



PROPOSAL  
FOR  
THE FEDERATION  
of  
Trent Vale Infant and Nursery School  
AND  
Beeston Rylands Junior School

13<sup>th</sup> September 2019

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## PROPOSAL TO FEDERATE

### SUMMARY

Trent Vale Infant and Nursery School and Beeston Rylands Junior School have been working closely together following the appointment of Jackie Moss as Executive Head Teacher (EHT), responsible for both schools. Much has been done since then to strengthen the links between the two schools and to provide improved outcomes for all children through the sharing of expertise, resources and facilities. The schools have been operating as a “collaboration”, with collaboration in teaching and governance for several years and this has proved beneficial to all stakeholders. The Governing Bodies of both schools have agreed to put forward a proposal to formalise that close working by establishing a federation of the schools under the leadership of the Executive Head Teacher and with a single Federated Governing Body overseeing the two schools.

The proposal – for a federation – is a legally binding arrangement, which Governors consider will further enhance the educational and extra-curricular opportunities for children in both schools, strengthen the leadership and management structure and enable both schools to maximise the use of shared resources. We believe that a federation will support more efficient working and remove unnecessary duplication of work in all aspects of school life; federation will also allow senior leaders to concentrate on the key aspects of their work, so strengthening the management of and teaching in the two schools. This document sets out the detail of the proposal and how we think the federation will work. It sets out what federation would mean for children, parents, staff and the wider community.

This proposal document, together with a set of **Frequently Asked Questions (Appendix A)** and a **Consultation Response Form (Appendix B)** form part of a six week consultation period (which starts on 13<sup>th</sup> September 2019 and ends on 11<sup>th</sup> November 2019) during which time we are seeking the views of everyone who has an interest in the schools. We will be holding an open evening for parents to ask questions of staff and governors. Stakeholders are invited to give their views using the Consultation Response Form attached to this document.

At the end of the consultation period the Governing Bodies of the two schools will make a final decision on whether to federate, taking into account everyone’s views and comments.

Governing Bodies will inform the Secretary of State for Education and the Local Authority of its decision and will also inform other interested parties at the same time.

If the decision is made to go ahead with the federation, the Governing Bodies will set in motion the administrative arrangements to allow the federation to be created. It is envisaged that the federation would be established on 14<sup>th</sup> January 2020.

If, at the end of the consultation period, the decision taken is not to proceed with the Federation, it would be the Governing Bodies’ intention for both schools to continue as currently, under the Executive Head Teacher but with separate Governing Bodies.

### **What is proposed?**

The proposal is for a federation whereby the schools will work together under a single Governing Body which can share resources and expertise across the schools and work to raise standards and improve the offer to pupils. The Governing Bodies believe that federation will secure strong and stable leadership in the schools, continue the drive to raise standards and ensure a wide range of curriculum and other activities are offered to the children.

Through federation and collective endeavour our schools aim to:-

- Improve the outcomes and life chances for all our community
- Promote equality, shared values and shared ethos across the federation
- Provide opportunities for children to broaden their life experience and increase aspiration
- Support families to improve the outcomes and life chances for their children
- Ensure quality and rigour in teaching and learning
- Strategically develop all staff and governors across the federation
- Create opportunities for financial and management efficiencies

Many of the characteristics of a federation already exist in the management and teaching styles of Trent Vale Infant and Nursery School and Beeston Rylands Junior School as a result of the close working relationship developed between the two schools and by the appointment of an Executive Head Teacher in Summer 2016.

### **What would stay the same?**

- Each school will remain a separate school on its existing site, keeping its own name.
- Initially each school will retain its own vision, identity and uniform. Any changes to this will be subject to consultation with governors, staff, parents and pupils.
- The Executive Head Teacher will continue to lead the schools, supported by at least one School Leader in each school.
- The single School Improvement Plan will continue to operate across both schools
- Each school will have its own separate budget
- Each School will have its own DfE Reference Number
- The Admissions Authority (Nottinghamshire County Council) and admissions arrangements will stay the same
- Each school will complete its own Self Evaluation Form
- Each school will have separate OFSTED inspections

### **What would change?**

- For legal purposes, the schools would be known collectively as **Trent-Rylands Federation**
- A single Federated Governing Body would be created with representation from both schools
- Statutory and other policies and procedures would be standardised across the schools where possible.

