards

[REDACTED]
[REDACTED] Condition Funding and Response | Capital Directorate | Operations Group |
Cheylesmore House | Quinton Road | Coventry | CV1 2WT |

From: [REDACTED]
Sent: 06 May 2021 14:58
To: [REDACTED]
Subject: Re: Cotham School CIF project - Freedom of Information request received by the DfE

[REDACTED]

Thank you for the notification but it is hard to know what was submitted now that a considerable amount of time has elapsed.

Please can you send over to us what documents and communication you have identified for release so that I can assess if any exemptions exist.

Also, I believe for commercially sensitive reasons you have declined previous requests for this as the pavilion was not completed. The pavilion is still not completed with two/three weeks of works and snagging works to be completed. Will you therefore be declining this until all works are completed?

Many thanks

The full request is set out below:

Dear Department for Education,

You have refused my request to provide copies of the two Condition Improvement Fund bids (including supporting documents) submitted by Cotham School Bristol in late 2019/early 2020, together with any related correspondence and the outcomes of the bids. You stated that a key reason for refusal related to the fact that those bids were unsuccessful.

I now request that you disclose (a) Cotham School's successful scope change request in relation to the 16/17 CIF grant CRM: 012700178, which I understand resulted in a grant of £430,800 to the school for the refurbishment of its pavilion, together with (b) internal and external correspondence relating to that request from 1 May 2020 onwards.

I have attached the emails and documents that we believe fall within the scope of the request.

We are still deciding what exemptions apply to the documents, which may mean we release part, all, or none of each of the documents.

Regards

[REDACTED] | Condition Funding and Response | Capital Directorate | Operations Group |

From: [REDACTED]

Sent on: Friday, May 7, 2021, 7:51:07 AM

To: [REDACTED]

Subject: Re: Cotham School CIF project - Freedom of Information request received by the DfE

Dear [REDACTED]

Thank you for supplying the documents you are considering for release. We are reviewing them, and I will come back to you as soon as I can.

Kind regards

From: [REDACTED]
Sent on: Tuesday, May 11, 2021, 4:33:54 PM
To: [REDACTED]
Subject: Re: Cotham School CIF project - Freedom of Information request received by the DfE

[REDACTED]

There are no exemptions that prevent the documents requested and provide to us being released under the freedom of information act.

Please ensure the usual redactions are completed.

Thank you for sharing these with us.

Kind regards

[REDACTED]

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: Wednesday, June 2, 2021, 1:31:03 PM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen before trying to upload the template and submitting the return. You must ensure you attach the template to the return otherwise it will be disregarded.

We will email you a monthly reminder to the email address provided on the CIF portal. You must ensure this email address is kept up to date to avoid missed reminders and potentially withheld payments due to non-submission of returns.

Please take this email as notification that your return is due back to us by close on Friday 11th June 2021.

If you fail to submit a return by Friday 11th June 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project.

If your project is complete, please submit a completion return. If you have recently submitted a completion return, please ignore this email.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards
Capital Support Team

On Fri, 11 Jun 2021 at 11:12, [REDACTED] wrote:

[REDACTED] hope you're well and that you've been able to enjoy some of the more pleasant weather recently.

I was wondering whether you had an update on the progress of the project at Stoke Lodge regarding the pavilion. I've been speaking with colleagues earlier this week and they mentioned that the project should now be nearing completion.

At some point, the completion return will need to be sent to the Department which will reconcile all the expenditure and then trigger the final payment – which I believe should be the final 5% of the total grant.

As we've discussed, at some point colleagues in our Capital team will organise a visit to the school to review the project so it would be great to start to work out the timescales for this as well.

Look forward to hearing from you soon.

Kind regards,

[REDACTED]
Academies Operational Delivery - South
Education & Skills Funding Agency

From: [REDACTED]
Sent: 11 June 2021 14:19
To: [REDACTED]
Subject: Re: Stoke Lodge pavilion works - CIF grant

[REDACTED]

I'm very well thank you. The warm weather does make such a difference. I hope that you are well too.

In terms of an update, the pavilion is completed apart from some minor snagging works to do concerning a utility path at the back of the building to enable the plant room to be accessed and the repair of the original path from the West Dene entrance. These are both delayed, but only for a short time, whilst our arboriculturist works with the arboriculturist at Bristol City Council to ensure that the materials used are not invasive to the trees with tree protection orders. CIF colleagues are aware of this. We are bringing the pavilion into use this term.

We have not submitted a completion monitoring form yet as the final costs for the above exterior works have still not been advised to us. We are hopeful that this will be before the end of this term.

As soon as we have been advised of the costs and the external works are completed, [REDACTED] will submit a completion form through the CIF portal.

If you have any questions in the meantime or would like to visit the playing fields yourself, please do let me know.

Kind regards,

[REDACTED]

On Tue, 15 Jun 2021 at 10:59, [REDACTED] wrote:

[REDACTED] - I am well thank you and glad that it is a little cooler today compared to yesterday!

I'm pleased to hear that the project is nearing completion and that the return should be submitted by the end of term. I'll ensure that colleagues in our Capital department are informed accordingly so that they can work out timescales in terms of the review visit.

It would be great if you could keep me informed of any significant milestones and when the completion return is submitted.

Kind regards,

[REDACTED]

Academies Operational Delivery - South
Education & Skills Funding Agency



From: [REDACTED]

Sent on: Tuesday, June 15, 2021, 11:03:00 AM
To: [REDACTED]
CC: [REDACTED]
Subject: Re: Stoke Lodge pavilion works - CIF grant

Follow up: Follow up
Follow up status: Completed
Completed on: Tuesday, June 15, 2021, 11:11:00 AM

Many thanks for your email. [REDACTED]

I have copied in my [REDACTED] for information as she is liaising directly with your CIF colleagues.

On Tue, 15 Jun 2021 at 14:41, [REDACTED] wrote:
[REDACTED]

I think it's just about being focussed on the fact that the Department will be conducting a routine review when the visit takes place upon completion of the project.
Are you planning to respond in relation to the question about completion of work by 31st March?

Thanks,

[REDACTED]
Academies Operational Delivery - South
Education & Skills Funding Agency

From: [REDACTED]
Sent: 15 June 2021 15:10
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Private and Confidential

[REDACTED]
Thanks again and also for replying so quickly. Your suggestion regarding it being a routine review is helpful.

Re: completion by 31 March. My initial thoughts are to say simply that we've been in regular contact with the CIF team and that they're fully apprised of our progress. Would there be anything else you'd advise?

Best wishes,

[REDACTED]

On Tue, 15 Jun 2021 at 16:10, [REDACTED] wrote:

No worries – I think what you've mentioned in terms of keeping the CIF team apprised of progress will suffice.

Thanks,

[REDACTED]
Academies Operational Delivery - South
Education & Skills Funding Agency

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: July 2, 2021,
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen and upload the template on the second screen before submitting. You must ensure you attach the template to the return otherwise it will be disregarded.

We will email you a monthly reminder to the email address provided on the CIF portal. You must ensure this email address is kept up to date to avoid missed reminders and potentially withheld payments due to non-submission of returns.

Please take this email as notification that your return is due back to us by close on Friday 9th July 2021.

If you fail to submit a return by Friday 9th July 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request for the project.

If your project is complete, please submit a completion return. If you have recently submitted a completion return, please ignore this email.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards

Capital Support Team

From: [REDACTED]
Sent: 21 July 2021 12:20
To: [REDACTED]

We have had no contact regarding the CIF funding and our project from the DfE.

The project is coming to an end, and we are waiting for final costs to be able to complete the necessary documentation on the CIF portal.

Many thanks

[REDACTED]
Cotham School | Cotham Lawn Road | Bristol | BS6 6DT
[REDACTED]
[REDACTED]

From: [REDACTED]
Sent on: Friday, July 23, 2021, 11:16:41 AM
To: [REDACTED]

Follow up: Follow up

Start date: Monday, August 2, 2021, 12:00:00 AM

Due date: Monday, August 2, 2021, 12:00:00 AM

[REDACTED]

Thank you for looking into this. The delay in the final completion was due to the suitability and approved material for the path due to tree preservation orders in the vicinity and the need to use a suitable material which satisfied Bristol City Council. That has now been resolved and despite a covid issue amongst the builders have now started these works. This is the final part of the

refurbishment, and I am waiting final confirmation of all costs. I want to be completely accurate and only submit this once to avoid further public criticism about costs changing, which we all know from personal experience happens when you build or renovate so that is providing the delay to uploading the completion notification on the portal.

As soon as we know the full and final cost, I will upload, and I will let you know that we have done this.

Many thanks

[REDACTED]

On Fri, 23 Jul 2021 at 11:56, [REDACTED] wrote:

Do you have any idea of when you may be ready to submit the CIF completion return via the portal?

Many thanks,

[REDACTED]

Academies Operational Delivery - South
Education & Skills Funding Agency

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of
MONITORING, CIF
Sent on: Tuesday, August 3, 2021, 8:42:53 AM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-
137440-1: Cotham School

[REDACTED]

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

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Please take this email as notification that your return is due back to us by close on Wednesday 11th August 2021.

If you fail to submit a return by Wednesday 11th August 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request to increase the payment for the project in the following month.

If your project is complete, please submit a completion return. If you have recently submitted a completion return, please ignore this email.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards

Capital Support Team

From: MONITORING, CIF <CIF.MONITORING@education.gov.uk> on behalf of MONITORING, CIF
Sent on: Friday, August 27, 2021, 10:45:17 AM
To: [REDACTED]
Subject: Important: Condition Improvement Fund: Monthly Project Monitoring: CIF-1718-137440-1: Cotham School
Attachments: Monthly%20Monitoring%20Template.docx (47 KB)

Dear CIF Recipient

The following project has been identified as requiring monthly monitoring:

Project Reference: CIF-1718-137440-1
Project Name: Stoke Lodge Fence and Pavilion
School: Cotham School

This means that you will be required to complete the attached template for the identified project and raise a monitoring return on a monthly, rather than quarterly basis, uploading the completed template as an attachment.

Please note that you only need to populate the compulsory fields on the portal monitoring return as information will be captured on the attached template. Complete these questions as fully as possible to avoid any follow-up and/or delayed payment. Please save the monitoring return on the first screen and upload the template on the second screen before submitting. You must ensure you attach the template to the return otherwise it will be disregarded.

We will email you a monthly reminder to the email address provided on the CIF portal. You must ensure this email address is kept up to date to avoid missed reminders and potentially withheld payments due to non-submission of returns.

Please take this email as notification that your return is due back to us by close on Wednesday 8th September 2021.

If you fail to submit a return by Wednesday 8th September 2021, any payments due in the following month will be withheld and all payments will be moved back a month. If this is the case, you may wish to raise a payment profile change request to increase the payment for the project in the following month.

If you have any issues or need assistance, please email us CIF.MONITORING@education.gov.uk.

Regards

Capital Support Team

From: [REDACTED]
Sent on: Wednesday, September 1, 2021, 1:08:56 PM
To: [REDACTED]
Subject: Cotham School - CIF project CIF-1718-137440-1

Dear [REDACTED]

Is all of the work now completing on the CIF pavilion project? Do you know when you will be able to submit a CIF completion return for the project?

Regards

[REDACTED] Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group | Cheylesmore House | Quinton Road | Coventry | CV1
2WT |

From: [REDACTED]
Sent on: Wednesday, September 1, 2021, 1:57:11 PM
To: [REDACTED]
Subject: Re: Cotham School - CIF project CIF-1718-137440-1

Hello [REDACTED] I hope that you are well.

The work is completed, and I have a completion certificate too, but I don't have the final costs yet from our project manager at [REDACTED] to be able to submit the project completion form via the portal.

The accessible pathway at the back of the pavilion that needed to be brought up to standard was delayed whilst we worked with Bristol City Council on the type of works permitted in the area of Trees with Tree Preservation Orders and then once agreed the builders had a Covid outbreak, so this was only completed Friday 27th August.

With the level of scrutiny all our actions at the playing fields generate I don't particularly want to submit the completion form and final project costs until I have full and final accurate costs unless you advise me to submit an interim final cost to be followed by final, final cost.

I have requested these from [REDACTED] earlier in August and chased again yesterday with the project manager on my first day back in the office.

The pavilion is in use by students and has been since the beginning of July.

Thanks
[REDACTED]

From: [REDACTED]

Sent on: Wednesday, September 1, 2021, 2:03:13 PM

To: [REDACTED]

Subject: RE: Cotham School - CIF project CIF-1718-137440-1

[REDACTED]

Thanks for the update. We are ok to wait for you to submit the full and final costs.

Regards
[REDACTED]

[REDACTED] Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group |

On Tue, 21 Sept 2021 at 09:58, [REDACTED]

[REDACTED]

As the CIF project is now complete, we would like to arrange a visit to the school to see the project outcome. The visit would be carried out by an external surveying firm as part of the CIF visit programme, and it is likely that either myself or a colleague would also attend. We visit a proportion of completed CIF projects each year and the aim of these visits is for the department to understand in greater detail how CIF funding is used and to provide assurance that the project has completed as planned. We usually carry out these visits after we have received and reviewed the CIF completion return. Ideally, we would like to carry out the visit before the end of October. This though will depend on when you are able to send in the completion return. Do you think you might be able to submit the return within the next 2 weeks?

Regards
[REDACTED]

[REDACTED] Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group

From: [REDACTED]
Sent: 21 September 2021 11:55
To: [REDACTED]
Cc: MONITORING, CIF <CIF.MONITORING@education.gov.uk>; [REDACTED]
[REDACTED]
Subject: Re: Cotham School - CIF project CIF-1718-137440-1

[REDACTED]

I expect to hear from the Project Management Company this week with the final costs and I will then be able to complete the project completion form. We are desperate for the costs too as we have our year end accounts to complete and as the project was finished before 31st August these costs must be included in here too.

We are really happy to meet with you at the Pavilion to show you the building and of course the fence. I think that it would be a good idea if the Project Manager that we commissioned as part of the project is there to provide information about the stages of the project for you, so please can you provide a couple of dates so that we can check his availability.

Can we check the role of the external surveying company, what is their role in the visit? What technical information they may require so that it is available to them on the day.

[REDACTED]

Please can you confirm the answers to my questions.

Kind regards

[REDACTED]

From: [REDACTED]
Sent on: Tuesday, September 21, 2021, 12:19:21 PM
To: [REDACTED]
CC: MONITORING, CIF <CIF.MONITORING@education.gov.uk>; [REDACTED]
[REDACTED]; ASSURANCE,
CIF <CIF.ASSURANCE@education.gov.uk>
Subject: Re: Cotham School - CIF project CIF-1718-137440-1

[REDACTED]

Thank you for your quick response.

Once we know what you need, we will collate it for you. Please can we have the details of any financial information needed as soon as possible as our Finance Manager is managing the financial year end at the moment and therefore time is scarce.

We look forward to hearing from you regarding the information required and the proposed dates.

As soon as I have uploaded the final information to the portal I will email and let you know.

Many thanks

[REDACTED]

On Tue, 21 Sept 2021 at 12:36, [REDACTED] wrote:

[REDACTED]

You will receive a separate email from the CIF assurance team informing you about the visit and what we will need from you prior to visit. The external surveying firm will then contact you with some proposed dates and will co-ordinate with us. Yes, it would be good if your project manager can also attend to answer the technical questions.

This is standard CIF practice for a proportion of CIF projects as part of the CIF assurance process and is not a 'fraud' related investigation or visit. Information on this is set out within the CIF Post Approval guidance, which is on the CIF portal. As is usual we will request copies of invoices in advance. The email from the CIF assurance team will also set out the technical information that we would expect to see, or for you to have to hand on the day.

I look forward to hopefully meeting you and being able to see the pavilion and the fence.

Regards

[REDACTED]

[REDACTED] | Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group |

From: [REDACTED]

Sent on: Wednesday, October 13, 2021, 2:24:38 PM

To: [REDACTED]

Subject: Completion of the Pavilion

Good afternoon, [REDACTED]

I have now managed to upload to the CIF portal the project completion information including the practical completion certificate from the building contractor and the signed completion form from the school.

There are still some funds to pay to the school as no further funds have been paid since the scope change request was approved, Jabu advised that anything owing to the school from the approved allocation grant would be paid upon completion of the pavilion.

I know when this upload was complete that you wanted to arrange to visit the project. Please can you provide some dates that are convenient to you. We would like the Project Manager [REDACTED] [REDACTED] to attend to field any technical questions so if a few date options could be provided that would be helpful.

Best wishes

[REDACTED]

Cotham School | Cotham Lawn Road | Bristol | BS6 6DT

[REDACTED]

CERTIFICATE OF PRACTICAL COMPLETION

Employer: Cotham School
Address: Cotham Lawn Road, Cotham,
Bristol, BS6 6DT



Works: Refurbishment of Sports Pavilion
Sited at: Stoke Lodge Playing Fields, West Dene, Bristol

Contract Dated: To be confirmed



Certificate No: 1

Job Reference: 190769

Issue Date: 29 June 2021

Under the terms of the above-mentioned contract, we hereby certify that Practical Completion of the Works was achieved on Friday, 11 June 2021.

Signed: 

For and on behalf of 

Note: The issue of this certificate is not for and shall not be taken as showing that any work or materials or goods or workmanship or are accepted as conforming to description or being in accordance with The Contract.

