

Formal Proposal for the Federation of St James' C of E Primary School and St Philip's C of E Primary School

This proposal has been drafted after a period of informal stakeholder consultation with staff, joint governing body discussion, individual governing body discussion (at both schools) and consideration by a joint working party comprised of governors from both schools.

For reference, this proposal document has been drawn up using Manchester City Council 'Becoming a Federation – Guidance about the process and associated leadership structures' (May 2017) which has been developed in-line with the [School Governance Federation 2012 Regulations](#) as amended by the [2016 Amendments](#)

In accordance with the Guidance, the governing bodies of each school are required to consider this formal proposal in its entirety and reach a decision as to whether to approve the proposal and enter into a formal consultation period with stakeholders or not. The decision to approve this proposal was made by both Governing Bodies at their meetings of the 3rd October (St James') and 4th October (St Philip's).

For the purpose of this document the term "the Federation" is used to describe the newly proposed federation of St James' C of E Primary School and St Philip's C of E Primary School.

There is a set of Frequently Asked Questions in Annexe 1 of this proposal to provide further information about the process.

CONTEXT

Both St James' C of E Primary School and St Philip's C of E Primary School are communities sited in the City of Manchester and both serve the Diocese of Manchester as Voluntary Aided schools. Both schools are in the Central district of Manchester, with St James' situated in Rusholme and St Philip's situated in Hulme.

St James' C of E Primary School is a one-form entry primary school with a year group of 30 pupils from Reception to Year 6 and a 26 place Nursery. It is a Group 2 school.

St Philip's C of E Primary School is a one-form entry primary school with a year group of 30 pupils from Reception to Year 6. St Philip's previously had a 26 place Nursery but this was closed in July 2020. It is a Group 2 school.

Both schools serve a similar demographic in terms of families.

Since April 2021, the substantive Headteacher of St James' C of E Primary School has assumed an Executive Headteacher role across the two schools and staffing structures in both schools have been modified to reflect this. During that time, a core group of governors met and agreed the principles of the way the two schools would work together for the common good of the two schools.

Both Governing Boards have worked together to drive school improvement and hold school leaders to account. St James' C of E Primary School has managed the performance management of the Executive Headteacher.

Both schools share a similar Christian ethos, and share the same values and vision for the education and improved well-being of our school communities.

Since 2021, the partnership between the two schools has evolved and strengthened and both governors and staff have seen significant benefits.

Both governing boards have met to discuss moving towards a more formal, hard federation and agree that this would benefit both school communities.

Benefits that have been seen in the last year include:

- Improved standards in teaching, learning & assessment
- Shared policies, practices, procedures and systems
- Shared resources, including Senior Leadership staff
- Shared vision – curriculum, behaviour, learning, outdoor development, cross-school curricular teams in all subjects
- Support for timetables, curriculum coverage
- Strengthening leadership teams – safeguarding, curriculum, SEND
- Opportunities to be creative with the curriculum & assessment arrangements
- Increased CPD opportunities for staff
- Greater opportunities to make use of existing networks with the local authority, Diocese, other schools – one head for 2 schools

In the future we would hope to build towards:

- Financial savings made and reallocated to the benefit of both schools
- Retention of high quality staff through new and wider reaching roles
- Benefits of future recruitment
- Further shared resources, including opportunities for staff to share skills, knowledge, CPD, and reduce workload

This proposal covers the following key areas:

1. The names of the governing bodies wishing to federate together and proposed federation date
2. The proposed name of the new federation
3. Details of the proposed size of the Federation's governing body
4. The identity of the admissions authority for the schools within the proposed federation
5. The date, not less than six weeks after the publication of the consultation proposal, by which written representations must be returned to the governing body and the address to which they should be sent
6. The nature and scope of the formal consultation process
7. The proposed governance structure for the Federation
8. The proposed leadership structure for the Federation and its impact on the schools
9. The nature of the engagement with the Diocese & local authority
10. The financial implications of federating

1.GOVERNING BODIES WISHING TO FEDERATE

The governing bodies of:

St James' C of E Primary School and St Philip's C of E Primary School are proposing to form a federation following a period of consultation as outlined in the sections that follow **to take effect from 1st January 2022.**

2.NAME OF THE NEW FEDERATION

The proposed name of the new Federation is 'The Community of Saints Church of England Federation'.

