



Catholic Education  
Board Management

# Catholic Education Board of Management

34B Belmont Circular Road, Belmont

Email: [cebm@cebm.org.tt](mailto:cebm@cebm.org.tt)

Tel: 1-868-607-CEBM: Fax: 1-868-624-8940

## Building and Re-building of RC Schools



*RC schools are the property of the Archdiocese of Port of Spain.  
Only the Archbishop or persons delegated by him are authorized  
to enter into discussions pertaining to construction.*

## Ownership

RC schools are the property of the Archdiocese of Port of Spain. Through agreement with the Ministry of Education, in order to assist the Minister of Education to fulfil the responsibility of providing for all citizens of school age, the RC schools are open to the public, serving students of all denominations. In return, the Ministry *inter alia* meets the cost of maintenance, repair and rebuilding of the schools.

## Delegation of authority

In the construction of a Roman Catholic Primary School, the main stakeholder is the Archbishop of Port of Spain. The Archdiocesan Building Committee (ABC) and the Archdiocese Building and Maintenance Manager are delegated by the Archbishop to represent him in discussions with stakeholders. All discussions involving the EFCL/Ministry of Education, the appointed Contractor and/or Architect will be held with the Archdiocese Building and Maintenance Manager and team appointed by the ABC.

## EFCL action

On production of the preliminary drawings, the EFCL may at their discretion, apply for outline building approval to the Town & Country Planning Division. However, receipt of outline planning approval/permission does not constitute approval to begin construction.

### Written approval from the Archdiocese necessary

A written application must be made to the ABC by the MOE/EFCL and approval granted in writing prior to the EFCL occupation of the construction site on the private property of the Archdiocese.

### Input from the Parish Priest/Manager and School Principal

After receipt and initial review of the preliminary drawings by the ABC team, input from the Parish Priest and school Principal will be sought. One or more meetings with the EFCL team and the ABC team will take place to agree the layout, size and location of class rooms etc., with amendments made to the drawings as necessary.

### Sign-off by ABC and MOE

When agreement has been reached the drawings will be signed off by **both** the ABC and Ministry of Education for submission to Town and Country Planning Division for approval to proceed with construction. The required approvals from all other relevant statutory bodies must also be received prior to the start of construction.

### Start of construction

Only after all the approvals have been received should construction begin. The contractor must not occupy Archdiocese property until such approval is received.

### School Principals are to note the following:

1. School Principals do not have the authority to negotiate or act on behalf of the Archdiocese relative to the construction of Catholic schools nor can they enter into 'stakeholders' meetings in the absence of the team appointed by the ABC.
2. Provision of legal documents pertaining to Church property is the purview of the Property Department of the Chancery. Documents are issued under the authority of the Chancellor. The school Principal is not authorized to issue any legal document such as cadastral maps.

### ABC Contact

The Archdiocesan Building Committee may be contacted at

ARCHBISHOP'S HOUSE, Buildings and Maintenance Department

27 MARAVAL ROAD,

PORT OF SPAIN

Email: [p.laurence@rcpos.org](mailto:p.laurence@rcpos.org)

TELEPHONE Nos.: 622-2691, 290-1684

387-0412-4 (ext. 228)

FAX: 622-8372.