Distribution:

						
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PF-6-17 Rev B

Project		Project Ref	
Stoke Lodge Fence and Pavilion		CIF-1718-137440-1	
Project Status		CIF Comment*	
Fully Funded		.	
Project Type			
Condition			
Key Feature of Project			
Legislation Compliance and Health & Safety			
Organisation			
Cotham School			
Return Type*			
Completion			
Return Status			
Submitted			

Assessment	---	CIF Assessor	
CIF Assessment Status	Accepted	CIF Assessment Date	13/10/2021
CIF Assessment Comment	Thank you for providing evidence of the completion of your Condition Improvement Fund project.		
CIF Assessment Project Complete	---		

Uploads

Name ↑	Regarding ↑	Absolute URL ↓	Parent Site or Location ↑	Relative URL ↓
Documents on Default Site			Documents on Default Site	_F0F23AB4D725EC11876A0003FF59907E

1 - 1 of 1

Page 1

Spend to Date	* £710,446.00	Expected Additional Spend Before Next Monitoring Return	Do Cost Estimates Vary	* ---
Cost and Spend Update	* ---			

Planning Approval	06/04/2017	Planning Approval Revised	---	Planning Approval Actual	---
Tender Complete	06/04/2017	Tender Complete Revised	---	Tender Complete Actual	---
Start On-Site	11/05/2017	Start On-site Revised	---	Start On-site Actual	---
Project Complete	---	Project Complete Revised	---	Project Complete Actual	30/08/2021

Has the contract been awarded	* ---
Scope Variations	* ---
Project Progress	* ---
Other Project Comments	---

From: [REDACTED]

Sent on: Thursday, October 14, 2021, 11:01:57 AM

To: [REDACTED]

Subject: RE: Completion of the Pavilion

Dear [REDACTED]

Thank you for submitting the completion return. This is being reviewed by the CIF Finance team. Any final CIF payment due will be made in due course after the completion return has been approved.

I have made the CIF assurance team aware that you have submitted a completion return. They will now contact you to arrange a date for a visit for our external technical advisors and for me to attend.

Regards

[REDACTED] | Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group |

From: [REDACTED]

Sent on: Friday, October 15, 2021, 1:29:45 PM

To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>

CC: [REDACTED]

Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

Dear [REDACTED]

Many thanks for your email, we were expecting to hear from you and a visit to be requested.

We advised [REDACTED], CIF Project, and our contact throughout that it would be important that we were provided with a few dates for the visit as the Project Manager from [REDACTED] would need to be available to attend as he managed the project and will need to provide and explain some of the information you are looking to go through at the meeting.

Unfortunately, he is not available on 4th November 2021. Please can you provide a choice of three dates after the week of the 1st of November that I can offer to the Project Manager so that we can put the visit in all of our calendars and make the necessary arrangements.

Kind regards

[REDACTED]

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF
Sent on: Wednesday, October 20, 2021, 1:04:04 PM
To: [REDACTED]
CC: [REDACTED] ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
Subject: RE: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

Follow up: Follow up
Follow up status: Completed
Completed on: Wednesday, October 20, 2021, 1:26:00 PM

[REDACTED]

Thank you for your email.
I have been in contact with [REDACTED] who will be conducting the visit and the only other date that can be offered to do the visit on is Wednesday 10th November at 11:00am.
Can you confirm that you can accommodate the visit on this date?

Kind regards,

[REDACTED] | Capital Directorate |
Operations Group
Department for Education

From: [REDACTED]
Sent on: Wednesday, October 20, 2021, 2:20:52 PM
To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
CC: [REDACTED]
Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

[REDACTED]

I will get in touch now with the Project Manager [REDACTED] to see if this date is okay with him but in the meantime put it in my diary and the Heads.

Who should I send the invoice information to ahead of this meeting?

Thanks
[REDACTED]

From: [REDACTED]
Sent on: Wednesday, October 20, 2021, 3:43:35 PM
To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
CC: [REDACTED]
Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

Thanks [REDACTED]

As soon as the file is ready, I will send it through to you.

Glad to hear that [REDACTED] is attending, I have dealt with him for the last four years but only by phone, so it will be nice to meet him.

Thanks

[REDACTED]

On Wed, 20 Oct 2021 at 16:38, ASSURANCE, CIF <[HYPERLINK](mailto:CIF.ASSURANCE@education.gov.uk)
["mailto:CIF.ASSURANCE@education.gov.uk"](mailto:CIF.ASSURANCE@education.gov.uk) CIF.ASSURANCE@education.gov.uk> wrote:

[REDACTED]

Thank you.

If you send the invoice information to me at this email address, I will ensure it is sent on.
I should have also informed you that [REDACTED] will be attending the site visit.

Kind regards,

[REDACTED] | Condition Funding and Response | Capital Directorate |
Operations Group

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF
Sent on: Monday, November 1, 2021, 2:17:43 PM
To: [REDACTED]
CC: [REDACTED]
CIF <CIF.ASSURANCE@education.gov.uk>
Subject: RE: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion
Follow up: Follow up

Follow up status: Completed

Completed on: Monday, November 1, 2021, 2:17:00 PM

[REDACTED]
Just to confirm is your Project Manager available on Wednesday 10th November at 11:00am?

Kind regards,

[REDACTED] | Condition Funding and Response | Capital Directorate |
Operations Group

From: [REDACTED]

Sent on: Monday, November 1, 2021, 2:27:27 PM

To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>

CC: [REDACTED]

Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

Hello [REDACTED]

Apologies I haven't replied to you before today, but it's been the half term holidays so today is the first day back at work.

[REDACTED] who assisted us with the bid application, the change of scope project submission, the tendering process, and the role of Project Manager throughout the pavilion refurbishment as part of [REDACTED] is available on that day.

I have asked him for the list of documents and records that you require. As soon as I am in receipt of these, I will submit them to you with the file of invoices.

How will the day run? The playing fields are separate to the main school site. Will the team wish to visit the playing fields and the pavilion first and then return to school to meet or the other way around? There is nowhere suitable to conduct anything other than a site meeting at the pavilion as it mainly consists of changing rooms and will be in use by the students and staff for PE on that day.

Many thanks

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF

Sent on: Tuesday, November 2, 2021, 2:43:25 PM

To: [REDACTED]
CIF <CIF.ASSURANCE@education.gov.uk>

CC: [REDACTED]

Subject: RE: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion
Urgent: High
Follow up: Follow up
Follow up status: Completed
Completed on: Tuesday, November 2, 2021, 2:43:00 PM

Hi [REDACTED]

Thank you for your email and further comments regarding the site visit to take place on Wednesday 10th November at 11:00am.

Would it be possible to have the list of documents, records, and copy invoices by Friday this week so that these may be reviewed in plenty of time prior to the visit?

With regards to how the day will run? [REDACTED] suggested perhaps meeting at the school first, then go to the pavilion and then back to the school? Does this work for you?

I look forward to hearing from you.

Kind regards

[REDACTED]

Programme Delivery and Intervention

From: [REDACTED]

Sent: 02 November 2021 15:07

To: ASSURANCE, CIF <[HYPERLINK "mailto:CIF.ASSURANCE@education.gov.uk"](mailto:CIF.ASSURANCE@education.gov.uk)
CIF.ASSURANCE@education.gov.uk>

Cc: [REDACTED]

Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

Thank you [REDACTED]

I will ask the Project Manager [REDACTED] to provide them to me by Thursday so that I can review them and get them to you.

We will arrange to be in school first and I will book a meeting room then we can move onto the pavilion. Are the team visiting us coming by car? The playing fields are not within walking distance.

Thanks

[REDACTED]

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF

Sent on: Friday, November 5, 2021, 9:52:28 AM

To: [REDACTED]
CIF <CIF.ASSURANCE@education.gov.uk>
CC: [REDACTED]
Subject: RE: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion
Urgent: High
Follow up: Follow up
Follow up status: Completed
Completed on: Friday, November 5, 2021, 9:52:00 AM

[REDACTED]
Just checking if you have received the required documents from the Project Manager, and if we will be receiving them today?
Grateful if you could confirm.

Kind regards

[REDACTED]
Programme Delivery and Intervention

From: [REDACTED]
Sent: 05 November 2021 10:37
To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
Cc: [REDACTED]
Subject: Re: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion

[REDACTED]
They are all here apart from a couple that are being delivered to me [REDACTED] to school today, I will scan them in and then send everything over. To you or to [REDACTED]
Thanks
[REDACTED]

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF
Sent on: Friday, November 5, 2021, 10:40:24 AM
To: [REDACTED] ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
CC: [REDACTED]
Subject: RE: Site Visit - CIF-1718-137440-1 137440 Cotham School - Stoke Lodge Fence and Pavilion
Follow up: Follow up
Follow up status: Completed
Completed on: Friday, November 5, 2021, 10:42:00 AM

Thank you for confirming.

If you just send them to this email box that will be fine as both myself and [REDACTED] monitor this.

Kind regards
[REDACTED]

From: [REDACTED]

Sent: 05 November 2021 16:30

To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>; [REDACTED]
[REDACTED]

Subject: Documents requested for CIF Project - Cotham School Stoke Lodge Fence and Pavilion
CIF - 1718 - 137440 – 1

Dear [REDACTED],

Please find attached the following as requested ahead of the site visit next week:

1. **Table of Invoices and scanned invoices in the order they appear in the table.**
1. **Your statutory sign off requirements** – e.g., Planning and Building Regulations - no planning approval was required only that of Landlord approval - please find a letter and email to confirm from BCC that we had their approval and a letter from the school to the Chief Executive of Bristol City Council advising him of our intention to start the pavilion refurbishment. Please find a letter from BCC to local residents confirming that BCC had no objections in the refurbishment of the pavilion in their role as landlord. Please find letters from BCC to Cotham School advising that no permissions were required for the fence.
1. **The proceed contract documents** - Please find attached the original letter of intent in lieu of the contract documents. The contract documents are here for inspection at the meeting, they are too bulky and not held in electronic format to submit now.
1. **The project final accounts** - Summaries attached (CAI No1 & CAI no2 [REDACTED] + School summary showing all expenditure [REDACTED] directly with school)

Please let me know as soon as you can if there is anything missing as not having had any of the Capital projects I have managed before audited. I am not sure if this is exactly what you want or if there is anything missing.

Many thanks
[REDACTED]

Cotham School | Cotham Lawn Road | Bristol | BS6 6DT
[REDACTED]

127016

Invoice**Invoice To**

Cotham School
Cotham Lawn Road
Cotham
BRISTOL
BS6 6DT

Tax Date	Invoice No.
18/03/2019	17886

Terms

Net 30

Site

Stoke Lodge Playing Field

Description**Amount**

For fencing works at the above site all as our quotation
ref: JDR/28903 dated 01/06/2018

Supply and install 1283m x 2m high V mesh Ral 6005 green @ £26.85 per
metre

34,448.55

Supply only of 137m x 2m high V mesh Ral 6005 green @ £19.45 per metre

2,664.65

Supply and install 5 no. S/L Gates @ £640.00 each

3,200.00

Supply and install 3 no. D/L gates @ £1044.00 each

3,132.00

Supply and install 5 no. Gate Closers @ £450.00 each

2,250.00

Hire of track including installation, delivery and collection

2,656.00

Allowance for labour - wasted day stand down (as agreed)

450.00

Your Order no. 6009209 dated 10/12/18 refers

Also Variation email re gates dated 15/02/19

Works completed 06/03/2019

No Discounts to be taken
No Retentions to be held

Subtotal

£48,801.20

We will exercise our statutory right to claim interest and compensation for debt recovery costs
under the late payment legislation if we are not paid according to agreed credit terms

VAT 20%

£9,760.24

Goods remain the property until invoice is paid in full

Total

£58,561.44

Balance Due

£58,561.44

28410

Invoice

Invoice To
Cotham School Cotham Lawn Road Cotham BRISTOL BS6 6DT

Tax Date	Invoice No.
09/07/2019	18152

Terms
Net 30

Site	Stoke Lodge		Terms
			Net 30
Description		Amount	
For post adjustment works at the above site as agreed [REDACTED]		400.00	
Works Completed: 29/06/2019			
No Discounts to be taken No Retentions to be held		Subtotal	£400.00
We will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms		VAT 20%	£80.00
Goods remain the property [REDACTED] until invoice is paid in full		Total	£480.00
[REDACTED]		Balance Due	£480.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Invoice

Invoice To

Cotham School
Cotham Lawn Road
Cotham
BRISTOL
BS6 6DT

Tax Date

Invoice No.

11/02/2020

18578

Terms

Net 30

Site

Stoke Lodge P/F

Description

Amount

For fencing works at the above site all as our quotation
ref: JDR/30704 dated 22/07/2019

3,930.00

Your Order No: 6010474 dated 18/12/2019

([REDACTED])

Works Completed: 03/02/2020

No Discounts to be taken
No Retentions to be held

Subtotal

£3,930.00

We will exercise our statutory right to claim interest and compensation for debt recovery costs
under the late payment legislation if we are not paid according to agreed credit terms

VAT 20%

£786.00

Goods remain the property of [REDACTED] until invoice is paid in full

Total

£4,716.00

[REDACTED]
[REDACTED]
[REDACTED]

Balance Due

£4,716.00

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Invoice for **Cotham School**
Cotham Lawn Road
Bristol
BS6 6DT

Issue date | 17/11/2017

Invoice no. | 920

Project | **Stoke Lodge playing fields**

Contact |

Works Description	Cost
Tree survey and production of constraints plan	£430.00
Production of arboricultural impact assessment and tree protection plan for the new pavilion	£200.00
Production of landscape plan and planting specification	£100.00
Sub total	£730.00
VAT	£146.00
Amount Due	£876.00

From |

VAT |

Notes |

Thankyou for your custom.

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

Cotham Lawn Road
Bristol
BS6 6DT

269

Cotham Fields / Stoke Lodge
2017.20

1269
6 June 2018

Verbal
14

20 June 2018

Spontaneous	Miles	Rate	
			£0.00

Subtotal	£1,500.00
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	Total	£1,500.00
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[REDACTED]

Age Group	Percentage of Respondents
18-29	85%
30-49	80%
50-69	75%
70+	70%

Late payments will attract interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 30 days after the date of the invoice. We reserve the right to charge a **£50 weekly** administration fee on any overdue invoice.