3.THE SIZE OF THE FEDERATION'S GOVERNING BODY

The Federation governing body shall consist of 14 governors as follows:

Type of governor	Total Number
Executive Head Teacher Governor	1
Parent Governors elected from across the schools in the Federation	2
Staff Governor elected from across the schools in the Federation	1
Local Authority Governor Nominated by the LA and appointed by the Federation Governing Body	1
Foundation Governors appointed by the Ascension PCC	2
Foundation Governors appointed by the Holy Innocents PCC	2
Foundation Governors appointed by The Diocese of Manchester	2
Foundation Governors appointed Ex-Officio	2
Co-opted governors appointed by the Federation Governing Body	1
TOTAL	14

The new Federation governing body will be able to invite additional associate members as required to provide a specialist skills set and ensure strong governance. Associate members will not have the voting rights of the governing body.

4.THE ADMISSIONS AUTHORITY

The new Federation governing body will be the admissions authority for both schools within the Federation. The Federation will comply with the guidance and suggested admissions policy set out by the Manchester City Council.

5.THE DATES FOR FORMAL CONSULTATION

The formal consultation will remain open for 6 weeks, to enable written representations to be made to the respective governing bodies.

This proposal was approved by each school's Governing Body at the following meetings:

Monday the 3rd October 2022 (St James' @ 6pm)

Tuesday the 4th October 2022 (St Philip's @ 5pm)

Following the approval by both governing bodies:

Proposal published and formal consultation opens on: **Monday 10th October**

Deadline for written representations to governing bodies: **Monday 21st November**

Governing bodies meet jointly to consider written representations and agree whether to go ahead with the proposal, modify the proposal or reject the proposal:

Wednesday 23rd November @ 5pm.

Written representations should be made to the Governing Body of the relevant school at the following addresses:

Jess Kippen, St James' C of E Primary School, Cromwell Range, Birch-in-Rusholme, Manchester, M14 6HW

J.kippen@st-james-rusholme.manchester.sch.uk

Philip Geldard, St Philip's C of E Primary School, Loxford Street, Hulme, M15 6BT

P.geldard@st-philips.manchester.sch.uk

6.NATURE AND SCOPE OF FORMAL CONSULTATION

Both governing bodies are committed to meaningful stakeholder engagement throughout their respective consultation periods.

Although the timing of the formal consultation is synchronised between the two schools, each consultation is discrete to each school. As such, any written representations should be made to the relevant local governing body and will be considered at this local level in order to maintain impartiality and reach a decision that is right for each school community.

For each school, the formal consultation will consist of:

- Publication of this proposal on the school's website
- Translated versions of this proposal in key relevant languages upon request
- Hard copy letters to all parents outlining the consultation and referring to the full proposal online (including advice on how to obtain a hard copy by request and advice on how to make written representations), an email to all parents referring to the full proposal online and a text message referring to the full proposal online.

- A scheduled parents’ consultation evening in each school (as tabled below)
- A scheduled staff consultation meeting in each school (as tabled below)

School Name	Date	Staff/ Parents	Time
St James’	18/10/22	Staff	3.45pm
St James’	1/11/22	Parents	2.30pm
St Philip’s	19/10/22	Staff	3.30pm
St Philip’s	2/11/22	Parents	2.15pm

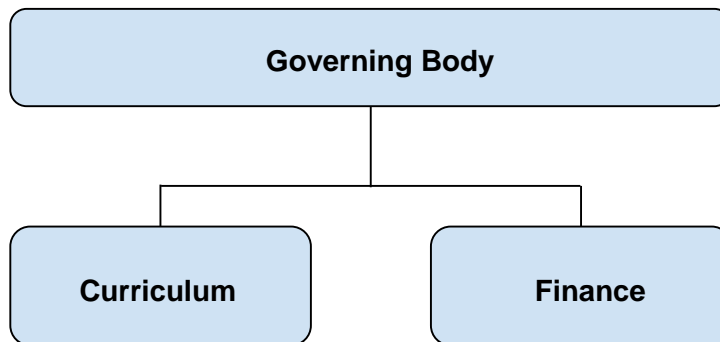
- Submission of this proposal to the Local Authority – 10th October
- Submission of this proposal to the Diocese of Manchester – 10th October
- Copy of this proposal document forwarded to all main teaching and support staff trade unions and trade union representatives invited to staff meetings
- Copy of this proposal is also sent to the Secretary of State within one week of opening the consultation

7. PROPOSED GOVERNANCE STRUCTURE

The Federation shall have one overarching governing body with governance responsibility and accountability across both schools.

The governing body shall have 2 committees, each of which shall have delegated responsibility and accountability across both schools. The committees shall be: **Curriculum and Finance**.

The Executive Head Teacher shall sit on both committees.

