



Hinstock Primary School
'Tomorrow's Success Begins Today'



Reach for the Stars

Consultation document outlining the proposal to form a federation of Hinstock Primary School and Cheswardine Primary School

The Governing bodies of both Hinstock Primary School and Cheswardine Primary School present this document for consultation.

This is your opportunity to let us know what you think about the proposal.

This paper contains:

1. An explanation of the proposal; the reasons why we are recommending the federation of the two schools and it also sets out the proposed timeline for implementation.
2. A response form for you to complete and return to us, letting us know your views.
3. Details of 'surgery style', meetings for parents/carers and the wider community that have been arranged to help the consultation.

Circulation:

Parents and Carers

Staff

Governors

Headteacher

Councillor Rob Gittins

Reverend Becky Richards

Parish Council

Karen Bradshaw, Shropshire Council

Mr Gavin Williamson, Secretary of State

What is federation?

A federation, which may be referred to as a formal, 'hard' federation, **is two or more schools that share a single governing body**. The ability to federate is provided for by Section 24 of the Education Act 2002. Unlike amalgamation, where two schools amalgamating would become a single school, schools in a federation retain their identity, their name, school budget (if determined to do so by the governing body) and have their own Ofsted Inspection. Governors will have joint responsibility for the schools in the federation. The federation is therefore a true partnership as governors work to secure the interests of the schools. **This is NOT an amalgamation of schools.**

Why federation?

Both schools would benefit from working collaboratively in a formal partnership as it would ensure sustainability at a time when locally, year on year, pupil numbers of Reception age pupils are falling. It would also provide greater opportunities for pupils to work in partnership with peers in another school. Financial savings can be made by both schools through working in federation which can be then spent on improving provision.

Hinstock Primary School was inspected by Ofsted in March 2017 and judged to be a good school. Leadership was judged to be good. At Cheswardine Primary School's last Ofsted Inspection a key Inspection priority was to strengthen leadership. Since this time the governing body and staff have worked to secure improved provision for children, however given the leadership challenges facing Cheswardine Primary School and the strength of leadership at Hinstock Primary School the Local Authority (LA) is actively encouraging a federation whilst retaining the identity of each school.

As small rural schools they have a shared, common ethos, governance structures, responsibilities and values. The LA favours a federation as it will work to address concerns in a supportive, effective and timely way whilst providing significant benefits across both schools. This is supported and endorsed by Her Majesty's Inspectorate (HMI).

The LA has some significant experience in brokering and supporting federations and has found that the system offers an excellent model for both short term and long-term sustainable school improvement whilst being beneficial for pupils and staff of schools involved.

What are the benefits?

One strategic governing body means that schools can work formally together to improve opportunities for children.

The key considerations for the existing governors of both schools are:

- Maintaining and improving further our schools' educational standards through effective leadership in both schools which has a relentless focus on delivering high quality teaching and learning opportunities.
- Ensuring the individual character of both schools is maintained, recognising their significance in their communities.
- Securing long term sustainability.

Federation brings:

- Strong leadership using more strategic leadership and management structures, allowing school-based leaders to focus on teaching, learning and raising standards.
- Opportunities to develop future leaders through mentoring and sharing expertise.
- Attractive recruitment opportunities and retention of staff by providing a range of professional development and new career pathways for staff across the federation.
- New opportunities for staff to work together, increasing motivation reducing workload and isolation through shared planning and activities.

- Ways to maximise the sharing of resources, take advantage of economies of scale and avoid the duplication of resources and effort.
- Shared responsibilities and accountabilities for children across communities rather than just within a specific school.
- The offer of extended services across schools and a variety of activities, childcare, parent support and community access which an individual school may not be able to provide.
- Community cohesion to help sustain education provision within semi-rural communities.

Long term vision of the federation:

A Federation of Hinstock and Cheswardine Primary Schools will provide an excellent education for all pupils. Our schools will be safe, stimulating and happy environments for children, parents and staff. We will provide a broad, balanced and relevant curriculum and expect staff to believe in the ability of all pupils; having high expectations of what they can achieve.

Our curriculum is designed to enable all children to SHINE (be successful, be happy, be independent, feel nurtured and be empowered). The children at our schools will experience consistently high-quality teaching to enable each child to achieve his or her full potential. We will encourage each child to develop a sense of self-esteem, self-discipline, personal responsibility and respect for others. We will have high expectations of behaviour.