the 1990s, the number of people in the United States who are 65 years of age or older has increased by 50 percent, and the number of people 75 years of age or older has increased by 100 percent. The number of people 85 years of age or older has increased by 200 percent. The number of people 95 years of age or older has increased by 400 percent. The number of people 100 years of age or older has increased by 1,000 percent. The number of people 105 years of age or older has increased by 2,000 percent. The number of people 110 years of age or older has increased by 4,000 percent. The number of people 115 years of age or older has increased by 8,000 percent. The number of people 120 years of age or older has increased by 16,000 percent. The number of people 125 years of age or older has increased by 32,000 percent. The number of people 130 years of age or older has increased by 64,000 percent. The number of people 135 years of age or older has increased by 128,000 percent. The number of people 140 years of age or older has increased by 256,000 percent. The number of people 145 years of age or older has increased by 512,000 percent. The number of people 150 years of age or older has increased by 1,024,000 percent. The number of people 155 years of age or older has increased by 2,048,000 percent. The number of people 160 years of age or older has increased by 4,096,000 percent. The number of people 165 years of age or older has increased by 8,192,000 percent. The number of people 170 years of age or older has increased by 16,384,000 percent. The number of people 175 years of age or older has increased by 32,768,000 percent. The number of people 180 years of age or older has increased by 65,536,000 percent. The number of people 185 years of age or older has increased by 131,072,000 percent. The number of people 190 years of age or older has increased by 262,144,000 percent. The number of people 195 years of age or older has increased by 524,288,000 percent. The number of people 200 years of age or older has increased by 1,048,576,000 percent. The number of people 205 years of age or older has increased by 2,097,152,000 percent. The number of people 210 years of age or older has increased by 4,194,304,000 percent. The number of people 215 years of age or older has increased by 8,388,608,000 percent. The number of people 220 years of age or older has increased by 16,777,216,000 percent. The number of people 225 years of age or older has increased by 33,554,432,000 percent. The number of people 230 years of age or older has increased by 67,108,864,000 percent. The number of people 235 years of age or older has increased by 134,217,728,000 percent. The number of people 240 years of age or older has increased by 268,435,456,000 percent. The number of people 245 years of age or older has increased by 536,870,912,000 percent. The number of people 250 years of age or older has increased by 1,073,741,824,000 percent. The number of people 255 years of age or older has increased by 2,147,483,648,000 percent. The number of people 260 years of age or older has increased by 4,294,967,296,000 percent. The number of people 265 years of age or older has increased by 8,589,934,592,000 percent. The number of people 270 years of age or older has increased by 17,179,869,184,000 percent. The number of people 275 years of age or older has increased by 34,359,738,368,000 percent. The number of people 280 years of age or older has increased by 68,719,476,736,000 percent. The number of people 285 years of age or older has increased by 137,438,953,472,000 percent. The number of people 290 years of age or older has increased by 274,877,906,944,000 percent. The number of people 295 years of age or older has increased by 549,755,813,888,000 percent. The number of people 300 years of age or older has increased by 1,099,511,627,776,000 percent. The number of people 305 years of age or older has increased by 2,199,023,255,552,000 percent. The number of people 310 years of age or older has increased by 4,398,046,511,104,000 percent. The number of people 315 years of age or older has increased by 8,796,093,022,208,000 percent. The number of people 320 years of age or older has increased by 17,592,186,044,416,000 percent. The number of people 325 years of age or older has increased by 35,184,372,088,832,000 percent. The number of people 330 years of age or older has increased by 70,368,744,177,664,000 percent. The number of people 335 years of age or older has increased by 140,737,488,355,328,000 percent. The number of people 340 years of age or older has increased by 281,474,976,710,656,000 percent. The number of people 345 years of age or older has increased by 562,949,953,421,312,000 percent. The number of people 350 years of age or older has increased by 1,125,899,906,842,624,000 percent. The number of people 355 years of age or older has increased by 2,251,799,813,685,248,000 percent. The number of people 360 years of age or older has increased by 4,503,599,627,370,496,000 percent. The number of people 365 years of age or older has increased by 9,007,199,254,740,992,000 percent. The number of people 370 years of age or older has increased by 18,014,398,509,481,984,000 percent. The number of people 375 years of age or older has increased by 36,028,797,018,963,968,000 percent. The number of people 380 years of age or older has increased by 72,057,594,037,927,936,000 percent. The number of people 385 years of age or older has increased by 144,115,188,075,855,872,000 percent. The number of people 390 years of age or older has increased by 288,230,376,151,711,744,000 percent. The number of people 395 years of age or older has increased by 576,460,752,303,423,488,000 percent. The number of people 400 years of age or older has increased by 1,152,921,504,606,846,976,000 percent. The number of people 405 years of age or older has increased by 2,305,843,009,213,693,952,000 percent. The number of people 410 years of age or older has increased by 4,611,686,018,427,387,904,000 percent. The number of people 415 years of age or older has increased by 9,223,372,036,854,775,808,000 percent. The number of people 420 years of age or older has increased by 18,446,744,073,709,551,616,000 percent. The number of people 425 years of age or older has increased by 36,893,488,147,419,103,232,000 percent. The number of people 430 years of age or older has increased by 73,786,976,294,838,206,464,000 percent. The number of people 435 years of age or older has increased by 147,573,952,589,676,412,928,000 percent. The number of people 440 years of age or older has increased by 295,147,905,179,352,825,856,000 percent. The number of people 445 years of age or older has increased by 590,295,810,358,705,651,712,000 percent. The number of people 450 years of age or older has increased by 1,180,591,620,717,411,303,424,000 percent. The number of people 455 years of age or older has increased by 2,361,183,241,434,822,606,848,000 percent. The number of people 460 years of age or older has increased by 4,722,366,482,869,645,213,696,000 percent. The number of people 465 years of age or older has increased by 9,444,732,965,739,290,427,392,000 percent. The number of people 470 years of age or older has increased by 18,889,465,931,478,580,854,784,000 percent. The number of people 475 years of age or older has increased by 37,778,931,862,957,161,709,568,000 percent. The number of people 480 years of age or older has increased by 75,557,863,725,914,323,419,136,000 percent. The number of people 485 years of age or older has increased by 151,115,727,451,828,646,838,272,000 percent. The number of people 490 years of age or older has increased by 302,231,454,903,657,293,676,544,000 percent. The number of people 495 years of age or older has increased by 604,462,909,807,314,587,353,088,000 percent. The number of people 500 years of age or older has increased by 1,208,925,819,614,629,174,706,176,000 percent. The number of people 505 years of age or older has increased by 2,417,851,639,229,258,349,412,352,000 percent. The number of people 510 years of age or older has increased by 4,835,703,278,458,516,698,824,704,000 percent. The number of people 515 years of age or older has increased by 9,671,406,556,917,033,397,649,408,000 percent. The number of people 520 years of age or older has increased by 19,342,813,113,834,066,795,298,816,000 percent. The number of people 525 years of age or older has increased by 38,685,626,227,668,133,590,597,632,000 percent. The number of people 530 years of age or older has increased by 77,371,252,455,336,267,181,195,264,000 percent. The number of people 535 years of age or older has increased by 154,742,504,910,672,534,362,390,528,000 percent. The number of people 540 years of age or older has increased by 309,485,009,821,345,068,724,781,056,000 percent. The number of people 545 years of age or older has increased by 618,970,019,642,690,137,449,562,112,000 percent. The number of people 550 years of age or older has increased by 1,237,940,039,285,380,274,899,124,224,000 percent. The number of people 555 years of age or older has increased by 2,475,880,078,570,760,549,798,248,448,000 percent. The number of people 560 years of age or older has increased by 4,951,760,157,141,521,099,596,496,896,000 percent. The number of people 565 years of age or older has increased by 9,903,520,314,283,042,199,193,993,792,000 percent. The number of people 570 years of age or older has increased by 19,807,040,628,566,084,398,387,

INVOICE

Invoice for **Cotham School**
Cotham Lawn Road
Bristol
BS6 6DT

Issue date 15/06/2018

Invoice no. 1049

Project **Stoke Lodge playing fields**

Contact

Works Description	Cost
Production of arboricultural method statement for the installation of the new security fence.	£150.00
VAT	£30.00
Amount Due	£180.00

From

VAT

Notes

Thankyou for your custom.

INVOICE

Invoice Address

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT
United Kingdom

Delivery/Installation Address

Invoice Number: INV145780
Invoice Date: 25/07/2018
PO Number: 6008720

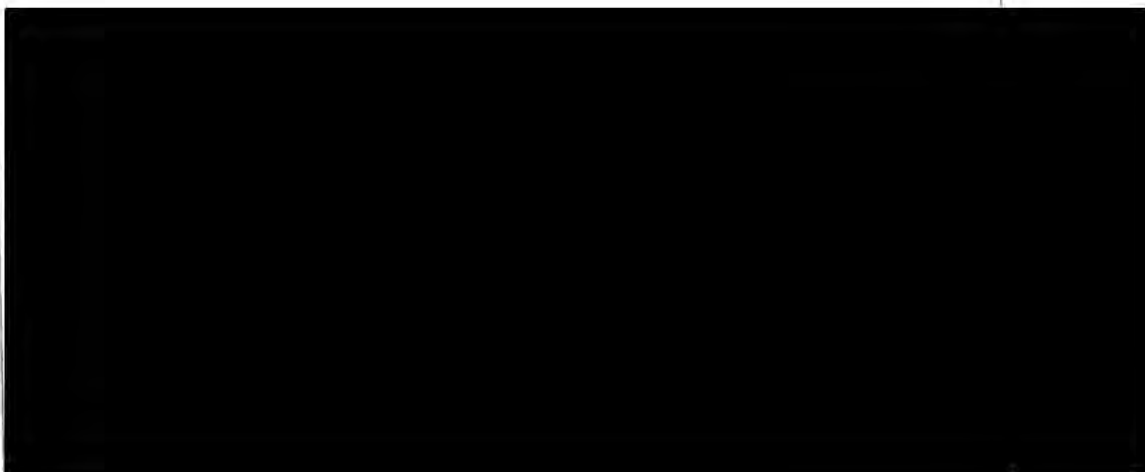
Re: Cotham School Playing Fields Signs

Item	Qty	Description	VAT	Unit Price	Total
A	3	1400mm x 800mm composite panel with rail mount fixings	20%	£185.00	£555.00
B	6	Supply and Install 3500mm Post	20%	£190.00	£1,140.00
Sub Total					£1,695.00
VAT					£339.00
TOTAL					£2,034.00

Terms: 30 days unless otherwise agreed in writing. If goods are not received within four days notify sender.

Notification of damage or shortage must be received within 1 day of receipt of goods.
Custom made or modified products are non-returnable.

Please note that it is the customer's responsibility to check that the goods are received in good condition prior to signing carrier's delivery note.
Please note that all purchases are subject to [redacted] standard terms and conditions (Copy provided upon request).




Cotham School
Cotham Lawn Rd,
Cotham,
Bristol
BS6 6DT

26th July 2018
Invoice no: RH/2195/1

Improvements at Stoke Lodge Playing Field: Ecological Survey and Report

Ecologists' fees	
1 days at £360 per day	£360-00
Expenses	
Travel	£ 5-00
Total (excluding VAT)	£365-00
VAT at 20%	£ 73-00
Total amount now due	£438-00



Our Ref: 2017.20

Cotham School

Cotham Lawn Road
Bristol
BS6 6DT

Invoice

1279

Project Title:
Project Number:

Cotham Fields / Stoke Lodge
2017.20

Invoice Number:
Invoice Date:

1279
26 October 0188

Your Order Reference:
Payment Terms (days):

Verbal
14

Payment Due By:

9 November 0188

Item	Description	Hours	Rate	Total
1	Actions as per email of 04/10/2018			£1,920.00
2	Deduction - precise tree locations not possible to record			£130.00
Expenses				
		Miles	Rate	£0.00
Subtotal				£1,790.00
Total				£1,790.00

BACS Payments

If paying by BACS, please use the following details:

Payment Terms and Conditions

Payment is required within 14 days unless other arrangements are agreed in advance.
Any queries regarding this invoice must be addressed within **7 days** of invoice date.

Important

Late payments will attract interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 30 days after the date of the invoice. We reserve the right to charge a **£50 weekly** administration fee on any overdue invoice.

Our Ref: 2017.20

Cotham School

Cotham Lawn Road
Bristol
BS6 6DT

Invoice

1286

Project Title:
Project Number:

Cotham Fields / Stoke Lodge
2017.20

Invoice Number:
Invoice Date:

1286
25 January 2019

Your Order Reference:
Payment Terms (days):

Verbal
14

Payment Due By:

8 February 2019

Item	Description	Hours	Rate	Total
1	Site visit and actions 17/01/19	3.00	£65.00	£195.00
2	Revisions to site plan	2.00	£65.00	£130.00
Expenses				
		Miles	Rate	
				£0.00
Subtotal				£325.00
Total				£325.00

BACS Payments

If paying by BACS, please use the following details:

Payment Terms and Conditions

Payment is required within 14 days unless other arrangements are agreed in advance.
Any queries regarding this invoice must be addressed within 7 days of invoice date.

Important

Late payments will attract interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 30 days after the date of the invoice. We reserve the right to charge a **£50 weekly** administration fee on any overdue invoice.

INVOICE

Invoice for **Cotham School**
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

Issue date 31/01/2019

Invoice no. 1191

Project **Cotham Fields - new fenceline**

Order no. **6009345**

Works Description	Cost
Site visit and production of updated arboricultural method statement	£300.00
VAT	£60.00
Amount Due	£360.00

From

VAT

Notes

Thankyou for your custom.

BRISTOL CITY COUNCIL

Finance Operations (CH), Bristol City Council, P.O Box 3176, Bristol, BS3 9FS
E-mail: accounts.receivable@bristol.gov.uk

INVOICE NO.**8006270641**

Invoice Date: 07/02/2019

Order Ref:

Customer [REDACTED] Cotham Secondary School



Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT

1 of 1

126601
M250 6038
62308

For queries regarding this invoice contact:
Security Business Support Team, Tel: 0117 9031550, Email:
security.business.support@bristol.gov.uk

Payment Methods Overleaf

Page 1 of 1

Details	Qty	Price per unit	VAT	£
Request for static security from 14th January 2019 until 21st January 2019 1800-0000 hrs [REDACTED]	48.00	15.31	SS	734.88
Request for static security from 22nd January to the 31st January 2019 1500-2200 hrs [REDACTED]	70.00	15.31	SS	1,071.70
Request for patrols at Stoke Lodge Playing field from the 15th January to the 31st January 2019	17.00	27.45	SS	466.65

Payment is now due**Subtotal
VAT**2,273.23
454.65

Vat Code	Description	Rate	Net	VAT	Total
SS	Standard Rate	20.00%	2,273.23	454.65	2,727.88

VAT Reg. No. 139563445

Remittance Advice

Please see overleaf for all payment methods

Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT



AMOUNT: 2,727.88
ORDER NO: 700634905

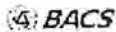
Details of ways to pay:



ONLINE: - by debit/ credit card via our website
<https://www.bristol.gov.uk/pay-council-bills-fines-invoices>
Select Bristol City Council Invoices



24 HOUR AUTOMATED TELEPHONE PAYMENT LINE: - by debit/ credit card phoning 0870 707 7776 (national rate), 24 hours 7 days a week. Please quote your **Invoice number**.



BACS TRANSFER / INTERNET BANKING: - pay direct to the City Council's bank account. Sort code: 56-00-05, Account no. 41322266, Bank: Nat West, Bristol City Office. Please quote your **Invoice Number** when making payment. Remittance advices can be sent by email to bacsremittance@bristol.gov.uk



BY POST: - Please make cheques payable to 'Bristol City Council' quoting your **Invoice number, name and address** on the back and send to Transactional Finance, P.O Box 3176, Bristol, BS3 9FS.



IN PERSON: - You can pay at the Customer Service Point Scancoin machine, located at 100 Temple Street, Bristol, BS1 6AG by cash, cheque or debit/credit card. Please ensure you have your **Invoice number** with you.



AT THE POST OFFICE - Present your bar coded invoice and payment to the cashier. Cheques should be made payable to "Post Office Ltd".



AT A PAY POINT - Present your bar coded invoice and payment. Please be aware payments can only be made in cash.

If you have a query relating to the goods or services supplied, the amount charged please contact the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice).

If you have difficulty in paying this invoice please phone (0117) 352 1404 or email accounts.receivable@bristol.gov.uk

Bristol City Council operates a policy of instigating automatic recovery procedures on unpaid invoices.

If you would like this information in another language, Braille, audiotape, large print, easy English, BSL video or computer disk please contact the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice).

COTHAM SCHOOL
Finance Department (8016)
REQUEST FOR REIMBURSEMENT OR CASH ADVANCE

Please pay: [REDACTED]	Date: 7/2/2019
Amount (£): £22-04	Department(s) / Trip to be charged (if more than 1 show apportionment): M250
Amount (Words): Twenty two pounds and 4p	
Reason (receipts MUST be attached): STOKE LODGE	
Signature of Budget Holder / Line Manager*: [REDACTED]	
For cash advances only: Currency required:	Date required (MINIMUM 1 week's notice):

Claims must be received before the end of the term to which they relate.

All receipts **MUST** be attached in order to obtain reimbursement. Receipts **MUST** list the items purchased. Failure to provide a VAT receipt will result in your department budget being charged 20% more than is necessary for your purchase. A valid VAT receipt shows the **VAT Registration Number** and the **amount of VAT** charged.

Cash purchases of goods should **NOT** be made unless absolutely necessary. Wherever possible the official purchase order system should be used. All goods **MUST** be delivered to Cotham School. All delivery documentation which accompanied delivery **MUST** be attached.

*Where budget holder is claiming, line manager authorisation is required.

FINANCE USE ONLY:

For cash sign received (RECEIPTS FOR ALL ADVANCES TO BE RETURNED TO FINANCE OFFICE):			Date:
Paid by (please tick):	Cash (<£10 only):	BACS:	Cheque:

Department code	Nominal	Net (£)	VAT (£)	Gross (£)
M250	6038			
Total (must agree to total claim)				

Customer details:

Deliver To:
COLLECTED

06/02/19 15:26
SALES PERSON :
PAYMENT METHOD : CR/DB
YOUR ORDER No. :
VEHICLE-REG :

Line #	Qty	Product Code	Item Description	Price Per	Amount	VAT (%)	VAT Amount	Weight
1	1.00 EACH	803609	TUBE CHROME PLATED STEEL 25MMX4 ROTHLEYA004BC.	6.84 EACH	£6.84 2	20.00	£1.37	0.46kgs
2	1.00 EACH	934773	DELUXE SOCKETS 25MM CHROME PLATED CD2ROTHLEY Q625BC.	2.86 EACH	£2.86 2	20.00	£0.57	0.04kgs

GOODS: £ 9.70
VAT: £ 1.94
TOTAL DUE: £ 11.64

TOTAL ORDER WEIGHT 0.500 kgs (LINES 1,2)

The indicated weights on this document are approximate and are intended to assist in manual handling considerations. Building aggregate material weights allow for a +/- 5% tolerance.

If you are a tradesman apply at the counter or online for a Trade Cash Card for great trade only prices

PRINTED AT 15:27 ON 06/02/19

TRANSACTION APPROVED

Total : GBP11.64

Please Retain For Your Records.

Sign:

Print:

Date:

Time:

Our Sales Terms apply, available online at [redacted] and in branch on request. Your attention is in particular drawn to 4, 5 and 9.

If you are a consumer we recognise that you may have additional rights and we confirm your statutory rights are not affected by these terms. For example, you may have cancellation rights which are set out in clause 10.2 of our Sales terms, in which case, you may use the model cancellation form (available online or in branch on request), or in another written format.

Customer details:

Deliver To:
COLLECTED

06/02/19 15:22
SALES PERSON :
PAYMENT METHOD : CR/DB
YOUR ORDER No. :
VEHICLE-REG :

Line #	Qty	Product Code	Item Description	Price Per	Amount	VAT (%)	VAT Amount	Weight
1	1.00 EACH	961009	MCALPINE PLASTIC STRAIGHT CONNECTOR 11/2" T28M.	3.41 EACH	£3.41 2	20.00	£0.68	0.08kgs
2	1.00 EACH	200486	PEERLESS WASTE COMBINED 1.5 SINK 5 STAR. 961626	5.26 EACH	£5.26 2	20.00	£1.05	0.13kgs

GOODS: £ 8.67
VAT: £ 1.73
TOTAL DUE: £ 10.40

TOTAL ORDER WEIGHT 0.203 kgs (LINES 1,2)

The indicated weights on this document are approximate and are intended to assist in manual handling considerations. Building aggregate material weights allow for a +/- 5% tolerance.

