



Education  
Funding  
Agency

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

Tel: 0207 340 7000  
Email enquiry form:  
[www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Ms J Cottee  
Chair of Governors  
The Wren School  
St Marks Church Hall  
94 Cranbury Road  
Reading  
RG30 2TA

14 March 2017

Dear Julia,

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**FS0279 West Reading Education Network (WREN) Funding Approval Letter (7)**

Thank you for working with the Education Funding Agency (EFA) and providing information about West Reading Education Network (WREN) ("the project") to us.

I understand that you have procured the construction works including FFE for the project with Kier and that the ICT goods and services have been procured through the EFA Framework. This letter covers the design work undertaken some time back prior to a change in the specification for the project and the agreed planning requirements, which resulted in that work being aborted.

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 any different terms are negotiated which affect the agreed terms and conditions or differ from the information that you have provided to date.

The funding support for the Project is as shown in the table below:

**Funding in FAL 7:**

Element	Allocated Funding
Construction Contract	£300,060.00
ICT Contract	£0.00
FFE Contract	£0.00
Temporary Contract	£0.00

<b>Total</b>	<b>£300,060.00</b>
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**Funding Allocated in Previous Letters:**

FAL 1 (March 2015), FAL 2 (22/06/2015), FAL 3 (06/07/2015), FAL 4 (20/06/2016),

FAL 5 (15/12/2106), FAL 6 (Feb, 2017),

<b>Element</b>	<b>Allocated Funding</b>
Construction Contract	<b><u>£24,042,851.68</u></b> FAL 2 - £1,458,088.38 FAL 3 - £26,312.50 FAL 4 - £545,377.00 FAL 5 – 140,950.00 FAL 6 – £21,872,123.80
ICT Contract	<b><u>£757,855.00</u></b> FAL 1 - £757,855.00
FF&E Contract	<b><u>£1,176,000.00</u></b> FAL 1 - £45,000.00 FAL 4 – £122,412.00 FAL 6 – £1,008,558.00
Temporary Contract	<b><u>£3,969,902.00</u></b> FAL 1 – £153,180.00 FAL 3 - £699,981.50 FAL 4 - £2,374,472.58 FAL 6 – £742,267.92
<b>Total</b>	<b>£29,946,608.68</b>

**Total Funding Allocated to Date:**

<b>Element</b>	<b>Allocated Funding</b>
Construction Contract	£24,342,911.68
ICT Contract	£757,855.00.00
FFE Contract	£1,176,000.00
Temporary Contract	£3,969,902.00
<b>Total</b>	<b>£30,246,668.68</b>

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 Act 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.

Where the trust is unable to use the s33 powers to recover a proportion of the VAT paid on the construction contract (for example, where the recoverable percentage is less than 100% due to existing or proposed commercial use of the school property) then the EFA will fund such non-recoverable VAT, provided that the trust has not acted in such a manner as to undermine its ability to recover all VAT which it is entitled to recover under s33, 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 email it to the EFA at [CapitalClaims.FREESCHOOLS@education.gov.uk](mailto:CapitalClaims.FREESCHOOLS@education.gov.uk), 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. Before sending your first capital claim please send your bank details to [AccountsPayable.EFAFINANCE@education.gov.uk](mailto:AccountsPayable.EFAFINANCE@education.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,



Chris Drury  
Regional Head, EFA

Cc (by email):

Mike Green, Director of Capital, EFA  
Paul Mustow, Divisional Director Free Schools, EFA  
Michelle Turner, Deputy Director Free Schools, EFA  
Sharon McHale, Project Director, EFA  
Kären Summers, Project Manager, EFA

Martin Coleman, ICT Lead, EFA  
Adamma Umoh, FPMU, Free Schools, EFA  
Rob Williamson, VA Team Manager, EFA  
Julia Cottee, WREN School [jcottee@wrenschoool.org](mailto:jcottee@wrenschoool.org)