



## Proposed Federation of the Schools from 11<sup>th</sup> September 2017 Consultation period 5<sup>th</sup> June to 17<sup>th</sup> July 2017

### 1. Proposal

***'That from 11<sup>th</sup> September 2017 Herons Dale Primary school will join The Cornfield, Palatine Primary and Oak Grove College (COP) Federation in accordance with The School Governance (Federations) (England) Regulations 2012.'***

A Federation is a formal and legal agreement by which the four federated schools will have a single governing body that is formally re-constituted. All schools, however, will retain their own identity.

### 2. The Federation process

Schools wishing to join a Federation must ensure that The School Governance (Federations) (England) Regulations 2012 are followed and must include formal consultation with parents, staff, Local Authority and other stakeholders. This report forms the basis of the consultation process and all views will be taken into account by the governing bodies of Herons Dale School and the COP Federation

The decision to form a Federation must be a common one taken by the two Governing Bodies.

Details of the process and the way views can be given are described in section 10.

### 3. Background

Federation is an opportunity for schools to work closely together whilst retaining their own character and ethos. The three schools in the COP Federation have been working together successfully for several years. Herons Dale joining the COP Federation is seen as an opportunity to formalise the collaborative arrangements that exist between the COP Federation Schools and Herons Dale and for the four special schools to work closely together to provide the best opportunities for their young people.

Established in 2013 COP Federation was formed out of a desire to work more closely together, and to maximise the potential of sharing expertise, experience and resources to benefit students and staff. In practice regular opportunities for shared INSET, for headteachers and staff to work closely together, for sharing governor expertise, for sharing costs of specialist staff and resources, have proved mutually beneficial.

Cornfield is a special school for boys aged 9-16 who have social, emotional and behavioural difficulties. The school has 62 planned places.

Oak Grove College is a generic special Secondary School and Specialist Arts College providing education for students with complex special educational needs and disabilities. There are 260 places for students from Year 7 to Sixth Form.

Palatine is a generic special Primary school providing education for students with complex special educational needs and disabilities. There are currently 129 places for students from reception to year 6.

Hérons Dale is a generic special Primary school providing education for pupils with a wide range of complex special needs and disabilities. There are currently 84 pupils on roll.

#### **4. What Does Federation Mean For The Schools?**

The Federation that we are consulting on is the logical development of the collaborative arrangements that we already have in place.

Schools in a Federation retain their own separate identity, each with a unique DofE number, a separate budget and separate accountability to families, the local community, the Local Authority and Ofsted for the quality of education provided and the standards achieved.

Key features of a Federation are:

- A shared vision, ethos and commitment across the four schools which will support collaboration and co-operation for the benefit of the school communities.
- The opportunity to lead on strategic development of special education locally
- A commitment to share training resources and staff expertise to enhance learning and support staff.
- A single Governing Body which is able to make and support strategic decisions across the Federation.
- A management committee for each school with delegated powers for the day to day running of the school
- Potential for greater purchasing power through economies of scale

#### **5. Benefits of Federation**

Hérons Dale joining the existing Federation will build on the successes already achieved and providing the following benefits for children and young people and their families:

- A strong focus on raising standards and improving the quality of learning and provision across the four schools.
- Opportunities to maintain and extend a broad curriculum and provision personalised to individual needs.
- Opportunities to identify, share and develop skills and expertise, and to improve the professional practices of all staff within the Federation.
- To develop a wider support programme for parents and carers.
- Distribute and develop leadership by providing extensive opportunities across the Federation contained within a clear succession plan.
- Provide wider career opportunities for staff through a variety of experiences within a range of different settings. The Federation should increase the capacity for high quality coaching and mentoring between the schools.
- Enhanced governor support and development.
- Achieve economies of scale and enhanced purchasing power.

#### **6. Leadership and Staffing of the Federation**

##### **Head teacher**

The four Headteachers will work collaboratively within the Federation and with the Federation Governing Body.

Should a senior leadership vacancy arise, it will be the responsibility of the management committee of each school to appoint the Headteacher and Deputy Headteacher. The appointment will be ratified by the full Federation Governing Body.

### **All Staff**

Staff will remain contracted to the school to which they are appointed. One of the benefits of schools federating is that it may be possible to deploy staff across the schools to help support identified needs and when the need arises to appoint staff to work across the federation.

All appointments will remain subject to Teachers Pay and Conditions and School Staffing (England) Regulations as published by the government.

### **7. Admissions to the Federated Schools**

Pupil admissions to any of the schools will continue to be determined by West Sussex Local Authority, as the admissions authority, and there will be no change to the process.

### **8. Composition of the Federation's Governing Body**

The composition of any Governing Body is bound by Statutory Rules for Governance to ensure balance of representation and interest.

Initially it is intended that the Governing Body of the four federated schools will have equal representation from the school Management Committees in practice this means 5 governors from each school including the Headteachers.