If you are a tradesman apply at the counter or online for a Trade Cash Card for great trade only prices

PRINTED AT 15:22 ON 06/02/19

TRANSACTION APPROVED

Total : GBP10.40

Please Retain For Your Records.

Sign:	Print:	Date:	Time:
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Our Sales Terms apply, available online at [REDACTED] and in branch on request. Your attention is in particular drawn to 4, 5 and 9.

If you are a consumer we recognise that you may have additional rights and we confirm your statutory rights are not affected by these terms. For example, you may have cancellation rights which are set out in clause 10.2 of our Sales terms, in which case, you may use the model cancellation form (available online or in branch on request), or in another written format.

Our Ref: 2017.20

Cotham School

Cotham Lawn Road
Bristol
BS6 6DT

Invoice

1286

Project Title:
Project Number:

Cotham Fields / Stoke Lodge
2017.20

Invoice Number:
Invoice Date:

1286
12 February 2019

Your Order Reference:
Payment Terms (days):

Verbal
14

Payment Due By:

26 February 2019

Item	Description	Hours	Rate	Total
1	Revisions to site plan & actions. Coordination W/c 28/1/2019 to W/e 7/2/2019	7.00	£65.00	£455.00

Expenses	Miles	Rate	
			£0.00
Subtotal			£455.00

Total £455.00

BACS Payments

Payment Terms and Conditions

Payment is required within 14 days unless other arrangements are agreed in advance.
Any queries regarding this invoice must be addressed within **7 days** of invoice date.

Important

Late payments will attract interest in accordance with the Late Payment of Commercial
Debts (Interest) Act 1998 30 days after the date of the invoice. We reserve the right to
charge a **£50 weekly** administration fee on any overdue invoice.

4206470

Copy - Cash Invoice 1901|3016|B99380/18651|C

Printed on 14 February 2019. This is a reprint.

Invoice Branch

Customer Information

Customer: LG6200 - colham school Tel.: 01179199000 Sales Person: [REDACTED]
 Address: Colham School Colham Lawn Road BRISTOL United Kingdom ; Tel: 01179199000
 Deliver To: 122 PARRYS LANE PARRYS LANE BRISTOL BS9 1AE
 Order No: Contact: colham school Date Req: 23/1/2019
 Contract Ref: Vehicle Reg:

Invoice Details

Item Purchased	Quantity	Price per	Amount	VAT%	VATE	Weight
(685415) KD REGULARISED TIMBER 47X75MMX3.6M	15 EACH	6.10 EACH	91.50	20.00	18.30	26.43
(685413) KD REGULARISED TIMBER 47X75MMX2.4M	36 EACH	2.55 EACH	91.80	20.00	18.36	63.432
(531644) GRANITE 38MM W/TP 3000X600X38	2 EACH	46.00 EACH	92.00	20.00	18.40	90
(743134) DAKOTA 1000MM BASE UNIT	1 EACH	42.49 EACH	42.49	20.00	8.50	29.87
(910832) LEIS LEXIN 950 1 BWL LHD SINK LE95L	1 EACH	35.00 EACH	35.00	20.00	7.00	3.8
(690382) UNIKA 40MM SILV W/TP BUTT 8MM RAD	1 EACH	2.76 EACH	2.76	20.00	0.55	0.073
(803928) STRUCTURAL OSB 3 2440X1220X18MM	20 SHEET	20.35 SHEET	407.00	20.00	81.40	645.98
(322703) PLY FLUSH P/GRADE FD30 DOOR 1981X752X44	3 EACH	35.90 EACH	107.7	20.00	21.54	101.01
(808519) DOOR LINING SET & STOPS 32X115MM 23/26	3 EACH	13.50 EACH	40.50	20.00	8.10	36.084
(663387) TOILET TO GO (PAN, CISTERN & SEAT)	2 EACH	59.20 EACH	118.40	20.00	23.68	66
(227885) FLUIDMASTER UNI CISTERN PACK PROC002	2 EACH	25.00 EACH	50.00	20.00	10.00	3
(604581) IFLO CP CROSS HEAD BASIN TAPS PAIR	2 EACH	18.15 EACH	36.30	20.00	7.26	2
(726485) 4TRADE PULL HANDLE CONC FIX 152MM SAA	4 EACH	6.89 EACH	27.56	20.00	5.51	0.84
(880306) ARCHITRAVE PENCIL ROUND STD 19X50MM 2.1M	18 EACH	95.00 100METRE	35.91	20.00	7.18	9900

Invoice Totals

Order Weight:	10969.499	Goods Amount:	1,178.92
Lines	1,2,3,4,5,6,7,8,9,10,11,12,13,14	VAT Amount:	235.78
		Total Due:	1,414.70

INVOICE

126701

Invoice no: 2681

Date of issue: 24th February 2019

To: Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

Your reference:

Job description: Proposed fence at Stoke Lodge Playing Fields. Badger consultancy works Jan – Feb 2019

<u>Description of work</u>	<u>Cost</u>
22.01.19 Site visit to check on status of sett and assess likely impact of adjacent fencing works. Letter report. 3 hours @ £40.00	£120.00
19.02.19 Site visit to check of status of sett and progress of fencing works. 2 hours @ £40.00	£80.00
20.02.19. Site visit to supervise installation of fence in vicinity of the sett. Letter report. 2.5 hours @ £40.00	£140.00
Total nett cost	£340.00
VAT @ 20%	£68.00
TOTAL AMOUNT DUE	£408.00

Payment within 30 days please

INVOICE

126887

Invoice for **Cotham School**
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

Issue date 07/03/2019

Invoice no. 1214

Project **Cotham Fields - new fenceline**

Order no. **RQ11333**

Works Description	Cost
Site visit and meeting with Bristol City Council on 4th February	£440.00
Production of updated arboricultural method statement	£220.00
17 Days arboricultural supervision during February and March	£4,900.00
Production of summary report	£180.00
Sub total	£5,740.00
VAT	£1,148.00
Amount Due	£6,888.00

From

VAT

Notes

Thankyou for your custom.

INVOICE

126941

Invoice Address
Finance
Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT
United Kingdom
01179198016

Delivery/Installation Address

Re: Fence Signage

Item	Qty	Description	VAT	Unit Price	Total
A	50	A4 fence mounted sign, enamelled aluminium with encapsulated, vandal resistant graphics. "Do not climb the fence" final wording TBC	20%	£32.50	£1,625.00
B	6	A4 fence mounted sign, enamelled aluminium with encapsulated, vandal resistant graphics. "No Dogs" final wording TBC	20%	£32.50	£195.00
C	1	Artwork for approval	20%	£25.00	£25.00
D	1	Installation	20%	£390.00	£390.00
Sub Total					£2,235.00
VAT					£447.00
TOTAL					£2,682.00

Terms: 30 days unless otherwise agreed in writing. If goods are not recieved within four days notify sender.

Notification of damage or shortage must be received within 1 day of receipt of goods.

Custom made or modified products are non-returnable.

Please note that it is the customer's responsibility to check that the goods are received in good condition prior to signing carrier's delivery note.
Please note that all purchases are subject to [REDACTED] standard terms and conditions (Copy provided upon request).

COTHAM SCHOOL
Finance Department (8016)
REQUEST FOR REIMBURSEMENT OR CASH ADVANCE

Finance Use only
System Ref:

4206546

Please pay: [REDACTED]	Date: 8/3/19
Amount (£): £20.96	Department(s) / Trip to be charged (if more than 1 show apportionment):
Amount (Words): Twenty pounds only	
Reason (receipts MUST be attached): Toilet at Stoke Lodge	
Signature of Budget Holder / Line Manager [REDACTED]	
For cash advances only: Currency required:	Date required (MINIMUM 1 week's notice):

Claims must be received before the end of the term to which they relate.

All receipts **MUST** be attached in order to obtain reimbursement. Receipts **MUST** list the items purchased. Failure to provide a VAT receipt will result in your department budget being charged 20% more than is necessary for your purchase. A valid VAT receipt shows the **VAT Registration Number** and the **amount of VAT** charged.

Cash purchases of goods should **NOT** be made unless absolutely necessary. Wherever possible the official purchase order system should be used. All goods **MUST** be delivered to Cotham School. All delivery documentation which accompanied delivery **MUST** be attached.

*Where budget holder is claiming, line manager authorisation is required.

FINANCE USE ONLY:

For cash sign received (RECEIPTS FOR ALL ADVANCES TO BE RETURNED TO FINANCE OFFICE):	Date:
Paid by (please tick):	Cash (<£10 only): BACS: Cheque:

Department code	Nominal	Net (£)	VAT (£)	Gross (£)
M250	6038.	17.47	3.49	20.96
Total (must agree to total claim)				20.96

CASH INVOICE

03A38610

CUSTOMER COPY

2

08/03/19 10:13

CUSTOMER DETAILS:

SALES PERSON

PAYMENT METHOD : CASH

YOUR ORDER No. :

VEHICLE-REG :

COLLECTED

ITM DESCRIPTION	QUANTITY	PRICE PER	AMOUNT	VAT%	VAT AMT	WEIGHT
1 MCALPINE 90 DEGREES FLEXIBLE TAIL WC CONNECTOR WC-CONSF. 524588	1.00 EACH	17.47 EACH	17.47	20.00	3.49	0.63kgs

** TOTAL ORDER WEIGHT 0.630 kgs (LINES 1)

The indicated weights on this document are approximate and are intended to assist in manual handling considerations. Building aggregate material weights allow for a +/- 5% tolerance.

If you are a tradesman apply at the counter or online for a Trade Cash Card for great trade only prices

Stoke Lodge -

PRINTED AT 10:13 ON 08/03/19

£ 17.47 GOODS AMOUNT
£ 3.49 VAT
£ 20.96 TOTAL DUE

Sign

Print

Date

Time

Terms and conditions apply, to view our terms and conditions please visit:

BRISTOL CITY COUNCIL

Finance Operations (CH), Bristol City Council, P.O Box 3176, Bristol, BS3 9FS
E-mail: accounts.receivable@bristol.gov.uk

INVOICE NO. 8006366374

Invoice Date: 18/03/2019

Order Ref:

Customer No: [REDACTED] Cotham Secondary School

127051



Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT

~~127051~~

1 of 1

M250 / 6038.

For queries regarding this invoice contact:

Security Business Support Team, Tel: 0117 9031550, Email:
security.business.support@bristol.gov.uk

Payment Methods Overleaf

Page 1 of 1

Details	Qty	Price per unit	VAT	£
Request for Security 1500-2200 hrs Monday to Sunday at Stoke Lodge Playing field during February 2019 as [REDACTED]	196.00	15.31	SS	3,000.76
Request for security patrol at Stoke Lodge Playing field Monday to Sunday during February 2019 [REDACTED]	28.00	27.45	SS	768.60
Request for Security 0900-1500 hrs from the 11th to the 22nd February 2019 at Stoke Lodge Playing field as [REDACTED]	72.00	15.31	SS	1,102.32

Payment is now due

Subtotal
VAT

4,871.68
974.33

Vat Code	Description	Rate	Net	VAT	Total
SS	Standard Rate	20.00%	4,871.68	974.33	5,846.01

VAT Reg. No. 139563445

Remittance Advice

Please see overleaf for all payment methods

Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT

AMOUNT: 5,846.01
ORDER NO: 700644658

Details of ways to pay:

	<p>ONLINE: - by debit/ credit card via our website https://www.bristol.gov.uk/pay-council-bills-fines-invoices Select <u>Bristol City Council Invoices</u></p>
	<p>24 HOUR AUTOMATED TELEPHONE PAYMENT LINE: - by debit/ credit card phoning 0870 707 7776 (national rate), 24 hours 7 days a week. Please quote your Invoice number.</p>
	<p>BACS TRANSFER / INTERNET BANKING: - pay direct to the City Council's bank account. Sort code: 56-00-05, Account no. 41322266, Bank: Nat West, Bristol City Office. Please quote your Invoice Number when making payment. Remittance advices can be sent by email to bacsremittance@bristol.gov.uk</p>
	<p>BY POST: - Please make cheques payable to 'Bristol City Council' quoting your Invoice number, name and address on the back and send to Transactional Finance, P.O Box 3176, Bristol, BS3 9FS.</p>
	<p>IN PERSON: - You can pay at the Customer Service Point Scancoin machine, located at 100 Temple Street, Bristol, BS1 6AG by cash, cheque or debit/credit card. Please ensure you have your Invoice number with you.</p>
	<p>AT THE POST OFFICE - Present your bar coded invoice and payment to the cashier. Cheques should be made payable to "Post Office Ltd".</p>
	<p>AT A PAY POINT - Present your bar coded invoice and payment. Please be aware payments can only be made in cash.</p>

If you have a query relating to the goods or services supplied, the amount charged please contact the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice).

If you have difficulty in paying this invoice please phone (0117) 352 1404 or email accounts.receivable@bristol.gov.uk

Bristol City Council operates a policy of instigating automatic recovery procedures on unpaid invoices.

If you would like this information in another language, Braille, audiotape, large print, easy English, BSL video or computer disk please contact the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice).

BRISTOL CITY COUNCIL

Finance Operations (CH), Bristol City Council, P.O Box 3176, Bristol, BS3 9FS

E-mail: accounts.receivable@bristol.gov.uk

INVOICE NO.	8006399022
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Invoice Date: 28/03/2019

Order Ref:

Customer No: [REDACTED] Cotham Secondary School



Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT

1 of 1

For queries regarding this invoice contact:

Security Business Support Team, Tel: 0117 9031550, Email:

security.business.support@bristol.gov.uk

Payment Methods Overleaf

Page 1 of 1

Details	Qty	Price per unit	VAT	£
Request for security at Stoke Lodge Playing field from the 1st to the 3rd March 2019 1500-2200 hrs [REDACTED]	21.00	15.31	SS	321.51
Patrols carried out from the 1st to the 3rd March 2019 as [REDACTED]	3.00	27.45	SS	82.35

Subtotal
VAT

403.86
80.77

Payment is now due

Vat Code	Description	Rate	Net	VAT	Total
SS	Standard Rate	20.00%	403.86	80.77	484.63

VAT Reg. No. 139563445

Remittance Advice

Please see overleaf for all payment methods

Cotham Secondary School
Cotham Lawn Road
Bristol
BS6 6DT

AMOUNT: 484.63
ORDER NO: 700647717

Details of ways to pay:



ONLINE: - by debit/ credit card via our website
<https://www.bristol.gov.uk/pay-council-bills-fines-invoices>
Select Bristol City Council Invoices



24 HOUR AUTOMATED TELEPHONE PAYMENT LINE: - by debit/ credit card phoning 0870 707 7776 (national rate), 24 hours 7 days a week. Please quote your Invoice number.



BACS TRANSFER / INTERNET BANKING: - pay direct to the City Council's bank account. Sort code: 56-00-05, Account no. 41322266, Bank: Nat West, Bristol City Office. Please quote your Invoice Number when making payment. Remittance advices can be sent by email to bacsremittance@bristol.gov.uk



BY POST: - Please make cheques payable to 'Bristol City Council' quoting your Invoice number, name and address on the back and send to Transactional Finance, P.O Box 3176, Bristol, BS3 9FS.



IN PERSON: - You can pay at the Customer Service Point Scancoin machine, located at 100 Temple Street, Bristol, BS1 6AG by cash, cheque or debit/credit card. Please ensure you have your Invoice number with you.



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AT A PAY POINT - Present your bar coded invoice and payment. Please be aware payments can only be made in cash.

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Cotham School
Cotham Lawn Rd
Cotham
Bristol
BS6 6DT

127158

INVOICE

Page 1

Invoice No	50655
Invoice Date	18/03/2019
Order No	6009446
Account Ref	COT001

Qty	Product Code	Description	Unit Price	Net Amt
M		STOKE LODGE PLAYING FIELDS		
1.00	AS8529	10001 Mini Magnet, 12/24vdc unmonitored	36.79	36.79
1.00	CU42E0TUK	Salto XS4 2.0 ethernet 2 door controller	409.12	409.12
1.00	WRDB0E4B	Salto XS4 2.0 Mifare BLE proximity reader, black	171.40	171.40
1.00	LXM2005VK	Powerplex Salto Type 12vdc 2 amp PSU (no battery)	136.50	136.50
1.00	PSG056	Dual unit green dome exit button, EDR and alarm	40.00	40.00
1.00	PS1270VDS	Back up battery 7ah	13.95	13.95
1.00	PFD9150SAA	Pull handle, 150mm x 22mm, bolt through fixing, SAA	7.80	7.80
1.00	INST2	Installation of a Salto online door	380.00	380.00

Total Net Amount	£	1,195.56
Carriage Net	£	0.00
Total Tax Amount	£	239.11
Invoice Total	£	1,434.67

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE 2318

31 March 2019

Payment: 30 Days

Payment due by 30 April 2019

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Supply and installed new lighting in toilets and corridors. Replace switches for key switches. Supply and installed heater in toilet. Supply and installed heater in kitchen. Installed supply for door entry system. Supply and installed extra sockets in office. Supply and installed replacement Consumer Unit. Installed socket for data cabinet.	1,483.87	20%	1,483.87
Net Total				1,483.87
VAT				296.77
GBP Total				£1,780.64

If paying by BACS or Faster Payment please note our new bank details.

We reserve the right to claim late payment interest, which is currently 8% plus the Bank of England base rate.