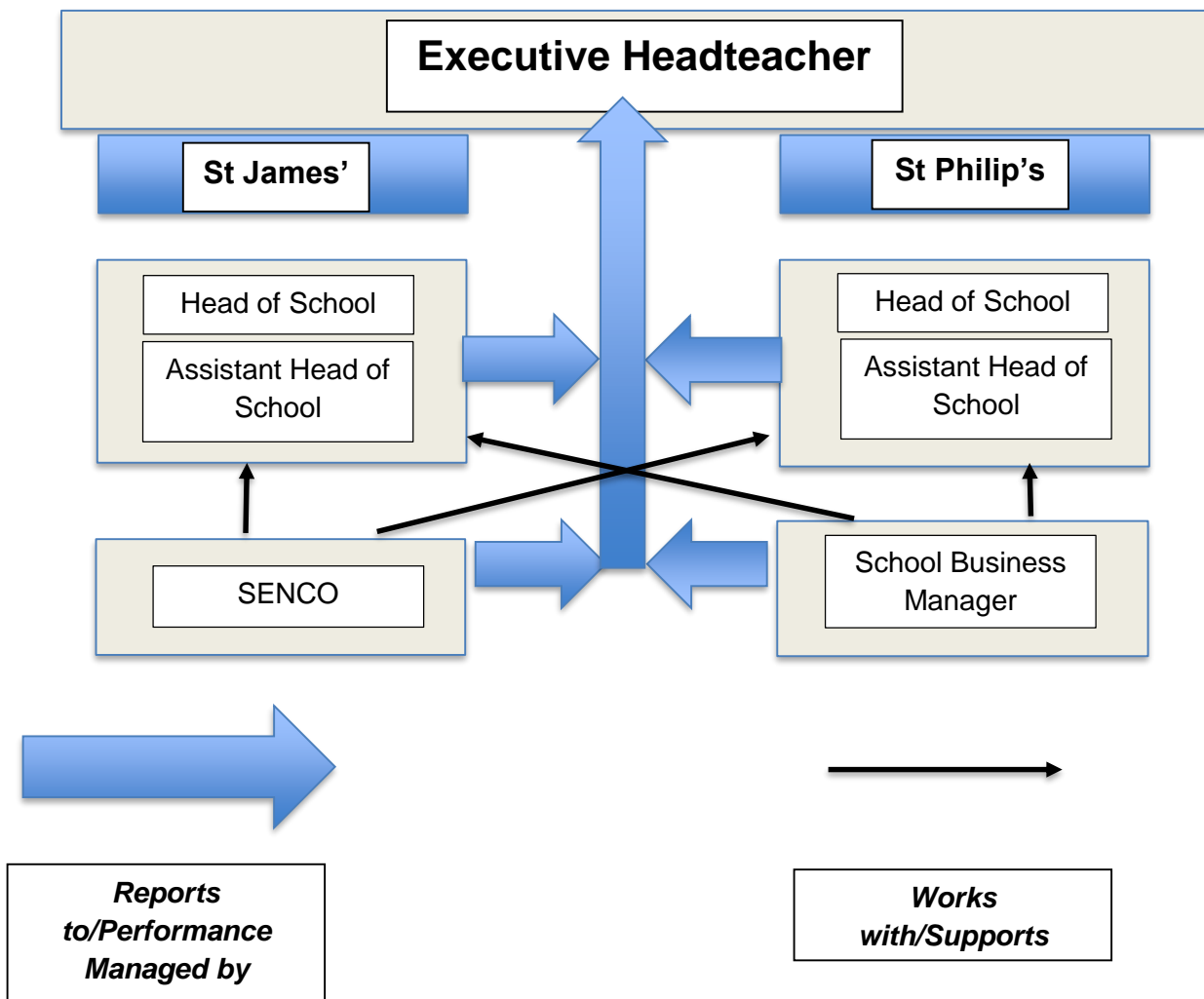


8. PROPOSED LEADERSHIP STRUCTURE

The Federation shall have one Executive Headteacher who works across both schools. This person will be the legally named Headteacher of both schools and therefore will hold a Headteacher contract with the appropriate person specification and job description.

Each school shall have its own substantive non-teaching Head of School to ensure operational consistency at local community level and a constant point of contact for pupils, staff and parents in each school. They will hold a Deputy Headteacher contract with the appropriate person specification and job description.

The Federation shall have one Special Educational Needs Co-ordinator and one School Business Manager who work across both schools. These roles will provide opportunity for financial savings for both schools alongside the ability to retain high-quality staff through new and wider reaching roles, and to use the ability to share policies, practices, procedures, and systems effectively in order to improve outcomes.