It is proposed that a Governing Body of 20 members be established with the following composition:

4 Head teachers  
2 Parent Governors  
1 Staff Governor  
1 Local Authority Governor  
12 Co-opted (Community) Governors to include 2 further parent governors and 3 further staff governors. *Please note that 4 of the Co-opted / Local Authority / Parent Governors will be allocated to the individual chairs*

### **9. Future development of the federation**

Recently the existing Federation Governing Body has been reviewing and evaluating the current organisation of the Federation to ensure it is effective, efficient and fit for purpose, and with the potential to maximise the benefits and opportunities federation provides.

From September 2017 the new Governing Body will continue this work with the intention of agreeing and implementing any changes by April 2019 at the latest

### **10. Consultation Process**

This consultation process is the opportunity for all those associated with our four schools to make their views known regarding the proposal to federate. The consultation period will commence with the publication of this document on 5<sup>th</sup> June 2017 will last for 6 weeks.

During this time there will be two Q&A meetings one at Herons Dale School and one in a Federation School, which will provide the opportunity for you to ask questions and to meet personnel involved. Details of these are:

Tuesday 20<sup>th</sup> June 4-7 pm at Herons Dale School, Hawkins Crescent , Shoreham-by-Sea

Wednesday 28<sup>th</sup> June 4-7pm at Oak Grove College, The Boulevard, Worthing

## Timeline

Date	Action	Responsibility
By 25th May 2017	<ul style="list-style-type: none"> <li>Head teachers to invite COP Fed Governors and Governors at Herons Dale to ratify consultation document</li> </ul>	Head teachers
6th June 2017  20 <sup>th</sup> June 4-7pm  28 <sup>th</sup> June 4-7pm	<ul style="list-style-type: none"> <li>Proposal distributed including details of Q+A sessions:</li> <li>Herons Dale School</li> <li>Oak Grove College</li> </ul>	Head teachers
Completed by 17 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>Collation period</li> </ul>	Head teachers and Governors
17 <sup>th</sup> July 2017  By 25 <sup>th</sup> July 2017  By 11 <sup>th</sup> September 2017	<ul style="list-style-type: none"> <li>Head teachers to invite Governors to ratify final Proposal</li> <li>New instrument of Governance submitted to Local Authority for approval.</li> <li>Agree membership of new FedGB to be ratified at FedGB on 21.9.17</li> </ul>	Head teachers and governors
11th September 2017	<ul style="list-style-type: none"> <li>Federation effective from this date.</li> <li>Joint press release</li> </ul>	Head teachers and Governors

Your views on the proposal to federate are important and we look forward to hearing from you either by email, by letter or at the meetings detailed above.

Responses should be provided by the 12<sup>th</sup> July 2017 and should be sent to Liz Cook Chair of the Federation Governing Body or to Matt Young, Chair of Governors at Herons Dale School

Contact details are as follows:

Matt Young

Chair of Governors at Herons Dale School

c/o The Office, Herons Dale Primary School, Hawkins Crescent, Shoreham-by-Sea BN436TN

email: (FAO Matt Young) SBM@heronsdale.co.uk

Liz Cook

Chair of COP Federation Governing Body

c/o The Office at Oak Grove College, The Boulevard, Worthing, BN13 1JX

email: (FAO Liz Cook) office @ oakgrove.w-sussex.sch.uk

## Appendix to Federation Consultation Document

## **Frequently asked questions:**

### **What are the benefits to pupils and parents?**

*The schools will become stronger because good practice can be shared easily. Resources can be shared across the schools providing better opportunities for learning and for meeting individual needs. The retention of high quality staff will ensure a continued high standard of education for pupils at all the schools. School based management committees will provide continuing opportunities for parents to be involved in their schools.*

### **Will the schools be forced to become like each other?**

*Each school will retain its distinct identity and ethos, appropriate to the needs of their school community.*

### **Will the admissions process change?**

*No the process will remain exactly as it is currently.*

### **Will pupils have to travel to different schools for lessons?**

*No. On occasion schools may share staff but pupils will be taught on their own school sites. They would only visit other schools for joint events or to share specialist resources.*

### **Will pupils have to wear the same school uniform?**

*No. Pupils will continue to wear the uniform of their individual schools.*

### **Will the arrangements be fair to all schools?**

*Yes. Any arrangements made as part of the Federation will be completely fair to all schools.*

### **Will the staffing change?**

*No. The four existing headteachers will continue as headteacher of their individual schools. The terms and conditions for staff will not change, nor will staffing policies and procedures.*

*Staff will not be required to move from one school to another. On occasion some staff may be asked to share their specialist knowledge in another school so we can share best practice. Some staff may be given opportunities to work in another school for career development.*

### **Will schools retain their own budgets?**

*Yes. There are no plans to merge budgets however schools will look for mutual efficiencies to ensure best use of limited budgets.*

### **Are the schools looking to federate as a step towards being a Multi Academy Trust?**

*No. There are no plans to become an academy. Federation is considered to be the best organisational option for our special schools, allowing us to work collaboratively and co-operatively together and with the Local Authority.*

### **What happens if we want to de-federate later on?**

*The Federation Governing Body will continue to monitor and review the arrangement. If at any time a school wishes to leave the Federation there is a standard legal process to follow.*