INVOICE

Invoice Address
Finance
Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT
United Kingdom
01179198016

Delivery/Installation Address
[REDACTED]
Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT
United Kingdom
[REDACTED]

Invoice Number: INV146491
Invoice Date: 12/06/2019
PO Number: 6009704

Re: Fence Signage- Recreational Purposes

Item	Qty	Description	VAT	Unit Price	Total
A	5	600mm x 400mm fence mounted sign, enamelled aluminium with encapsulated, vandal resistant graphics. "recreational purposes..."	20%	£138.50	£692.50
B	1	Installation	20%	£90.00	£90.00

Sub Total	£782.50
VAT	£156.50
TOTAL	£939.00

Terms: 30 days unless otherwise agreed in writing. If goods are not received within four days notify sender.

Notification of damage or shortage must be received within 1 day of receipt of goods.

Custom made or modified products are non-returnable.

Please note that it is the customer's responsibility to check that the goods are received in good condition prior to signing carrier's delivery note.

Please note that all purchases are subject to [REDACTED] standard terms and conditions (Copy provided upon request).

Cotham School
Cotham Lawn Rd
Cotham
Bristol
BS6 6DT

Invoice No	50766
Invoice Date	28/08/2019
Order No	RQ12011
Account Ref	COT001

Qty	Product Code	Description	Unit Price	Net Amt
	M	PLAYING FIELDS		
1.00	WRDB0E4B	Salto XS4 2.0 Mifare BLE proximity reader, black	171.40	171.40
1.00	GL1200NTBR	Magnet - External - Weatherproof	145.00	145.00
1.00	500ZLW	Z&L bracket for GL1200 gate magnet	61.47	61.47
1.00	AEB45	External 'Gate Release' button, IP rated	40.00	40.00
1.00	OPT001	Cable, conduit and fittings	50.00	50.00
1.00	INST2	Installation of a Salto online door	380.00	380.00
1.00	S1	Trencher hire & operator - 1 day	600.00	600.00

Stoke Lodge

Total Net Amount	£	1,447.87
Carriage Net	£	0.00
Total Tax Amount	£	289.57
Invoice Total	£	1,737.44

Invoice number: 21912

S.A

19 December 2019

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT

Project Management, Quantity Surveying and Principal Designer
services up to submission of CIF bid, all as detailed in our email
dated 5 December 2019.

1,500.00

Value added tax @ 20%

300.00

TOTAL AMOUNT DUE:

£1,800.00

M250

6038

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

CIF

Invoice number: 23172

S.A

28 July 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 2

Fee based on an anticipated construction value of £546,400.00

CIF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £42,072.80

RIBA Stage		% Due	Amount Due	Less Previous	This invoice
0-2	10%		4,207.28		
3	20%	100%	4,207.28	1,500.00	2,707.28
4	40%		16,829.12		
5/6	25%		10,518.20		
7	5%		2,103.64		
Total			42,072.80	4,207.28	1,500.00
					2,707.28

Value added tax @ 20%

Total amount due £3,248.74

THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

Invoice number: 23340

S.A

28 August 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 3

Fee based on an anticipated construction value of £546,400.00

CIF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £42,072.80

RIBA Stage	% Due	Amount Due	Less Previous	This invoice
0-2	10%	4,207.28		
3	20%	8,414.56	4,207.28	0
4	40%	16,829.12	8,414.56	0
5/6	25%	10,518.20		8,414.56
7	5%	2,103.64		
Total		42,072.80	12,621.84	4,207.28

Professional services undertaken

arrangement fee at 10%

Value added tax @ 20%

Total amount due £26,165.17

Commitment o/s at 31/8/20 = £42,072.80 - £12,621.84
= £29,450.96

THIS IS NOT A VAT INVOICE

A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms. We reserve the right to charge administration fees on any overdue accounts.

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Project: Cotham School Sports Pavilion		Our Ref: [REDACTED]	
		Invoice Date: 30.09.2019	
		Invoice No: 13507	
		HGA Fee Ref: [REDACTED]	
		Client PO Ref:	
		Claim No: 1	
Item	Description		
1	To professional charges for services on the above project in accordance with instructions received Condition Survey and Feasibility Report for the Proposed Refurbishment Fee: Due now:	£1,100.00 100%	£1,100.00
		Sub Total	£1,100.00
		Less previously	
		Total	£1,100.00
		Plus VAT at 20%	£220.00
		INVOICE TOTAL	£1,320.00

Terms: Settlement within 30 days of Date of Invoice

INVOICE

To: Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

finance@cotham.bristol.sch.uk

Invoice No: 338777 Project No: MO 5658 Date: 30/06/2020

Project Title: Stoke Lodge Playing Fields

Services:

Professional planning services [REDACTED] in connection with;
- Meeting attendance with BCC officers 5 June 2020
- Production of Planning Supporting Statement, Heritage Assessment
and Design and Access Statement

Fees in accordance with agreement dated 29th May 2020 2,000.00

Total Net 2,000.00

VAT @ 20% 400.00

TOTAL REQUESTED:

TERMS STRICTLY 30 DAYS

2,400.00

Invoice number: 21389

S.A

15 October 2019

TF/HW/160896

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – NEW PAVILION

FEE ACCOUNT

Costs incurred as detailed in our email [REDACTED]
4 September 2019, as follows:

1.	[REDACTED] meeting on 11th June 2019 to discuss next steps following planning refusal 3.5 hours @ £75.00 per hour	262.50
2.	[REDACTED] to discuss alternative options to refurbish tractor and maintenance sheds. [REDACTED] surveyed sheds and produced plans. 5.5 hours @ £75.00 per hour + technologist drawing time 4.5 hours @ £37.50 per hour	581.25
3.	[REDACTED] met with Structural Engineer to investigate viability of adapting and extending existing 3 hours @ £75.00 per hour	225.00
4.	[REDACTED] additional meeting to review refurbishment viability 3.5 hours £75.00 per hour	262.50
		<hr/>
		1,331.25
	Value added tax @ 20%	266.25
		<hr/>
	TOTAL AMOUNT DUE:	£1,597.50

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.

We reserve the right to charge administration fees on any overdue accounts.

Invoice number: 23453

S.A

15 September 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 4

Professional services undertaken [REDACTED] detailed on their invoice, copy attached	1,390.00
[REDACTED] arrangement fee at 10%	139.00
Professional services undertaken [REDACTED] all as detailed on their invoice, copy attached	550.00
[REDACTED] arrangement fee at 10%	55.00
	<hr/>
	2,134.00
Value added tax @ 20%	426.80
	<hr/>
Total amount due	£2,560.80

*THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT*

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

INVOICE

2202371
M250
6038

Invoice for **Cotham School**
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

Issue date 25/09/2020

Invoice no. 1522

Project Charnwood House - tree surveys

Contact

Works Description	Cost
Survey of trees at Charnwood House and production of management specification	M250 6038 £200.00
Production of updated tree protection plan and arboricultural method statement for the refurbishment of Stoke Lodge pavilion	M250 6038 £120.00
Sub total	£320.00
VAT	£64.00
Amount Due	£384.00

From

VAT

Notes

Thankyou for your custom.

INVOICE

PA250 6036

To: Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

finance@cotham.bristol.sch.uk

Invoice No: 338902 Project No: MO 5658 Date: 30/09/2020

Project Title: Stoke Lodge Playing Fields

Services: Professional planning services of [REDACTED] in connection with;
- Liaison with School Governor
- Production and issue of planning rebuttal including associated legislation 21/09

Fees in accordance with agreement dated 29th May 2020

800.00

Total Net 800.00

VAT @ 20% 160.00

TOTAL REQUESTED:

TERMS STRICTLY 30 DAYS

960.00

Invoice number: 23646

S.A

30 September 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

Return to Finance Office within 24 hours

Please sign where indicated to confirm receipt of goods and
authorise payment of invoice

Please notify Finance Team of dispute/queries immediately

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO.5

Fee based on an anticipated construction value of £546,400.00

CHF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £42,072.80

RIBA Stage			% Due	Amount Due	Less Previous	This invoice
0-2	10%	4,207.28	100%	4,207.28	✓ 1,207.28	0
3	20%	8,414.56	100%	8,414.56	8,414.56	0
4	40%	16,829.12	100%	16,829.12	0	16,829.12
5/6	25%	10,518.20				
7	5%	2,103.64				
Total		42,072.80		29,450.96	12,621.84	16,829.12
						16,829.12
Value added tax @ 20%						3,365.82
Total amount due						£20,194.94

THIS IS NOT A VAT INVOICE

A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

Invoice number: 23672

S.A

14 October 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 6

Professional services undertaken		
all as detailed on their invoice, copy attached		725.00
arrangement fee at 10%		72.50
		<hr/>
		797.50
Value added tax @ 20%		159.50
		<hr/>
	Total amount due	£957.00

*THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT*

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

Cotham School,
Cotham Lawn Road,
Cotham,
Bristol
BS6 6DT

23rd October 2020
Invoice no: RH/2395/1

Bat Survey – Stoke Lodge
Order no: 6011078

Ecologists' fees	
½ day at £400 per day	£200-00
Overall total (excluding VAT)	£200-00
VAT at 20%	£ 40-00
Total amount now due	£240-00

INVOICE

Cotham School
Cotham Lawn Rd
Bristol
BS6 6DT

Invoice No 4487
Invoice Date 14/10/20
Job No 2683

Invoice For

Stoke Lodge Sports Pavillion
In accordance with our fee proposal dated 10th July 2020, interim invoice for
Structural Engineering Services to end of September 2020
-Review of contractors proposals for roof insulation
-Site meeting
Fee Due now =£300+VAT

Net Total		£300.00
VAT	@ 20.00%	£60.00
Total Due		£360.00

~~P3~~ P3

Page 1 of 1

Payment is required within 28 days from Invoice Date. Please use invoice and job numbers as reference in any BACS payments

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 10941
Date: 14 Dec 2020
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavillion	28 Dec 2020
Description		

Interim Claim 2 for works completed on Cotham School Sports Pavillion, as certified by [REDACTED]
Certificate of Progress Payment issued

	Cumulative	Previous	This Invoice
Gross Valuation	95,306.99	26,174.20	69,132.79
Less Retention	4,765.35	1,308.71	3,456.64
Less Discount	0.00	0.00	0.00
Net	90,541.64	24,865.49	65,676.15

plus VAT 13,135.23

Total Payable 78,811.38

Return to Finance Office within 24 hours

Please sign where indicated to confirm receipt of goods and
authorise payment of invoice

Please notify Finance Team of dispute/queries immediately

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	13,135.23	65,676.15

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 10923
Date: 17 Nov 2020
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavillion	01 Dec 2020
Description		

Interim claim No.1 in relation to Payment Certificate No.1
[REDACTED] 11th November 2020

	Cumulative	Previous	This Invoice
Gross Valuation	26,174.20	0.00	26,174.20
Less Retention	1,308.71	0.00	1,308.71
Less Discount	0.00	0.00	0.00
Net	24,865.49	0.00	24,865.49
		plus VAT	4,973.10
		Total Payable	29,838.59

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	4,973.10	24,865.49

Invoice number: 24190

S.A

31 December 2020

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 7

Fee based on an anticipated construction value of £546,400.00

CIF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £42,072.80

RIBA Stage	% Due	Amount Due	% Due	Amount Due	Less Previous	This invoice
0-2	10%	4,207.28	100%	4,207.28	4,207.28	0
3	20%	8,414.56	100%	8,414.56	8,414.56	0
4	40%	16,829.12	100%	16,829.12	16,829.12	0
5/6	25%	10,518.20	50%	5,259.10	0	5,259.10
7	5%	2,103.64				
Total		42,072.80		34,710.06	29,450.96	5,259.10

5,259.10

Financial Check carried out

95.00

5,354.10

Value added tax @ 20%

1,070.82

Total amount due

£6,424.92

THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

2132303

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 10962
Date: 19 Jan 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	02 Feb 2021
Description		

Invoice for Interim Payment 3 as per the Certificate of Progress Payment issued.

	Cumulative	Previous	This Invoice
Gross Valuation	140,566.23	95,306.99	45,259.24
Less Retention	7,028.31	4,765.35	2,262.96
Less Discount	0.00	0.00	0.00
Net	133,537.92	90,541.64	42,996.28

plus VAT 8,599.26

Total Payable 51,595.54

Code	VAT Analysis		Sale Amount
1	Rate	VAT	
	20.00	8,599.26	42,996.28

2132430.

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 10977
Date: 09 Feb 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	26 Feb 2021
Description		

Invoice for Interim Claim 4 - as per the payment certificate issued [REDACTED] 29th January 2021

	Cumulative	Previous	This Invoice
Gross Valuation	246,297.20	140,566.23	105,730.97
Less Retention	12,314.86	7,028.31	5,286.55
Less Discount	0.00	0.00	0.00
Net	233,982.34	133,537.92	100,444.42

plus VAT 20,088.88

Total Payable 120,533.30

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	20,088.88	100,444.42

INVOICE

To:

Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

finance@cotham.bristol.sch.uk

Invoice No: 339118

Project No: MO 5322

Date: 31/03/2021

Project Title Stoke Lodge Playing Fields
Purchase Order No. 6009118

Services:

Professional services [REDACTED] in connection with:-

- Assistance with strategy for drainage connections to rear of building
- Preparing TPO application (not submitted)
- Identifying and briefing Arboriculturalist [REDACTED]
- Site meetings and liaison with contractor

£1,000.00

Total Net
VAT @ 20%

£1,000.00
£200.00

TOTAL REQUESTED:

£1,200.00

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 11042
Date: 12 Apr 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	26 Apr 2021
Description		

Interim Claim 6 for works completed at Cotham School Sports Pavilion as certified

	Cumulative	Previous	This Invoice
Gross Valuation	392,457.25	318,276.24	74,181.01
Less Retention	19,622.86	15,913.82	3,709.04
Less Discount	0.00	0.00	0.00
Net	372,834.39	302,362.42	70,471.97

m250/6038

plus VAT	14,094.39
Total Payable	84,566.36

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	14,094.39	70,471.97

2132829

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 11008
Date: 12 Mar 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	26 Mar 2021
Description		

Invoice for Interim Claim 5 as Certified

m250/6038

	Cumulative	Previous	This Invoice
Gross Valuation	318,276.24	246,297.20	71,979.04
Less Retention	15,913.82	12,314.86	3,598.96
Less Discount	0.00	0.00	0.00

Net	302,362.42	233,982.34	68,380.08
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plus VAT	13,676.02
Total Payable	82,056.10

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	13,676.02	68,380.08

Invoice number: 24976

S.A

30 April 2021

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 8

Fee based on an anticipated Final Account of £538,000.00

CIF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £41,426.00

RIBA Stage			% Due	Amount Due	Less Previous	This invoice
0-2	10%	4,142.60	100%	4,142.60	4,207.28	-64.68
3	20%	8,285.20	100%	8,285.20	8,414.56	-129.36
4	40%	16,570.40	100%	16,570.40	16,829.12	-258.72
5/6	25%	10,356.50	75%	7,767.38	5,259.10	2,508.28
7	5%	2,071.30				
Total		41,426.00		36,765.58	34,710.06	2,055.52

Value added tax @ 20%

2,055.52
411.10

Total amount due £2,466.62

THIS IS NOT A VAT INVOICE

A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
We reserve the right to charge administration fees on any overdue accounts.

Invoice number: 24977

S.A

30 April 2021

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 9

Professional services undertaken [REDACTED] all as detailed on their invoice, copy attached	450.00
[REDACTED] arrangement fee at 10%	45.00
	<hr/>
	495.00
Value added tax @ 20%	99.00
	<hr/>
Total amount due	£594.00

**THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT**

PAYMENT TERMS & CONDITIONS

Payment is required within 30 days of invoice date unless agreed in advance.

IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
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Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 11051
Date: 13 May 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	27 May 2021
Description		

Interim Claim 7 for works completed at Cotham School Sports Pavilion as certified

	Cumulative	Previous	This Invoice
Gross Valuation	510,219.22	392,457.25	117,761.97
Less Retention	25,510.96	19,622.86	5,888.10
Less Discount	0.00	0.00	0.00
Net	484,708.26	372,834.39	111,873.87

plus VAT 22,374.77

Total Payable 134,248.64

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	22,374.77	111,873.87

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

INVOICE

Invoice Number: 11086
Date: 30 Jun 2021
Contract Code: 06582
Account Code: COTH01

Order No	Contract Name	Due Date
Letter dated 6-10-20	Cotham School Sports Pavilion	14 Jul 2021
Description		

Interim Claim 8 for works completed at Cotham School Sports Pavilion as certified

	Cumulative	Previous	This Invoice
Gross Valuation	539,506.73	510,219.22	29,287.51
Less Retention	13,487.67	25,510.96	(12,023.29)
Less Discount	0.00	0.00	0.00
Net	526,019.06	484,708.26	41,310.80

plus VAT	8,262.16
Total Payable	49,572.96

P10

VAT Analysis			
Code	Rate	VAT	Sale Amount
1	20.00	8,262.16	41,310.80

Invoice number: 25353

S.A

30 June 2021

TF/HW/190769

Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

COTHAM SCHOOL – SPORTS PAVILION REFURBISHMENT

FEE ACCOUNT NO 10

Fee based on an anticipated Final Account of £538,000.00

CIF fee for Building Surveyor, Quantity Surveyor and Principal Designer
@ 7.7% = £41,426.00

RIBA Stage			% Due	Amount Due	Less Previous	This invoice
0-2	10%	4,142.60	100%	4,142.60	4,142.60	0
3	20%	8,285.20	100%	8,285.20	8,285.20	0
4	40%	16,570.40	100%	16,570.40	16,570.40	0
5/6	25%	10,356.50	100%	10,356.50	7,767.38	2,589.12
7	5%	2,071.30				
Total		41,426.00		39,354.70	36,765.58	2,589.12

Value added tax @ 20%

2,589.12
517.82

Total amount due **£3,106.94**

THIS IS NOT A VAT INVOICE
A VAT INVOICE WILL BE ISSUED ON RECEIPT OF PAYMENT

PAYMENT TERMS & CONDITIONS

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IMPORTANT: We reserve the right to exercise our statutory right to claim interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.
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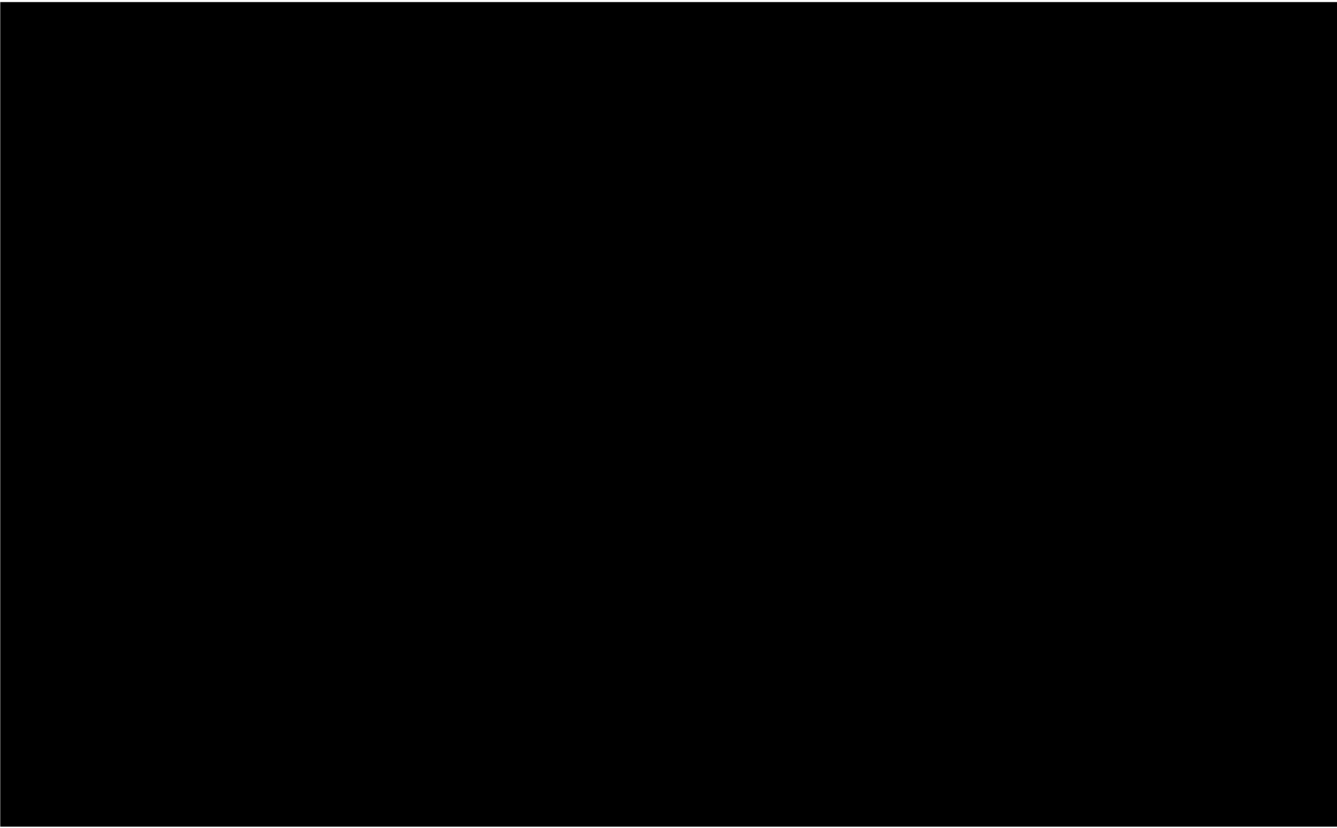
Cotham School
Cotham Lawn Road
Cotham
Bristol
BS6 6DT

27th July 2021
Invoice no: RH/2438/1

Stoke Lodge Playing Fields: Update of Ecological Survey and Report

Order no: 6011810

Ecologists' fees	
1 day at £400 per day	£400-00
Total (excluding VAT)	£400-00
VAT at 20%	£ 80-00
Total amount now due	£480-00



Cotham School
Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

Invoice

Client Ref: 45814738
Invoice Ref: 502880075
Invoice Date: 23 October 2020

			Amounts (£)	Total (£)
Contractors Combined Reinstatement	Aviva Insurance Limited	Premium	1,153.35	1,291.75
		Insurance Premium Tax	138.40	
TOTAL				1,291.75

Payment of this invoice is now due.

Please make cheques payable to

COMMENTS:

Revised premium for extended cover on JCT contract for work on the School's sports pavilion

Cotham School
Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

Client Ref: 45814738
Invoice Ref: 505275862
Invoice Date: 22 February 2021

Invoice

			Amounts (£)	Total (£)
Contractors Combined MTA	Aviva Insurance Limited	Premium	235.71	264.00
		Insurance Premium Tax	28.29	
TOTAL				264.00

Payment of this invoice is now due.

Please make cheques payable to

COMMENTS:

Extending cover to 9th April

Cotham School
Cotham School
Cotham Lawn Road
Bristol
BS6 6DT

Invoice

Client Ref: 45814738
Invoice Ref: 506702024
Invoice Date: 30 April 2021

			Amounts (£)	Total (£)
Contractors Combined	Aviva Insurance Limited	Premium	374.98	419.98
MTA		Insurance Premium Tax	45.00	
TOTAL				419.98

Payment of this invoice is now due.

Please make cheques payable to

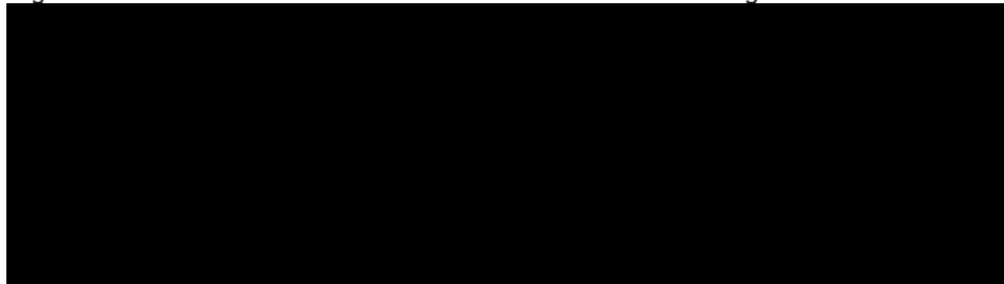
COMMENTS:
Extending period of insurance from 9th April to 31st May 2021

Final Certificate

1	This certificate relates to the following work: Refurbishment of existing single storey sports pavilion building. Shirehampton Road, Bristol, Somerset, BS9 1BN	Date: 26/08/2021
2	We, [REDACTED] are Approved Inspectors for the purposes of Part II of the Act and the above work is [the whole] / [part] of the work described in an initial notice given by us and dated as opposite.	Date: 07/09/2020
3	The work [does] / [does not] concern a new dwelling	
4	No optional requirement in the Building Regulations 2010 applies to the work	
5	One or more of the following optional requirements in the Building Regulations 2010 applies, namely – (a) regulation 36(2)(b) (optional water efficiency requirement of 140 litres per person per day) (b) Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings) (c) Schedule 1 Part M optional requirement M4(3) (category 3) – wheelchair user dwellings	
6	The work described above has been completed and we have performed the functions assigned to us by regulation 8 of the Regulations	
7	A Final Certificate has now been issued in respect of all the work described in the initial notice referred to in paragraph 2 above.	
8	Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on a register kept by the body designated under regulation 3 of the Regulations.	
9	The work [is] / [is not] minor work.	'Minor Work' has the meaning given in regulation 9(5) of the Regulations.
10	We, [REDACTED] declare that we have had no financial or professional interest in the work described since giving the initial notice described in paragraph 2	If the work is not minor work then this declaration must be made. Financial or professional interest has the meaning given in regulation 9 of the Regulations.
11	This certificate is evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.	

Signed:

Signed:



CONTRACT ADMINISTRATOR'S INSTRUCTION

Employer: Cotham School
Address: Merton Street, Bristol, BS2 0SZ

Contractor:
Address:

Works: Sports Pavilion Refurbishment
Sited at: Stoke Lodge Playing Fields, West Dene, Bristol
BS15 1QY

Instruction No: 1A

Job Reference: 190769

Issue Date: 04 November 2021

Contract Dated/Ref: TBC

Under the terms of the above contract, we issue the following instructions:			OMIT		ADD	
			£	p	£	p
1.01	OMIT	General contingency	15,000.00			
1.02	OMIT	Provisional sum for timber repairs	3,000.00			
1.03	OMIT	Provisional sum for modifications to below ground drainage.	4,000.00			
1.04	OMIT	Clause 4.10.02 Provisional sum for tree trimming	750.00			
1.05	ADD	Omit 600x300mm tiles, add 900x450mm tiles	2,910.60			
1.06	ADD	below ground drainage jetting			1,063.75	
1.07	ADD	Fire rated intumescent coating to new external cladding			4,042.25	
1.08	ADD	Removal of unforeseen asbestos within the floor and making good the concrete floor			7,187.50	
1.09	OMIT	Electrical Provisional Sum	1,000.00			
1.10	OMIT	Mechanical Provisional Sum	1,500.00			
1.11	ADD	New felt to brick tower roof			1,943.50	
1.12	ADD	CCTV drainage survey			914.25	
1.13	ADD	Extra over L shaped kitchen			918.91	
1.14	ADD	Timber repairs to internal repairs			4,279.06	
1.15	ADD	Concrete repairs to brick tower			881.21	
1.16	ADD	Salto locks to internal doors			4,188.53	
1.17	ADD	Below ground drainage repairs			TBC	
1.18	ADD	Scaffold to brick tower			1,058.00	
1.19	ADD	Re-screeding internal concrete floor to WC area due to falls in floor			972.33	
1.20	OMIT	Changing room Altro Satin cladding	8,016.81			
1.21	ADD	Roof and canopy timber repairs			6,907.54	
1.22	ADD	Remedial works to trackway			920.00	
1.23	ADD	Appointment of			644.00	

CONTRACT ADMINISTRATOR'S INSTRUCTION

Situated at: Stoke Lodge Paying Feeds, West Dene, Bristol
BS15 1QY

Issue Date: 04 November 2021

Contract Dated/Ref: TBC

Under the terms of the above contract, we issue the following instructions:			OMIT		ADD	
			£	p	£	p
1.24	ADD	Drainage channel cut to slab to pavillion to form 175mm trench. Break out on completion, lay kerb edgings, land drainage and pea gravel (Both Sides)			2,345.43	
1.25	ADD	Cycle Rack 'Toast Rack Style'			750.00	
1.26	ADD	MF metal framework added to u/side of trusses due to bow to level ceiling.			1,479.19	
1.27	OMIT	Tiling changed to vinyl.	2,594.05			
1.28	ADD	30mm FR rockwool fire batt to ceiling void (along lobby and left side plantroom wall).			1,196.37	
1.29	ADD	Fire dampers within fire barrier.			376.00	
1.30	ADD	Additional road plates added to entrance way.			2,833.60	
1.31	ADD	12mm plywood soffit to canopy.			1,074.10	

Signed:

For and on behalf of

TOTAL: 38,771.46 45,975.52

Amount of Contract Sum:	£	499,484.00
± Approximate value of previous instructions:	£	-
	£	499,484.00
± Approximate value of this instruction:	£	7,204.06
Approximate adjusted total:	£	506,688.06

Distribution:

CONTRACT ADMINISTRATOR'S INSTRUCTION

Employer: Cotham School
Address: Merton Street, Bristol, BS2 0SZ

Contractor:
Address:

Works: Sports Pavilion Refurbishment
Sited at: Stoke Lodge Paying Fields, West Dene, Bristol
BS15 1QY

Instruct on No: 2A

Job Reference: 190769

Issue Date: 04/11/2021

Contract Dated/Ref:

Under the terms of the above contract, we issue the following instructions:			OMIT		ADD	
			£	p	£	p
2.01	ADD	Opaque privacy film PS. 4.02.02. Post tender addtn	330.00		330.00	
2.02	ADD	Privacy film to windows ref 4.03.05 / 4.03.06	1,500.00		1,500.00	
2.03	ADD	Removal of external cladding 4.05.02	16,800.00		16,800.00	
2.04	ADD	method statement/attendance			1,104.00	
2.05	ADD	Internal pits and drainage connection ready for outside and backfill			3,264.28	
2.06	ADD	New layout of Accessible WC and standard Doc M pack			713.29	
2.07	ADD	New fibre tray in the tower			72.00	
2.08	ADD	Plasterboard nib wall added to block line of sight from lobby into changing rooms			473.56	
2.09	ADD	New cleaner's sink to the store cupboard and splashback			1,073.47	
2.10	ADD	Re-position stop cock incoming water main			219.60	
2.11	ADD	Cladded wallss added between shower trays			1,768.79	
2.12	ADD	OPTION A - Lining pipework and external above ground drainage			15,205.81	
2.13	ADD	Remedial works as advised 09.03.21 (temporary protection to root protection zone)			460.00	
2.14	ADD	Plant room concrete roof structural remedial works and access			5,889.16	
2.15	ADD	Invoice Number 34/20-21: [TPO app, MS and visit]			1,265.00	
2.16	ADD	6nr hand-driers added to contract scope in completed areas			3,125.45	
2.17	ADD	Additional handrail/barrier added to sloped ramp - both sides			1,223.75	
2.18	ADD	New power and data in entrance area			537.05	
2.19	ADD	Whiterock splash backs added to hand driers			287.50	
2.20	ADD	Additional ceiling hatches			715.00	
2.21	ADD	Smoke detection to plant room following erection of crash deck			680.23	

CONTRACT ADMINISTRATOR'S INSTRUCTION

Situated at: Stoke Lodge Paying Feeds, West Dene, Bristol
BS15 1QY

Issue Date: 04/11/2021

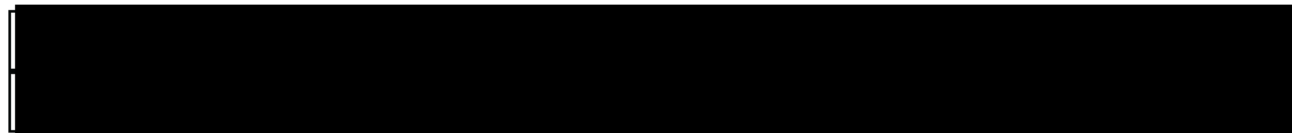
Contract Dated/Ref:

Under the terms of the above contract, we issue the following instructions:		OMIT		ADD	
		£	p	£	p
2.22	Arborcultural solutions for external finishing works				13,395.00

Signed:
For and on behalf of

	TOTAL:	18,630.00	70,102.94
Amount of Contract Sum:		£	499,484.00
± Approximate value of previous instructions:		£	7,204.06
		£	506,688.06
± Approximate value of this instruction:		£	51,472.94
Approximate adjusted total:		£	558,161.00

Distribution:





Condition Improvement Fund – Confirmation of Completion Form

This form is to be completed and signed off by the academy trust's or sixth form college's designated Accounting Officer to confirm that the Condition Improvement Fund (CIF) named project has been completed and monies spent in accordance with the terms and conditions of the fund. If a retention payment is due to be made by the DfE, this will be paid following receipt of this form. If you have received funding for more than one project, please complete a separate form for each project.

Please upload this signed form to your project monitoring completion return on the [CIF portal](#)

Academy or College Name:	Cotham School
URN:	137440
Project Reference:	CIF-1718-137440-1
Project Name:	Stoke Lodge Fence and Pavilion
Approved project cost:	£711,950
Final cost of project (including any contractor retention payment due):	£710,184
Approved grant allocation:	£568,230
Underspend to declare (if applicable):	Not Applicable

Comments on project completion (if applicable)

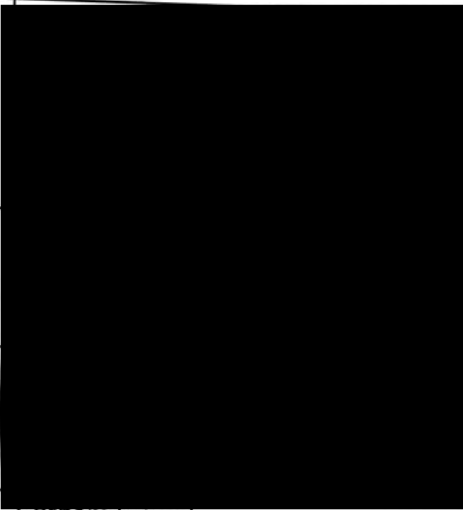

The school now needs to receive the outstanding amount of the grant left to pay for the project. The receipt of outstanding grant funds was held and not paid by the CIF due to the need to change the scope of the project from a new pavilion building to a refurbishment of the pavilion. It was agreed that any outstanding CIF grant would be paid once completion was confirmed. As the project is now completed, the school would be grateful if the outstanding amount of £92,556 could be released to the school.