The above proposal changes the leadership structure at St Philip's with the addition of an Assistant Headteacher post.

The Executive Headteacher, SENCO and School Business Manager posts will be newly created as part of this Federation. These post holders will be employed under the direction of the Federation and will be required to work in both schools in order to help create plans and systems to drive the mission of the Federation forward. As such, a mobility clause will be added to these post holder's contracts.

There are no proposals to change the staffing structures of either school below the leadership structure by way of this proposal to federate.

There will be a need to update and amend all staff contracts (teaching and support) to reflect the fact that staff will be employed on behalf of the federated governing body (not St James' C of E Primary School or St Philip's C of E Governing Bodies, as they will cease to exist). Terms and conditions of employment of members of staff will remain the same and staff will continue to be employed to work at a specific school site. Staff will be TUPE transferred and consultations with trade unions will take place in-line with TUPE regulations.

A mobility clause will be included in contracts for newly appointed teaching staff and new positions to enable the federation to continue to benefit from the strengths that have been identified through the collaborative work that has taken place over the past few years.

A mobility clause will be added into new teaching staff contracts which will outline that staff may be required to work at other school sites as it may be reasonably required from time to time. This will enable the federation to continue to benefit from the strengths that have been identified through the collaborative work that has taken place over the past few years.

The Federation may choose to create further 'shared' posts in the future as the Federation develops and builds on the collaborative strengths.

9.ENGAGEMENT WITH THE DIOCESE OF MANCHESTER & LOCAL AUTHORITY

Both schools have worked with representatives from the Diocese of Manchester and the Local Authority (LA) through an initial informal consultation process. The Diocese and LA have provided advice and guidance on the federation process itself as well as contributing to the discussions around the potential school improvement benefits that such federation could bring.

The Diocese and LA have attended the joint governor sub-committee and have agreed to support the appointment of foundation governors and an LA governor to the new governing body.

10. THE FINANCIAL IMPLICATIONS OF FEDERATING

Although federation will mean a single governance structure across both schools, each school will remain separate in terms of funding allocation from the LA.

It is anticipated that there will be some potential cost savings achieved through joint procurement of services, goods and training. Such savings have already been realised in the procurement of services in the current cooperative structures. All such savings made will be fairly reinvested.

As Maintained schools, the LA retains overall responsibility for the financial viability of both schools. In-year and carry forward deficits or surplus remain with the individual schools.

The costs/savings related to the proposed federation leadership structure in section 8 of this document (Executive Headteacher and any other federation posts created) will be equally shared/appropriately proportioned to both schools.

The Federation governing body is free to spend the money across the Federation, although an audit trail must be kept for each individual school budget. The Federation governing body would be responsible for ensuring that the budget for each school would balance and would not use the budget of one school to disadvantage the other. It may decide to 'pool' a small proportion of each school's individual budgets if it meant that both schools would get better value for money.

APPENDIX 1 - Frequently Asked Questions for Parents

1. What is a federation?

A federation is where a number of schools come together under one governing body. The schools' individual governing bodies are disbanded and a new single over-arching governing body is formed for all the schools in the federation. The schools in the federation keep their own names and uniforms, they do not merge. The main change is to the governing body.

2. What does a 'consultation' mean? Is the decision already made?

No decision has been made in relation to the federation. At the moment this is just a proposal, and can be progressed, amended or withdrawn. This consultation is just the first stage in the process, and all opinions will be carefully considered before a final decision is taken to progress.

3. What are the next stages in the process?

Following the consultation period of six weeks, both Governing Bodies will review all opinions and information gathered during this process, and we will use this as a basis to make a decision to:

- Proceed with the proposal as published.
- Proceed with the proposal with modifications that the governing bodies consider appropriate.
- Not proceed with the proposal to federate

4. Would I need to buy new uniforms?

No. Each school would continue to retain its own identity and continue to keep its own school uniform.

5. Would the school name change?

No. The names of the schools would remain the same the only change of name would be to the governing body which would oversee both schools.

6. Would my child have to attend a different school?

No. Pupils would continue to attend the school they currently attend. There would be no changes to where pupils are educated.

7. Would there be a change to admissions policies at the schools? Would we have to re-apply for a school place?

No there would not be any change to the way that pupils are admitted to both schools. Both schools would retain their own identity and pupils currently attending either school will retain their places. The admissions process for each school would remain separate.

8. How would the schools be inspected by Ofsted?

Both schools would continue to be inspected separately and listed separately in league tables. Ofsted is increasingly aware of and interested in the role that federations and collaborations play in improving standards.