The federation will foster an environment of innovation and continuous improvement. Staff will be expected to take ownership of their professional development and engage with the opportunities presented. The two schools will exist in a mutually beneficial relationship, sharing resources and building on their respective strengths to deliver a high quality of education for ALL pupils.

What is the process?

- Informal discussions and decision in principle to proceed by each school considering federation.
- Statutory Consultation – a minimum of 6 weeks by which written representations may be made regarding the proposals.
- A joint meeting of governing bodies to consider outcomes from the statutory consultation.
- Individual governing bodies make their final decision.
- If both governing bodies decide to proceed, a new Instrument of Government for the federation is drafted by the Local Authority and subsequently approved by the federated Governing Body.
- Federation takes effect from the agreed date.

Timeline for proposed federation:

14 th March 2019	Information gathering.
15 th May 2019	Governing Bodies agree to investigate the option of federation between the two schools and form a working party known as the Federation Committee.
6 th June 2019 27 th June 2019	Presentation of a Short Report for agreement to pursue federation to the Governing Bodies at both schools by the Federation Committee.
8 th July 2019	Feedback of Short Report outcomes and agreement to pursue federation to the Federation Committee.
19 th July 2019 - 3 rd September 2019	Preparation of a draft formal proposal consultation document by the Federation Committee.
9 th September 2019	Issue formal consultation document to all stakeholders (minimum of six weeks consultation period).

Tuesday 24th September 2019 6.30-8.00pm Hinstock School Thursday 3rd October 2019 3.30-5.00pm Cheswardine School	Open surgery style meetings for parents, carers, staff and the wider community. The members of the Federation Committee, with representatives from both schools, will be available on both dates. Parents, carers and staff are welcome to attend a surgery at either school, regardless of which school you use.
25 th October 2019	Closing date for public consultation responses.
7 th November 2019 6.00pm	Federation Committee meeting to collate responses and discuss next steps.
14 th November 2019 6.00pm	Presentation of collated responses from public consultation to Cheswardine and Hinstock Bodies of Governors. Individual Governing Bodies will then withdraw to meet and make final decision on whether they wish to proceed with federation. If both Governing Bodies agree to proceed, the existing Governing Bodies will agree the new members and the new Federation Governing Body will be constituted. (A new Instrument of Government for the federation is drafted by the Local Authority and approved by the Governing Body).
1st December 2019	Incorporation date: the new Governing Body operates as a federation.
2nd December 2019	First meeting of the Governing Body, appointment of governors and Parent Governor elections.

Context of the two schools in the proposed federation*

	Hinstock Primary School	Cheswardine Primary School
Number of roll	121 (23 HHN)	56 (7 N)
Number of classes	5	3
Percentage of Special Educational Needs/Disabilities	12%	14%
Number of Pupils with EHCPs	1	2
Percentage currently eligible for free school meals	18%	16%
Attendance	96.2%	95.6%
Most recent OFSTED grading	Good	Requires Improvement

*Correct on 3.9.19, attendance figures based on end of 2018/19

What will this mean for our schools?

What will stay the same?

- Each school will retain its own identity and name.
- Children will continue to be taught in their local school although some activities may be shared.
- Present staff will remain employed by their current school.
- Shropshire Local Authority will continue to be the admissions authority for both schools.

What will change?

- The federation will have a name as it is a separate legally constituted corporate body. (We welcome suggestions for a name for the Federation as part of your consultation response).
- All land and property, rights and liabilities which immediately before the federation date were held by the governing bodies of the schools transfer to the governing body of the federation.
- Under the proposal, the two separate school governing bodies will be dissolved and replaced by a single, newly appointed governing body with responsibility for both schools within the Federation.

The new Governing Body will be made up of 10 governors in the following categories (determined by The School Federation Regulations 2016):

1 Executive Headteacher	Appointed at the first board meeting
1 Local Authority governor	Nominated by the Local Councillor and appointed at the first board meeting
5 Co-opted governors	Appointed at the first board meeting
1 Staff governor	Elected prior to the incorporation date
2 Parent governors	Elected after the incorporation date
Total constitution	10

The Governing Body will also have a number of Associate Members who are not governors and do not have voting rights, but who may advise the governors on areas of the schools' education or performance.