Declaration

As the designated Accounting Officer for the above named academy / college, I certify that the project has been completed, and that the grant provided for the project above has been spent;

- in accordance with the original application made for CIF funding
- in accordance with any subsequent approved Scope Change Requests
- in accordance with all relevant legislation, guidance and control measures applicable to the use of public funds.

I understand that unless agreed previously, any underspend is likely to be reclaimed by DfE to support future CIF projects.

Signature:	
Name (please print):	
Position:	
Organisation:	Cotnam School
Email address:	
Contact telephone number:	0117 919 8000



By e-mail to:

Cotham School

Reply to
Telephone
Minicom
Fax
E-mail
Our ref
Your ref
Date

7th December 2018

Stoke Lodge – Extent of Listed Building Curtilage

I have been asked to confirm the Council's position on this matter as the extent of the curtilage will determine whether the proposed erection of a fence of 2m or below around the perimeter of land occupied by Cotham School and within the grounds of the Grade II Listed Stoke Lodge is permitted development under Class A of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (the "GDPO").

I have sought legal advice on this matter including Counsel's Opinion. As a result, I am of the view that the land in question is not within the curtilage of the listed Stoke Lodge and as result the proposed fence is permitted development under the GPDO.

I am advised that the legal principles for identifying the curtilage of a building were recently restated by the Planning Court in *R (Burford) v Secretary of State for Communities and Local Government* [2017] EWHC 1493 (Admin, [32]-[37]). These are:

- The physical layout of the listed building and the structure
- Their ownership, both past and present, and
- The use or function of the relevant buildings, both past and present

In summary, my view on these principles is as follows:

Physical Layout

The history of the site suggest that, although the land surrounding Stoke Lodge has remained consistently undeveloped since Stoke Lodge's construction, throughout that time Stoke Lodge has had a well-defined area of land immediately enclosing it and there have been (and continue to be) identified boundaries between Stoke Lodge and the surrounding land.

Past and Present Ownership

It appears that Stoke Lodge and its surrounding land have been in single ownership since 1836,

albeit parts of the land may have been leased from time to time (perhaps to agricultural tenants) and since 2011 the majority of the surrounding land has been leased to Cotham School on a long lease.

Use or Function

In the decades immediately following its construction until c. 1890s (and possibly as late as 1923), the occupiers of Stoke Lodge appear to have farmed (at least some of) the land surrounding it. However, after the end of the Second World War, since the Stoke Lodge estate has been owned by the Council, a relatively clear distinction in terms of function and use can be identified: Stoke Lodge itself and its immediate surroundings have been used for adult education; the surrounding land has been used for formal sports and informal recreation. That distinction has now been formalised by the grant of the lease to Cotham School which restricts use of the land for its own educational and ancillary purposes.

Conclusion

The issue of whether or not the surrounding land forms part of the curtilage of Stoke Lodge is a question of fact and degree. Having regard to the legal test, summarised above, in my opinion the surrounding land is not within the curtilage of Stoke Lodge.

My reasons for taking this view are: there has for some time been a fairly clear boundary and identifiable between Stoke Lodge and the surrounding land; although the estate as a whole has remained in the hands of a single owner, ownership of the land has been fragmented by the grant of a long lease to Cotham School; and since the estate has been owned by the Council, Stoke Lodge has been used for different purposes than the surrounding land which has been used as playing fields.

As a result, I do not believe that the land surrounding Stoke lodge can be described as “part and parcel” of Stoke Lodge or that it forms one enclosure with it. Therefore the surrounding land is not within the curtilage of Stoke Lodge. This view is based on and accords with internal and external legal advice received on this matter.

The consequences of this view are that fences erected around the playing fields are permitted development under the GDPO as long as they do not exceed 2m in height above ground level.

As there is intense scrutiny of this matter, it is important that the Council is satisfied that the fence complies with the height limitation of 2m. Therefore, I request that you inform me ideally prior to and when erection of the fence has commenced in order that my officers can carry out some monitoring visits to ensure that no part of the fence exceeds 2m in height from ground level.

Yours sincerely

[REDACTED]
[REDACTED]



Cotham School, Cotham Lawn Road,
Bristol, BS6 6DF
Headteacher: Ms Jo Butler
T: 0117 919 8000
E: info@cotham.bristol.sch.uk
www.cotham.bristol.sch.uk

6th October 2020



Dear Sirs

**PROJECT: COTHAM SCHOOL: REFURBISHMENT OF SPORTS PAVILION
LOCATION: STOKE LODGE PLAYING FIELDS, WEST DENE, BRISTOL**

We refer to your tender submitted on 11 September 2020 and the subsequent discussions, correspondence and meeting in relation to the Works. We are pleased to inform you that subject to the precise terms being agreed between us, it is our intention to accept the revised tender in the sum of **£499,484.00** (plus VAT) and appoint you as the Main Contractor and Principal Contractor by entering into a contract with you ("the Contract") for carrying out of the Works.

The Contract will be the JCT Intermediate Building Contract 2016 incorporating the amendments stated in the Preliminaries section of the Tender Documents made available on 14 August 2020.

Although the Contract has not yet been entered into, all the terms and conditions of the Contract (so far as agreed between us and so far as not inconsistent with the terms of this letter) will apply to any work carried out by you pursuant to the instruction contained in this letter

We have appointed

[REDACTED] to act as Contract Administrator for the purposes of the Works and to act on our behalf as stated in the Contract. You must liaise with the Contract Administrator and comply with all instructions issued by him in relation to the Works as if the Contract had been entered into.

You will keep us fully and promptly informed of the progress of the work carried out by you pursuant to this letter and shall report to us no less frequently than fortnightly with supporting documentary evidence of all costs and expenses which you incur pursuant to this instruction.

We will pay you all reasonable costs incurred by you and verified by our Contract Administrator for any activities properly undertaken by you pursuant to the instruction contained in this letter, provided that our total liability under this letter shall not exceed £50,000.00.



Cotham School is a charitable company limited by guarantee.
Registered in England. Company Number 07732888.
Registered Office: Cotham School, Cotham Lawn Road, Cotham, Bristol, BS6 6DF



Cotham School, Cotham Lawn Road,
Bristol, BS6 6DT
Headteacher: Ms Jo Butler
T: 0117 919 8000
E: info@cotham.bristol.sch.uk
www.cotham.bristol.sch.uk

The date of possession will be 26 October 2020 and the date of completion will be 12 February 2021.

Liquidated damages for non-completion will be £1,000.00 per week or part thereof.

The Rectification Period will be 12 months from the date of Practical Completion.

The payment terms involve monthly valuations. Payments of such valuations for work together with associated VAT will be made by us 21 days after the valuation due dates. Retention will be held at 5% of valued works reducing to 2.5% at Practical Completion.

In the event of a dispute then the Adjudicator will be nominated by the President or a Vice President or Chairman or a Vice-Chairman of the Royal Institution of Chartered Surveyors.

The instruction contained in this letter will automatically terminate on 30 November 2020 or upon entering into the Contract, whichever is earlier. If by that date (or by any extended date agreed in writing between us) the Contract has not been entered into, you must immediately cease work. In that event we shall reimburse you in accordance with this letter and the provisions below.

If the Contract is concluded between us, the terms of the Contract will supersede this letter which will thereupon cease to have any further effect. In that event, any work carried out by you pursuant to the instruction contained in this letter will be deemed to have been carried out under the Contract and any payments made by us in respect of such work will be deducted from the amount of the first interim payment due to you under the Contract. For the avoidance of doubt, we reserve the right not to award the Contract to you for whatever reason.

We shall have the right to terminate this interim arrangement at any time by giving written notice. Should this occur in circumstances other than by substitution of your formal appointment as Main Contractor and Principal Contractor then you shall be reimbursed your actual costs up to the limit stated above subject to our right to instruct the Contract Administrator to check that amounts have been reasonably incurred or committed in respect of authorised work or services from the date of this letter up to the date of termination; always provided that the reason for termination shall not be default on your part. Consequential loss or claims for loss of profit or any other costs shall be expressly excluded from this interim arrangement.

In the event that we terminate this instruction, you shall:

- (i) deliver to us all the Proprietary Material prepared by you or on your behalf in relation to the Works;
- (ii) consult with us regarding the action to be taken for the fulfilment or cancellation of any orders and other commitments made by you in relation to the Works pursuant to this instruction, and supply to us all associated invoices and other documents whether made or intended to be made;



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Headteacher: Ms. Jo Butler
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- (iii) if required, assign to us or our nominee the benefit of any or all contracts entered into by you with sub-contractors, consultants and suppliers for the Works; and
- (iv) immediately take steps to cease the Works, vacate the site of the Works and remove from the site all of your plant and machinery

In the event of our not entering into a contract with you, then save as provided above, we shall have no further liability of whatsoever nature arising out of or in connection with the termination of this interim arrangement.

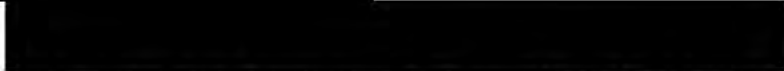
Kindly return the attached duly signed to acknowledge receipt of this letter and confirm your agreement to its contents.

We will proceed to prepare the contract documentation.

Yours faithfully



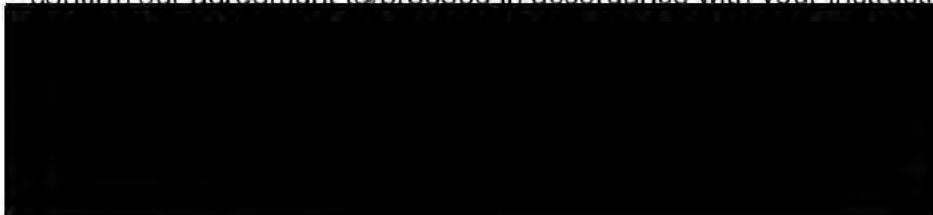
To:



PROJECT: COTHAM SCHOOL: REFURBISHMENT OF SPORTS PAVILION

LOCATION: STOKE LODGE PLAYING FIELDS, WEST DENE, BRISTOL

We hereby acknowledge receipt of your letter of intent dated 5 October 2020 and confirm our agreement to proceed in accordance with your instruction.



Date 6/10/2020



Cotham School is a charitable company limited by guarantee.
Registered in England Company Number 07743280.
Registered Office: Cotham School, Cotham Lawn Road, Cotham, Bristol BS6 6JJ

[REDACTED]

Wed, 27
Nov
2019,
12:11

[REDACTED]

Thank you for your email the content of which I note and with which I am broadly familiar. As you have correctly pointed out my Property Partner who is responsible for Education is currently on annual leave returning next Tuesday 3rd December.

Please accept on behalf of the Council my apologies for not having responded more quickly to the request. In “normal” circumstances we aim to review and respond to such requests in 5 - 7 working days and we have a standard template for such responses. In that context I agree the matter should have been resolved by now.

I am sure you are aware of the on – going relationship management issues with local residents in relation to Stoke Lodge Playing Fields. The reason for the delay in this instance is to allow communication of the issues within BCC’s Senior Leadership team and to reconcile your application in the context of the sustained feedback and complaint background relating to the management of the Stoke Lodge PF. Even taking that into account I believe a formal response should have been issued by now.

As I understand it there are four requests which have been communicated to the Council relating to the completion of the inner perimeter fence, installation of fibre optic cables, removal of a non - protected Elder tree and the refurbishment of the changing room/pavilion.

I have reviewed these requests together with the terms of the 125 year academy lease and I would have no objection from a Landlord perspective to the school carrying out these works. This is of course subject to all works being undertaken in accordance with all statutory requirements and final designs for any works affecting the building to be submitted for information and data update purposes once approved under building regulations.

[REDACTED] will issue the formal notification which is required for upload to the BCC Property Database when she returns next week.

I hope this clarifies the situation and again please accept my apologies for the delay.

[REDACTED]

[REDACTED]

[REDACTED]

Property Strategy
City Hall, Bristol BS1 5TR

[REDACTED]

[REDACTED]

Stoke Lodge Fence & Pavilion Funding position @ 31/8/21

	CIF Grant	School Contribution	TOTAL	
PLAN:				
Original amount agreed with CIF re fence	137,430	15,270	152,700	
Original amount agreed with CIF re pavilion	430,800	128,450	559,250	
TOTAL PLAN	568,230	143,720	711,950	
ACTUAL				
Fence actual spend	82,430		82,430	
Pavilion actual spend	430,800	196,955	627,755	
Use balance of CIF grant towards pavilion overspend	55,000	(55,000)	-	
TOTAL ACTUAL	568,230	141,955	710,185	
CIF funding actually received to date	475,674			
Amount of CIF funding still payable	92,556	Accrue this amount in Y/E accounts		
CIF funding already accrued at 31/8/20	37,818			
Additional CIF funding to accrue during 20/21	54,738			

COTHAM SCHOOL STOKE LODGE CIF EXPENDITURE

Supplier	Scan	Date	Description	£	Additional Information
Fence					
	2127016	20/03/2019	Large invoice for phase 1 of the installation of the fence	48,801.20	
	2128410	09/07/2019	Stoke Lodge post adjustment works	400.00	
	2130209	11/02/2020	Install of fence behind cottages at Stoke Lodge - phase 2 of installation of the fence	3,930.00	
	2122458	17/11/2017	Tree survey and production of constraints plan	730.00	
	2124263	06/06/2018	Landscape consultancy for fence procurement	1,500.00	
	2124378	15/06/2018	installation of the new security fence	150.00	
	2124897	25/07/2018	new signs for playing field for fence fixing as per quote ED2877/1 ref B	1,695.00	
	2124986	26/07/2018	Pavilion improvements at stoke lodge survey and report	365.00	
	2125586	26/10/2018	Detailed Landscape design ready for works to commence	1,790.00	
	2126403	25/01/2019	Site visit and actions 17/1/19. Revisions to site plan.	325.00	
	2126477	31/01/2019	Updated arboricultural method statement	300.00	
	2126601	07/02/2019	Static security of works from 14th Jan 2019 to 31st Jan 2019	2,273.23	
	2126611	07/02/2019	Materials for the Groundsmen shed to create welfare and	18.37	
	2126624	12/02/2019	Additional revisions to site plan following requests from the landlord (BCC)	455.00	
	4206470		- materials for Groundsman's Shed to create welfare and security monitoring facilities	1,178.92	
	2126701	24/02/2019	stoke lodge badger consultancy	340.00	
	2126887	07/03/2019	Arboricultural supervision at Stoke Lodge for working near Trees with Tree Preservation Orders	5,740.00	
	2126944	15/03/2019	Further signage - Vandal resistant signage fixing to fence	2,235.00	
	4206546		Materials for the Groundsmen shed to create welfare and security monitoring area WC connector for Stoke Lodge	17.47	
	2127051	18/03/2019	Static security of works at Stoke Lodge during February	4,871.68	
	2127121	28/03/2019	Static security of works at stoke lodge 1st to 3rd March 2019	403.86	
	2127158	18/03/2019	Installation of Salto locks at Stoke Lodge automated security access system	1,195.56	
	2127165	31/03/2019	Electrical works to mower shed and toilets for welfare and security monitoring facility	1,483.87	
	2127840	12/06/2019	Further signage -Vandal resistant signage	782.50	

COTHAM SCHOOL STOKE LODGE CIF EXPENDITURE

Supplier	Scan	Date	Description	£	Additional Information
	2128528	28/08/2019	Installation of Salto locks at Stoke Lodge - access control system	1,447.87	
2019/20 Pavilion					
	2129770	19/12/2020	Project Management - Sports Pavilion refurbishment	1,500.00	
	2131073	28/07/2020	Surveyor fees re Pavilion Stoke Lodge	2,707.28	
	2131298	28/08/2020	Sports Pavilion refurbishment	21,804.31	
	2128849	30/09/2019	Professional fees Electrical and Condition survey	1,100.00	
	2130955	30/06/2020	Professional fees -Stoke lodge planning service	2,000.00	
	2129010	15/10/2019	Professional fees - feasibility studies -Sports Pavilion refurbishment	1,331.25	
2020/21 Pavilion					
	2131307	15/09/2020	Professional Services- Stoke Lodge Pavilion Refurb	2,134.00	
	2131432	25/09/2020	Updated tree protection plan	120.00	
	2131504	30/09/2020	Stoke Lodge Playing Fields	800.00	
	2131505	30/09/2020	Sports Pavilion refurbishment	16,829.12	
	2131601	14/10/2020	Sports Pavilion refurbishment	797.50	
	2131745	23/10/2020	Bat survey of the pavilion prior to works beginning	200.00	
	2131851	14/10/2020	Structural Engineering Services- Stoke Lodge	300.00	
	2132111	14/12/2020	Sports Pavillion Interim Claim 2	65,676.15	
	2132153	17/11/2020	Sports Pavillion Interim Claim 1	24,865.49	
	2132257	31/12/2020	Sports Pavillion Refurbishment	5,354.10	
	2132303	19/01/2021	Sports Pavillion Interim payment 3	42,996.28	
	2132430	09/02/2021	Sports Pavilion Interim Payment claim 4	100,444.42	
	2132781	31/03/2021	Stoke Lodge - Professional Services	1,000.00	
	2132790	12/04/2021	Sports Pavillion Interim Claim 6	70,471.97	
	2132829	12/03/2021	Sports Pavillion Interim Claim 5	68,380.08	
	2132968	06/05/2021	Sports Pavilion Refurbishment	2,055.52	
	2132969	30/04/2021	Sports Pavilion Refurbishment	495.00	
	2133033	13/05/2021	Stoke Lodge Sports Pavillion Interim Claim 7	111,873.87	
	2133342	30/06/2021	Sports Pavillion Interim Claim 8 - Stoke Lodge	41,310.80	
	2133484	30/06/2021	SPORTS PAVILION REFURBISHMENT	2,589.12	
	2133517	27/07/2021	Stoke Lodge Update of Ecological Survey and Report	400.00	
	2131780	44141	Insurance Policy - Contractors combined	1,291.75	

COTHAM SCHOOL STOKE LODGE CIF EXPENDITURE

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Fence					
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	2127840	12/06/2019	Further signage -Vandal resistant signage	782.50	

COTHAM SCHOOL STOKE LODGE CIF EXPENDITURE

Supplier	Scan	Date	Description	£	Additional Information
	2132507	44249	Insurance policy extension to 9/4/21 Contractors combined	264.00	
	2132951	44321	Pavilion rebuild Insurance extension until 31.05.21 Contractors combined	419.98	
20-21 Y/E Accruals	3102962	04/10/2021	Accrue claim number 9 re Stoke Lodge Pavilion completion	18,187.92	Invoices not yet received
20-21 Y/E Accruals	3102962	04/10/2021	Accrue retention re Stoke Lodge Pavilion payable in 12 months	13,954.03	Invoices not yet received
20-21 Y/E Accruals	3102962	04/10/2021	Accrue fee account 11 re Stoke Lodge pavilion completion	2,071.30	Invoices not yet received
20-21 Y/E Accruals	3102962	04/10/2021	Accrue balance of surveys re Stoke Lodge pavilion to be invoiced by	1,155.00	Invoices not yet received
20-21 Y/E Accruals	3102962	04/10/2021	Accrue balance of re Stoke Lodge pavilion to be invoiced by	874.50	Invoices not yet received

Total

710,184.27

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF

Sent on: Friday, November 5, 2021, 4:52:30 PM

To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>;

Subject: RE: Documents requested for CIF Project - Cotham School Stoke Lodge Fence and Pavilion CIF - 1718 - 137440 - 1

Follow up: Follow up

Follow up status: Completed

Completed on: Friday, November 5, 2021, 4:52:00 PM

Hi

Thank you for sending through the documents and your comments are noted below. I have forwarded a copy to for their review.

