

CDC2 Preliminary Virtual Meeting Agenda

1. Introductions.

- a. Surveying Organisation Representatives
- b. School Representatives
- c. Responsible Body and/or diocesan Representative (if applicable, and if in attendance)

2. Outline of the CDC2 Programme Process

- a. Pre-Site Visit – Notification, PVM and School CDC2 Portal User Account Set Up
- b. Site Visit – data collection (including Pre-CDC2 meeting)
- c. SO Quality Assurance
- d. TQM Audit
- e. Data Publication (Report released to School)

3. Review of Draft Site/Block Reference Plan

- a. Verification of Sites and Blocks and Referencing
- b. Re-check on any Complex Site considerations (established by SO prior to PVM)

4. PVM Establishment Level Questions (see Proforma in CDC2 “Pack”)

- a. Establishment Details data
- b. Site/s data
- c. Environmental Site data
- d. Block data
- e. Education data
- f. Building Management data
- g. ICT Cabling & Network data

5. Ensuring School Site Visits are COVID secure

- a. Review of DfE Guidance and SO provisions
- b. Site specific requirements

6. Site Visit Arrangements

- a. Confirmation of date and time
- b. Confirmation of surveyors and engineers attending
- c. School contact person on the day
- d. Arrangements for arrival on site
- e. Pre-CDC Meeting requirements and agenda
- f. Enhanced DBS Check requirement

7. Any Other Business

8. CLOSE