



**Woodbury C of E
Primary School**

PROPOSED FEDERATION OF PINHOE CHURCH OF ENGLAND (VA) PRIMARY SCHOOL AND WOODBURY CHURCH OF ENGLAND (VA) PRIMARY SCHOOL

Consultation Document

13th May – 1st July 2019

Proposed Federation of Pinhoe Church of England (VA) Primary School and Woodbury Church of England (VA) Primary School

STATUTORY PROPOSAL

This is a formal proposal made by the governing bodies of Pinhoe Church of England (VA) Primary School (Pinhoe School) and Woodbury Church of England (VA) Primary School (Woodbury School) under section 8 of The School Governance (Federations) (England) Regulations 2012.

1. What are the two governing bodies proposing?

- The governing bodies of Pinhoe School and Woodbury School are proposing that their two schools should "federate". This means that the two schools would continue to exist as separate schools but would have one governing body.
- There would be a single Executive Head Teacher with statutory responsibility for both schools.
- The federated Governing Body would be the single admissions authority for both schools but there will be a separate admissions policy for each school.
- If the proposal goes ahead, the two schools will be federated on 1st January 2020.
- Having made a decision to consult on a federation proposal, each governing body has now informed the Secretary of State by sending a copy of the proposal to: school.organisationproposals@education.gsi.gov.uk

2. What is federation?

- Federation is where two or more schools decide to work together for the benefit of all pupils and their school communities, sharing their strengths and making things better for all their pupils.
- **Federation is not a merger or an amalgamation; the two schools would retain their own names, separate legal status, Department for Education numbers, budget allocations, individual admissions and performance data.**
- The schools will have separate Ofsted inspections and will be judged separately just as they are now, based on the results of the pupils on roll in that school. They might be inspected at the same time so that Ofsted can see the impact of the federation on raising standards and achievement.

3. Why are the two governing bodies proposing this?

- The School Staffing (England) Regulations 2009 requires governing bodies to look at the possibility of collaboration and federation as part of different leadership models, particularly when a headship becomes vacant within a school.
- The governing bodies are making this proposal because it will mean that the two schools can be managed as a single unit, with one governing body and one Executive Headteacher.
- The governing bodies believe that managing the two schools as a single unit will benefit the children at the two schools by improving educational outcomes and provide increased opportunities for staff. This is also the view of the Church of England Diocese, which supports the governing bodies in making this proposal.
- Examples of some of the benefits of federation for students and staff are:
 - Securing high quality Church of England primary education
 - Providing high quality educational choice for families
 - Developing common policies and procedures for all pupils
 - Maintaining and improving support for pupils
 - Strong leadership and management structures, allowing school-based leaders to focus on teaching, learning and raising standards
 - Curriculum development
 - Developing specialist expertise in teaching & learning and school administration
 - Broader learning and social experiences for students to further improve educational outcomes e.g. additional opportunities & educational visits
 - Improved opportunities for sharing good practice across the schools
 - Better staff development, recruitment and retention
 - Improved budget opportunities by some shared resources and economies of scale.

4. Is federation final?

- If a school wishes to leave a federation there is a process for this but it is not immediate.

5. What would federation mean for pupils?

- Each school will have a full-time non-teaching Head of School.
- The purpose is to improve outcomes for all pupils at both schools.
- The pupils will still attend one of the schools as they do at the present time.
- The school uniform of each school would remain the same.
- The pupils will benefit from different ways of teaching and learning.
- Strengthened leadership
- Enhanced school improvement opportunities
- Greater professional development opportunities for all staff
- Greater financial security into the future
- Strategic governance for all schools in the federation

6. What would federation mean for parents/carers?

- The process of applying for a place at either of the schools will stay the same as it is now.
- The admissions process and criteria for each school will be reviewed annually by the admissions committee, the same as it is now.

7. What would federation mean for staff?

- On federation both governing bodies are dissolved and replaced by a federated joint governing body who would become the employer of all staff. As a result all the staff will be entitled to transfer to the new employer under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).
- It is expected that both schools will federate with no proposed changes to the terms and conditions of employment for existing teaching or support staff but there will be some changes to the leadership team.
- There would be one Executive Headteacher for the two schools who would work across both school sites. The Executive Headteacher would retain the statutory duties and responsibilities for both schools in the federation.
- The senior leadership roles for both schools would be restructured to provide strong on site school leadership. A Head of School would be appointed to each school with responsibility for the day-to-day running of their school with a focus on the quality of teaching and learning outcomes for pupils.
- Existing staff employed at either of the two schools would remain at their current school location in line with their contract of employment.
- In the future, anyone appointed to work for the federation, could be deployed to work in both schools.

- Where staff within each school provide services that may be shared such as operations, finance, human resources and administration, they may be expected to work flexibly and collaboratively together to support both schools.

8. What would federation mean for the schools' finances?

- Each school would retain its own budget allocation. Federation would not affect the level of funding for the two schools.
- A single governing body allows for prompt and efficient budgetary decisions on behalf of both schools.
- Opportunities to share resources and services will enable the federation to benefit from certain economies of scale.

9. What would be the make-up of the federated governing body?

- Governing bodies entering into a federation must now do so in accordance with the School Governance (Federations) Regulations 2012. These regulations require that the governing body of the federation cannot have fewer than seven members, and must include in this case:
 - Two parent governors
 - The Executive Headteacher
 - One staff governor
 - One LA governor

Church of England VA schools are required to have a higher number of foundation governors by two, in addition to the seven federation governors making the overall total of 16 governors.

- All members of the federated Governing Body will need to be newly appointed in line with 2012 regulations; should the federation process proceed, elections to the governing body will take place in the autumn term 2019.
- The details of the proposed size of the newly federated Governing Body are as follows:

Foundation governors	9	To form a majority of 2
Parent governors	2	
Local authority governor	1	Appointed by Devon County Council
Executive Headteacher (staff governor)	1	One place is reserved for the Executive Headteacher
Staff governors	1	The other place is reserved for a teacher representative or a support staff representative
Co-opted governors	2	Appointed by the other governors because of their particular knowledge of the community or other skills and experience
Total	16 Governors	

10. Where can I get further information?

The statutory requirements for this consultation are prescribed in the document “**School Governance (Federations) (England) Regulations 2012**”. A copy of the act is available at:

<http://www.legislation.gov.uk/uksi/2012/1035/contents/made>

Guidance on consultation for federations can be found in “**Statutory Guidance on the School Governance (Federation) Regulations 2007.**” This is available at:

<https://www.gov.uk/government/publications/school-governance-federation-regulations-2007>

Further information is also available in Chapter 6 of The Guide to the Law for School Governors:

<https://www.gov.uk/government/publications/governors-handbook>

11. Consultation

- This proposal will be published formally on Monday 13th May 2019.
- Both schools have agreed that anyone wishing to respond to the proposal must do so by contacting their relevant school in writing or by email, setting out their views on this proposal.
- Questions about the federation process can be submitted to either school by email or in writing via the school offices. Updates will be posted on each schools web site.

By Email:

consultation@pinhoe.devon.sch.uk

consultation@woodbury.devon.sch.uk

By Post:

FEDERATION CONSULTATION
Pinhoe CofE Primary School
Harrington Lane
Exeter
EX4 8PE

FEDERATION CONSULTATION
Woodbury CofE Primary School
Castle Lane
Woodbury
EX5 1EA

By Hand:

Delivered to either school's Reception.

- All comments must be received **by 3:30pm, Monday 1st July 2019.**

Parties to the formal consultation

The guidance specifies who should be consulted but not in all cases the manner of consultation.

CONSULTEE	DATE	VENUE
Consultation Starts	13 th May 2019	
Trade unions – formal notification	13 th May 2019	
Staff Presentation – Pinhoe CofE Primary School	13 th May 2019	Pinhoe CofE Primary School
Staff Presentation – Woodbury CofE Primary School	13 th May 2019	Woodbury CofE Primary School
Email Letter to Parents – Pinhoe & Woodbury Schools	13 th May 2019	
Open Meetings - Parents, stakeholders	22 nd May 2019 @ 6:00pm 23 rd May 2019 @ 5:30pm	Pinhoe CofE Primary Woodbury CofE Primary
Consultation Ends	1 st July 2019	

List of Consultees / Stakeholders to advise if federation process is voted to proceed:

- Families of pupils at the schools
- Pupils at the schools
- The Diocese of Exeter
- The Secretary of State for Education
- The Local Authority
- Neighbouring Schools
- Local Councillors
- Local MPs
- Relevant Trade Unions

12. Decision Making

Before the decision is made a report will be prepared to each governing body outlining all consultation responses and recommending any changes as a result.

How the decision is made? The governing bodies of both schools will come together to jointly consider the proposal and the consultation outcomes before each governing body meets separately to decide whether or not to proceed.

Once this has taken place, each governing body will meet separately to make their final decision. **Only if the governing bodies of both schools, The Diocese of Exeter and the Local Authority agree to the proposal, will the federation go ahead.**

- A copy of the consultation document is available for inspection during the opening hours of the respective schools and it is also available to be viewed on each school's website.
- Information can be made available in other languages, or other formats such as Braille or audiotape, on request. Please ask a member of staff for more information, or if you need any other help or advice.
- The outcomes of the consultation will be recorded and brought together in a single document for presentation to the Governing Bodies of each school in order to inform their decision whether to proceed.