Kind regards

From: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk> on behalf of ASSURANCE, CIF
Sent on: Friday, December 3, 2021, 12:45:30 PM
To: [REDACTED]
CC: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>
Subject: CIF-1718-137440-1 Cotham School - Stoke Lodge Fence and Pavilion

Dear [REDACTED]

Further to the visit to Cotham school by [REDACTED] of Faithful and Gould on 10 November to view the school's CIF project (CIF-1718-137440-1) at the Stoke Lodge playing field, we have now received their report of the visit.

We do not have any queries with the report's findings and there are no further actions for DfE Capital as part of our assurance review of the CIF project.

Regarding the final CIF funding payments and the level of funding agreed, we have based the total funding amount to be paid on the total funding that was agreed within the formal scope change request for the project on 27 January 2021. The agreed funding set out within the scope change request approval was £430,800 towards the pavilion plus the actual cost of the fencing, which we had assumed at that point in time was £81,936. The total amount of approved funding was £512,736. We are now aware that the actual cost of the fence and associated works was £82,430. We have adjusted the total amount of funding to £513,230, to take this into account.

To date we have paid the trust a total of £475,674, the remaining CIF payment will be £37,556.

We note within the CIF confirmation of completion form that you have calculated the remaining funding owed to the trust to be £92,556 and the total approved funding to be £568,230, on the assumption that the savings on the fence costs could be put towards the cost of the pavilion. However, as we had agreed a major change in the scope of the project; the change from new build to refurbishment, and specifically limited the amount of funding that we would contribute to the pavilion refurbishment costs, this was on the basis that any savings in the funding for the fence costs would not be transferrable to the pavilion costs.

We hope this clarifies the funding position. We will now authorise the remaining CIF funding to be paid to the trust.

Kind regards

Programme Delivery and Intervention Team

Programme Delivery and Intervention | Condition Funding and Response | Capital Directorate | Operations Group

From: [REDACTED]
Sent on: Friday, December 3, 2021, 3:19:12 PM
To: ASSURANCE, CIF <CIF.ASSURANCE@education.gov.uk>; [REDACTED]
CC: [REDACTED]
Subject: Re: CIF-1718-137440-1 Cotham School - Stoke Lodge Fence and Pavilion
Attachments: Correspondence from Gavin Williamson.pdf (265.71 KB)

Dear Programme Delivery and Intervention Team

Thank you for your email.

The school would now like to request a copy of the report. If you are unable to action this request then please take this as a freedom of information act request to receive a copy of all documentation/information provided to the Department of Education by [REDACTED] Faithful and Gould in respect of CIF project reference: 'CIF-1718-137440-1 Cotham School - Stoke Lodge Fence and Pavilion' and any information/documentation provided by the Department for Education to [REDACTED] Faithful and Gould in respect of CIF Project reference: 'CIF-1718-137440-1 Cotham School - Stoke Lodge Fence and Pavilion'.

In respect of this paragraph in your letter:

'We note within the CIF confirmation of completion form that you have calculated the remaining funding owed to the trust to be £92,556 and the total approved funding to be £568,230, on the assumption that the savings on the fence costs could be put towards the cost of the pavilion. However, as we had agreed a major change in the scope of the project; the change from new build to refurbishment, and specifically limited the amount of funding that we would contribute to the pavilion refurbishment costs, this was on the basis that any savings in the funding for the fence costs would not be transferable to the pavilion costs' **Please provide a copy of the communication to the school from project colleagues, [REDACTED] the Manager who liaised with the school regarding the scope change and agreed it to evidence that this stipulation was communicated to the school as the school has no record of this.**

We were advised that the project was still one project. My understanding is that where there is one project under the CIF programme that the reconciliation happens at the end (as this has) and that there can be areas of overspend in one part of the project and underspend in others but that the overall cost against approved project costs is used to determine what is paid, this is your usual custom and practice. This is how you have managed other school projects and continue to manage school projects. Cotham School asks that you treat it equitably and fairly in the same way that you have treated all other school projects and not write new rules, applying them to Cotham only due to undue external pressure. You will have seen from the form submitted that the school has brought the project in under approved project costs, so this is very irregular. DfE colleagues including the then Secretary for State Gavin Williams have also categorised the project as one project and not two. I attach the communication that he wrote to a member of the public regarding this point (I think your office provided this recently to a member of the public under an FOI, so I am sure that you are aware of this).

I look forward to receiving the documents under the FOI request as soon as possible but within the required number of days. In addition, a response to our request for evidence to substantiate your claim that the school was aware of the stipulation that the fence and the pavilion would be treated as two projects and therefore reconciled separately. If you are unable to provide this then the school anticipates that the outstanding payment as per the CIF confirmation of completion submitted by the school will be forthcoming.

Kind regards
[REDACTED]



Rt Hon Gavin Williamson CBE MP
Secretary of State

Sanctuary Buildings Great Smith Street Westminster London SW1P 3BT
tel: 0370 000 2288 www.education.gov.uk/contactus/dfe

Any capital or revenue funding that the Department for Education (DfE) provides to a school or academy trust should only be used in accordance with the specific conditions relating to that funding. Where a school or academy trust appears not to have complied with conditions of funding, officials will take appropriate action, which includes the investigation into the possible misuse of funds. The DfE will recover misused funding and take further action against those that have misused the funding.

In this case, I note the points that [REDACTED] raises regarding the details of the cost of the fencing works at the school. The funding for these works is from the Condition Improvement Fund (CIF) programme. We have in place stringent assurance measures and processes to check that CIF funding is not spent on works that are not within scope of the approved application. This includes, where necessary, visits by the DfE's Capital team to determine that the funding has been spent correctly.

Officials are aware of the differences between the proposed costs within the application form and actual costs that have been stated by Cotham School. As with all projects, the details of this project will be assessed as part of the final review and reconciliation of the project expenditure and funding. This will also take into account any valid reasons for cost changes. Due to the complexity of this case and concerns also raised locally, I can reassure you that the Capital team and the Education and Skills Funding Agency will carry out a full scrutiny of all the project costs.

To clarify, the funding that has been paid out is against the project as a whole rather than against a specific element of the works, such as the fence, and is based on agreed funding profiles, so any difference between the estimated project costs at the time of the application and actual costs will not be retained by the school.

I hope this reassures you that in this case, as well as in others, the DfE has taken and is taking effective action to ensure that funding is not being misused.

FOI template for clearance through Special Advisor

DATE SENT FOR CLEARANCE:

DEADLINE FOR RELEASE: 15/03/2021

CLEARED BY:

From ASSURANCE, CIF
Sent: 17 December 2021 12:55
To: [REDACTED] ASSURANCE, CIF
Cc: [REDACTED] CHOWDHURY, Jabu
Subject: RE: CIF-1718-137440-1 Cotham School - Stoke Lodge Fence and Pavilion
Attachments: Visit Report - 1718-137440-1 - Cotham School ISSUE.xlsx, Cotham SCR January 2021.docx
[REDACTED]

Thank you for your emails of 3 and 10 December. As requested, please find attached a copy of the report of the visit to Cotham School to review the CIF project undertaken by Faithful and Gould. We have not redacted any of the wording within the report as the information is not being made available as part of a Freedom of Information request. However, we do ask that if this report, for whatever reason, is made available within the wider public domain, that you redact the names of the individuals referenced within the report.

I have attached a copy of the communication to the school confirming the revised funding allocation as a result of the scope change request. This was formally provided within the scope change request approval response, sent from the CIF portal on 27 January 2021.


We have reviewed the various emails that were sent to the school during the period in Summer 2020 when the scope change was being requested. At that stage the focus was on the pavilion works and the allowable cost and funding for those works. We specifically agreed within the scope change request and the discussions prior to approval of that request a maximum amount of CIF funding that we would for the refurbishment of the pavilion. This was based on the fact that the fencing costs had already been fully met from the CIF funding. There was certainly no intention to allow any surplus CIF funding from the fence costs to be used to meet some of the pavilion costs over and above the agreed CIF funding of £430,800.

With reference to the correspondence from Gavin Williamson, the project has still been treated as a single project rather than 2 separate projects for the purposes of the administration of the CIF funding. We are not treating this project any differently to any other CIF project where there has been a change in the scope of the works, which has led to a reduction in the approved level of CIF funding.

I hope this is a helpful explanation of the CIF funding position.

Regards

[REDACTED]
[REDACTED] | Programme Delivery and Intervention | Condition Funding and Response |
Capital Directorate | Operations Group |

<div>Department for Education</div>	
Capital Project Assurance – Site Visit Report	
School details	
URN	137440
School	Cotham School
Trust	N/A
Applicant details	
Project details	
Project reference	CIF-1718-137440-1
Project name	Stoke Lodge Sports Field Perimeter Fence and Sports Changing Pavillion
Current RAG status	Completed
Related projects	N/A
Scope changes (if any)	Change from new build pavilion to refurbishment of existing due to rejected planning permission.
Other issues	Local disagreement with proposals - protests, vandalism and local MP involvement.
Project timescales	
Planned start on site date	12/06/2017
Planned completion date	25/08/2017
Current start on site date	01/02/2019
Current completion date	11/06/2021
Project finance	
Total project cost	£690,746.00
Grant	£512,736.00
Loan	£0.00
Salix loan	£0.00
School contribution	£178,010.00
Personnel	
DfE team contact	
Design team member	
Visit report	
Visit details	
Date, time, and duration of visit	11.00am 10th November 2021 - 2hrs
Attendees	Faithful+Gould, Cotham School, Department for Education,
List names here	
Overall project status	
What is the current status of the project - completed, in progress, not started?	
Project complete - pending minor snags.	
What outputs have been achieved so far?	
The project output applied for is to address the dilapidated sports pavilion and lack of safeguarding measures at Stoke Lodge Playing Fields. The project involved erecting new fencing to the permitter of the fields to provide an enclosed space for students to use for physical education. The project also entailed the refurbishment of the on-site sports pavilion to accommodate changing rooms and welfare facilities for the school.	
The standard of workmanship is generally of a high quality, especially taking into consideration the poor condition of the Pavilion prior to refurbishment. Minor snagging items were picked up during the inspection e.g. lightning conductor not grounded at the rear, however discussions with the contractor revealed that these were in the process of rectification.	
Detailed delivery status	
If the project is not complete, what is your assessment of the project's progress against the project programme supplied in the CIF bid? On schedule / delayed?	
Project is complete.	
If the project is complete, could the trust confirm when the project was completed and the date?	
A practical completion certificate dated 11/06/2021 and building control completion certificate dated 26/08/2021 were provided by the school.	
Is/Are the affected building(s) still in use Y/N?	
Yes	
Does the project output so far match the original project applied for Y/N?	
<ul style="list-style-type: none">If 'No':Estimation of deviation from original project (%):Provide detail of what was different (high level):Can the trust offer an explanation as to why the project deviated?	
The outputs achieved vary from those originally applied for, approximately 50% deviation from original scope.	
The fencing to the perimeter of the playing field has been erecting as per the original scope, albeit with a reduced height and linear meterage. The cost of the fencing has also reduced by circa £70,000.00 from the original bid. The school have attributed this to the reduced height and meterage, although this value still seems to be a large reduction given the works involved. The school have advised that quotations were obtained for these works. The school has provided invoices which evidence the final cost of the fencing.	
The original bid application specified that the existing pavilion was to be demolished and a new build modular block erected in it's place. As the planning application was rejected, the school instead had no choice but to refurbish the pavilion. A new scope was approved by the DfE, initially informally and then formally approved in January 2021 with a completion date of March 2021. It appears that the project was delayed further, with completion certified in June 2021. The works have been completed as per the scope change request approved in January 2021.	
Does the trust have an appropriate project management team in place to deliver the project?	
Can you please provide the names of the main stakeholders, contractors and consultants?	
The bid application was submitted by on behalf of Cotham School and the works were undertaken by. The responsible people on behalf of the school were .	
Various additional consultants and subcontractors had involvement with the works in a minor capacity.	
Do you have any concerns about the future delivery of the project?	
No, project complete.	
Evidence of spend	
Do the works on site appear to be broadly in line with the cost plan and the spend reported in the project monitoring returns or completion returns?	
Yes, the works on site appear to be broadly in line with the cost plan and the spend reported from the school. There are some elements of costs that may require further investigation to determine if they are legible. As mentioned above, the scope of works has changed from the original approved bid and as such an updated cost plan was required. This was provided by the school and reviewed prior to the site visit.	
A list of approximately 59 invoices has been provided by the school. These invoices cover all costs of the project including payments made under the main contract and otherwise. The invoice descriptions summarise fairly clearly where the costs have been utilised in relation to the project. Any queries (for example invoice no. 2126611 for £18.37 to for Materials for the Groundsmen shed to create welfare) were raised with the school and subsequently answered with reasonable justification.	
Two contract instructions were raised during the works, copies of which have been provided by the school. Though, the vast majority of the items instructed are reasonable and in line with the scope of works, queries were raised with the school and consultant to clarify the inclusion of several items. These are as follows: Ref 2.01 - Opaque privacy film PS. 4.02.02. Post tender Addtn: Omit £330.00 Add £330.00 - Value added and omitted in the same instruction. Ref 2.02 - Privacy fill to windows ref 4.03.05/4.03.06: Omit £1,500.00 Add £1,500.00 - Value added and omitted in the same instruction. Ref 2.03 - Removal of external cladding 4.05.02: Omit £16,800.00 Add £16,800.00 - Value added and omitted in the same instruction. Ref 2.04 - method statement/attendance: Add £1,104.00 Ref 2.06 - New layout of accessible WC and standard Doc M Pack: Add £713.29 - Redesign of layout was required due to layout of below ground drainage. Ref 2.22 - Arborcultural solutions for external finishing works: Add £13,395.00	
Following assessment of all of the documentation provided, we have concluded that all cost accrued on the project are evidenced and justified as reasonable.	
If there is cost deviation, what is the level of deviation (£), and does the trust have an explanation for it?	
It was confirmed through assessment of the project documentation that approximately £152,700.00 was allowed for the installation of fencing to the perimeter of the site, however this was completed for £82 430.00 - approximately £69 570.00 less than the approved funding for the fence element of the works. The school attribute this decrease in cost to the reduction of fence height	

Item	Y/N/NA	Comments
Tender returns / Quotes	N	
Priced schedule of works	Y	Included in contract docs on site
Instruction / contract	Y	Letter of intent, Contract viewed on site
Any architects instructions (Justifications)	Y	
Professional Fees	Y	
Breakdown of full final account	Y	
Evidence of Loans/ Contribution	N	

Specialist works (asbestos etc) Inc instruction	Y	
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Building regulation certificate	Y	
Planning consent (inc listed/ conservation)	N/A	Planning for original scope rejected
F10	N	
Construction health and safety file/O+M	Y	

CDM	Y	
PCI	Y	
Contractors Health and Safety File	Y	
F10 (if applicable)	N	
O+M/ as built drawing	Y	
Warranties	Y	
Test certificates	Y	
1- Fire alarm inc sound levels (65db 55 small)		
2- Emergency lighting		
3- Gas certificates		
4 -Legionella		
5 - Asbestos certificates inc RnD		
6 - Air handling commission certification		
7 - Intruder alarms certification		

Notes: