



Education  
Funding  
Agency

**Education Funding Agency**  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

**Tel: 0207 340 7000**

[www.gov.uk/dfes](http://www.gov.uk/dfes)

Wendy Middlemas  
One Education  
West Didsbury Church of England Primary School Ltd  
Elm Grove  
Didsbury  
Manchester  
M20 6RL

15 July 2015

Dear Wendy,

**FS0324 West Didsbury CE School Funding Approval Letter 3**

Thank you for working with the Education Funding Agency (EFA) and providing information about West Didsbury CE School ("the project") to us.

I understand that you have procured the construction works and F,F&E with Conlan Construction Limited and the ICT works with Gaia and are now in a position to sign both of these contracts

Having checked all of the relevant information relating to your project I am pleased to confirm that the funding can now be released in line with the forecasts for payment that we have agreed.

Approval should be sought if, between now and Contract signature, different terms are negotiated which either affect the nature of the scheme or those relevant agreed terms and conditions differ from the information that you have provided to date. Furthermore, following execution of contracts, the Free School should not seek to vary any terms or conditions of the Contracts without the EFA's prior written consent.

The funding support for the Project through Funding Approval Letter 3 is as shown in the table below:

**Funding approved in this letter:**

Element	Approved Funding
Construction Contract (Building Work on Grant Claim Form) Conlan Construction Ltd.	£3,183,603  This is the remaining construction budget. It includes £33,112 for ICT passives.
ICT Contract (ICT on Grant Claim Form)	£38,054.  This is the remaining ICT budget. It includes £32,854 for ICT equipment and £5,200 for ICT actives.

FFE (Furniture, fixtures and fittings on Grant Claim Form)	£0
---	----

**Funding approved in previous letters:**

Element	Approved funding
<b>Construction contract (part)</b>	£221,472 (approved in Funding Approval Letter 1 dated 23/12/2014) £220,000 (approved in Funding Approval Letter 2 dated 5/03/15)
<b>ICT Contract (part)</b>	£298,290 (approved in Funding Approval Letter 2 dated 5/03/15)
<b>FFE Contract (full)</b>	£213,416 (approved in Funding Approval Letter 2 dated 5/03/15)

**Total funding approved:**

Element	Approved Funding
<b>Construction Contract (full)</b> (Building Work on Grant Claim Form) Conlan Construction.	£3,625,075
<b>ICT Contract (full)</b> (ICT on Grant Claim Form)	£336,344
<b>FFE (full)</b> (Furniture, fixtures and fittings on Grant Claim Form)	£213,416

It is your responsibility to ensure the proper and efficient management of the delivery of the contracts relating to the works/supplies which are funded as allocated above. The EFA will not fund any variation initiated by the Free School on this project without the EFA's prior consent, nor will the EFA fund any project costs overrun that may arise on this project. It is vital that the project is delivered within the funding allocation provided.

Please note that the approved funding has been calculated exclusive of VAT on the basis that the Trust will be able to reclaim all VAT incurred on this project – as detailed in the Finance Bill 2011. The EFA will, however, fund short-term working capital requirements for VAT incurred on these works, which should be identified and claimed on the Free School Grant Claim form. The EFA require reimbursement when the VAT is reclaimed from HMRC by the Trust. In due course, the Trust will be invoiced for the VAT balance and will be sent regular statements until the balance is cleared.

In the unlikely event that the Trust is unable to use its S33 powers to recover the VAT paid on the construction contract, then the EFA will fund such VAT provided that the Trust has not acted in such a manner as to undermine its ability to recover such VAT and also that the Trust would have used all reasonable endeavours to recover such VAT. EFA also reserves the right to make representations on behalf of the Trust to HMRC with regard to any refusal on their part to sanction VAT recovery by the Trust.

To make a claim for funds, please complete the attached claim form and send it to the EFA at the address on the form, attaching your contractor and supplier invoices / claims which are to be funded. The claim will be paid to the Free School Trust within 14 days of receipt. Please provide your bank details to [AccountsPayable.EFACAPITAL@education.qsi.gov.uk](mailto:AccountsPayable.EFACAPITAL@education.qsi.gov.uk) copying your project director from the EFA.

Once the contracts have been executed, I would be grateful if you could confirm in writing that such execution has taken place and provide for our records copies of the executed versions of all relevant documents, including the Design and Build Contracts. Also, please provide the EFA with an electronic copy of the suite of transaction documentation for your project – this should include all contract documentation (including the schedules of such documentation) executed subsequent to the procurement exercise.

Yours sincerely,



Mike Green  
Director of Capital, EFA

Cc (by email):

Wendy Middlemas, Lead Contact, One Education. [wendy.middlemas@btinternet.com](mailto:wendy.middlemas@btinternet.com)

Matt Whitehead, Principal West Didsbury CE Primary School [matt.whitehead@didsbury-pri.manchester.sch.uk](mailto:matt.whitehead@didsbury-pri.manchester.sch.uk)

Rory Kennedy, Divisional Director, Free Schools EFA [rory.kennedy@education.qsi.gov.uk](mailto:rory.kennedy@education.qsi.gov.uk)

Mike Foy, Head of Free Schools (Midlands and NW) [mike.foy@education.qsi.gov.uk](mailto:mike.foy@education.qsi.gov.uk)

Sally Pearson, Project Director, EFA. [sally.pearson@education.qsi.gov.uk](mailto:sally.pearson@education.qsi.gov.uk)

Chris Bowers Project Manager, EFA. [chris.bowers@education.qsi.gov.uk](mailto:chris.bowers@education.qsi.gov.uk)

Gillian Hillier, Deputy Director Free Schools Capital [gillian.hillier@education.qsi.gov.uk](mailto:gillian.hillier@education.qsi.gov.uk)

Rob Williamson, VA Team Leader, EFA. [rob.williamson@education.qsi.gov.uk](mailto:rob.williamson@education.qsi.gov.uk)

Robin Scurlock, ICT Advisor, EFA [robin.scurlock@education.qsi.gov.uk](mailto:robin.scurlock@education.qsi.gov.uk)