Proposed leadership structure:

An Executive Headteacher will lead both schools dividing time between the two according to the Governing Body's strategic vision. This will be based on the needs of each school at the time, e.g. time could be split according to priorities from OFSTED gradings, staff shortages or weaknesses or according to the number of pupils on roll at the time. The Executive Headteacher will manage the delivery of the vision for each school and the federation as a whole, ensuring effective collaboration and management of resources to deliver the best possible outcomes for every child in the federation.

Both schools will operate with their own senior leadership teams but working in partnership to realise the vision of the federation. This may develop over time into a sharing of leadership, expertise and support dependent on the positive development and success of the federation. Leadership teams will be accountable to the new Federation Body of Governors.

Staffing:

Terms and conditions for staff will remain unchanged, as will staffing policies and procedures. Staff will remain at their current school, although the specialist knowledge and creativity of individual teachers may be shared by both schools. In future, some members of staff could move or work across sites as part of their career development or talent sharing. New staff joining either school after federation will be offered a 'federation' contract.

Parents and pupils:

The children have already benefitted from working together on projects and competitions across the two schools. This gives them a wider social circle when they move on from our rural schools and opportunities to use the better resources of each school, e.g. Cheswardine School grounds, Hinstock School hall. The teachers working together will help develop wider learning experiences and ideas for learning across the two schools, for example, a creative curriculum has been put in place developing skills to improve the quality of education on offer through the collective expertise of both schools and this will continue to be developed in the future. Purchasing has proved more affordable using the power of two schools rather than

one, for example getting discounts to library resources and joint visitors into schools as well as for trips and transport. The sharing of a Headteacher also leads to more money for teaching and support staff to be working more often and effectively with children.

There will be no change to daily routines and administration, although in the future there may be the funding to support a business manager for the federation or a caretaker across the sites, leading to improved facilities and more effective resource purchasing. Hinstock's kitchen will be used to support dinners on both sites leading to greater savings in this area for both schools, which can then be passed on to educational resources.

How do I respond?

The Governing Bodies of Hinstock Primary School and Cheswardine Primary School would really like to hear your views. If you have any comments please let the governing bodies know by midday on **Friday 25th October 2019**.

You can share your comments by:

1. Completing the attached questionnaire or writing a letter and sending it to:

**Hinstock Primary School, School Bank, Hinstock, Market Drayton, Shropshire, TF9 2TE,
marked for the attention of the Federation Committee.**

Or

**Cheswardine Primary School, Glebe Close, Cheswardine, Market Drayton, Shropshire, TF9
2RU, marked for the attention of the Federation Committee.**

2. Emailing your comments to:

governors@hinstock.shropshire.sch.uk

Or

governors@cheswardine.shropshire.sch.uk

RESPONSE FORM

to consultation document outlining the proposal to form a federation from 1st December 2019 of Hinstock Primary School and Cheswardine Primary School.

Responses must be received by midday on Friday 25th October 2019

Name:

Address (Optional):

Postcode (Optional):

1) I am a: (please tick box as appropriate)

Parent/Carer of a pupil at Hinstock Primary School	<input type="checkbox"/>
Parent /Carer of a pupil at Cheswardine Primary School	<input type="checkbox"/>
Member of staff at Hinstock Primary School	<input type="checkbox"/>
Member of staff at Cheswardine Primary School	<input type="checkbox"/>
Other interested party (Please state)	<input type="checkbox"/>

2) What is your view of the proposal for federation of the two schools? (please tick box as appropriate)

I support the proposal for federation	<input type="checkbox"/>
I do not support the proposal for federation	<input type="checkbox"/>
I am not sure	<input type="checkbox"/>

3) Would you like to provide more detail on your view? Do you have any further comments? (continue on reverse of page if required)

4) Whilst both schools will retain their names, a name is needed for the federated governing body. If you have a suggestion for this name then please share it here.

Please send your response to either:

Federation Committee, Hinstock Primary School, School Bank, Hinstock, Market Drayton, Shropshire, TF9 2TE

Or

Federation Committee, Cheswardine Primary School, Glebe Close, Cheswardine, Market Drayton, Shropshire, TF9 2RU

Please note that your responses will remain confidential to the schools' governing bodies.

Thank you for your response.