**This is not a proposal to create one school.  
The two schools would remain separate and continue  
under the leadership of the Executive Head Teacher**

### **What would federation mean for children?**

- A consistent approach to teaching and learning for all children;
- Increased capacity to meet the needs of children through sharing of knowledge and resources;
- A consistent approach to expectations of behaviour, both in and out of the classroom;
- More opportunities to enrich the children's learning experience
- The opportunity for more combined activities, e.g. fetes, discos

### **What would federation mean for parents?**

Parents can be reassured that children will benefit from: -

- The sharing of best practice among teachers and governors;
- A common approach to teaching and learning throughout both schools;
- A shared ethos, with common approaches to behaviour expectations along with the continued support and care of pupils;
- Consistency of communication and policies;
- The opportunity for shared activities;

### **What would federation mean for staff?**

- The Executive Head Teacher will focus on the strategic issues affecting the schools including curriculum development, finance, staffing and governance; this is alongside being responsible for the operation of the schools;
- The Heads of School will support the role of the Executive Headteacher along with assisting with the day-to-day running of the schools;
- Existing staff will continue to be employed on the same conditions of service;
- Stronger collaboration will allow for increased opportunities for Continuing Professional Development and career development;
- A common approach to teaching and learning, assessment, quality assurance, and tracking pupil progress;
- Development of continuity and quality by identifying best practice from both schools and applying it across the federation;
- It is anticipated that staff will continue and extend partnership working across both schools, and take advantage of the additional Continuing Professional Development opportunities that the federation will provide, in terms of shared expertise and resources and shared training.

### **What would change for the Governing Bodies of each school?**

From 14<sup>th</sup> January 2020, the individual Governing Bodies of each school would cease to exist and a new Federated Governing Body of 15 members would be formed, comprising:

- 1 Local Authority Governor (regulations)
- 1 Executive Head Teacher
- 1 Staff Governor (regulations)
- 2 Parent Governors (1 from each school – regulations)
- 10 Co-opted Governors (including 1 member of staff from the school where the elected Staff Governor does not work)

The members of the Federated Governing Body will be appointed with due regard to their experience and skills along with the needs of the governing body. The federated governing body will have the opportunity to appoint Associate Members to the governing body in order to bring the support and skills they need.

### **Proposed Committee Structure:**

**Pupil Outcomes Committee** (previously Strategic Development and Pupils Committee)

**Resources Committee** (previously Finance, General Purposes and Personnel Committee)

Budget arrangements – the Federated Governing Body would receive the individual budget for each of the schools. It will be able to use these across the schools, but would need to provide an audit trail for each

budget. The Resources Committee would make budget decisions for both schools. The Schools' Budgets would be overseen by the Full Governing Body.

### **What are the financial benefits of federation?**

Federation can help schools to increase financial efficiency through:

- achieving the economies of scale;
- negotiating strength in dealing with suppliers is improved;
- sharing resources can result in savings as can the provision of joint training and Continuing Professional Development
- Federation can also offer opportunities to allow the schools to provide specialist resources which would otherwise not be affordable under a single small school.

### **What happens next?**

The release of this document and its attachments (FAQs and Consultation Response Form) by the Governing Bodies of Trent Vale Infant and Nursery School and Beeston Rylands Junior School marks the start of a six week consultation process during which time all those with an interest in either of the two schools will be asked their views about the proposal to federate.

THE CONSULTATION PERIOD  
STARTS on 13<sup>th</sup> September 2019 and  
ENDS on 11<sup>th</sup> November 2019 at 12 noon.

There are several ways in which you can make your views known to the Governing Bodies.

### **Opportunities to discuss the proposal and ask questions**

Open sessions for parents, staff and others with an interest in the school will be held on:

Wednesday 9<sup>th</sup> October 2019 drop in between 2pm and 3pm at Trent Vale Infant and Nursery School and 5pm and 7pm at Beeston Rylands Junior School

This will be an informal sessions where people can speak to school Governors and staff, look at the information about the proposed federation, make comments and fill out the Consultation Response Forms.

Anyone is welcome to attend any session.

## How to comment on the proposal

**The closing date for comments to be received is  
12 noon on 11<sup>th</sup> November 2019**

- **Consultation Response Form:** please complete the form and
  - Post it to either school to arrive no later than **12 noon on 11<sup>th</sup> November 2019**
  - Put it in one of the **Federation Post Boxes** in the school reception on or before the closing date
  - You can **e-mail** your comments to:
    - [office@trentvale.notts.sch.uk](mailto:office@trentvale.notts.sch.uk)
    - [office@rylands.notts.sch.uk](mailto:office@rylands.notts.sch.uk)
  - You can **verbally** tell the governing body at the open sessions on 9<sup>th</sup> October 2019
  - You can **write** to either school:

Chair of Governing Body Trent Vale Infant and Nursery School Trent Road Beeston Rylands NOTTINGHAM NG9 1LP	Chair of Governing Body Beeston Rylands Junior School Trent Road Beeston Rylands NOTTINGHAM NG9 1LJ
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**The deadline for submitting your comments is  
12 noon on 11<sup>th</sup> November 2019**

This proposal document, the **Frequently Asked Questions (FAQs)** and the **Consultation Response Form** are also available on the schools' websites:

- <http://www.trentvale.notts.sch.uk>
- <http://www.beestonrylandsjunior.co.uk>

Additional paper copies of these are also available from both school offices.

### **What happens after the end of the consultation period?**

After the consultation period ends on **11<sup>th</sup> November 2019**:

- the Joint Collaboration Committee will meet to consider all the responses. A written report will be produced to present to each governing body.
- The Governing Bodies of Trent Vale Infant and Nursery School and Beeston Rylands Junior School will then meet separately to consider whether they wish to proceed with the federation.
- If both Governing Bodies are in agreement to continue with the federation, they will inform the Secretary of State for Education and the Local Authority of its decision and will also inform other interested parties at the same time.
- The Governing Bodies and senior management teams of both schools will consider carefully the proposed structures and arrangements to ensure success in both schools.
- If, at the end of the consultation period, the decision taken is not to proceed with the Federation, it would be the Governing Bodies' intention for both schools to continue as currently, under the Executive Head Teacher and with separate Governing Bodies.
- The decision will be communicated to children, parents, staff and others with an interest in the school by
  - 10<sup>th</sup> December 2019.
- If the Governing Bodies of both schools agree to federate, the intention is for the federation to take effect from
  - 14<sup>th</sup> January 2020.

Lisa Shepherd  
Chair of Governing Body  
Trent Vale Infant and Nursery School

Chris Jones  
Chair of Governing Body  
Beeston Rylands Junior School

## FREQUENTLY ASKED QUESTIONS

Proposal for Federation of Trent Vale Infant and Nursery School and Beeston Rylands Junior School under one Executive Head Teacher and one Governing Body, to be called the **Trent-Rylands Federation**

### **1 Will the schools be closed and a new school created?**

No. The proposal is for the two schools to work together under a single Governing Body as a Federation.

### **2 Will the name of the schools change?**

No. Each school will keep its own name but there will be a separate name for the Federation.

### **3 Will school uniforms change?**

No. At this time, each school will keep its current uniform. Any future changes will be in consultation with staff, governors, parents and pupils.

### **4 Will there be any change to admission arrangements?**

No. The current Nottinghamshire County Council admissions policy and arrangements will continue to apply for each school.

### **5 Will the schools have the same Inset/training days?**

Yes, wherever possible. Each school will be able to choose when to hold these days, as they do now, and it is likely that they will continue to take the opportunity to have the same Inset/training days.

### **6 Will school start and finish times change?**

No. At this time, start and finish times will stay as they are now in each of the schools.

### **7 Will pupils be registered to the Federation or a single school?**

Pupils will be on roll at a single school.

### **8 Is there any research on the impact of Federations?**

Ofsted has reported that, where schools work together and share leadership, standards rise. We have already seen this at both schools since the collaboration began in September 2016.

See Leadership of More than One School; Ofsted, September 2011 for more detail.

<http://webarchive.nationalarchives.gov.uk/20141124154759/>

<http://www.ofsted.gov.uk/resources/leadership-of-more-one-school>

### **9 Will the schools share a single budget?**

No. Each school will continue to receive its own funding, manage separate budgets and keep separate records of its accounts. However, there may be occasions when the two schools share costs or combine purchasing if this is in the best interests of the children.

### **10 Will the federated schools combine their pupil results?**

No. Results will continue to be attributed to the individual schools.

### **11 Will the Federation be inspected by Ofsted?**

No. Each school will have separate Ofsted inspections and be graded separately, as they are now.

### **12 Will children from both schools have the opportunity to work together?**

Yes. This already happens. Federation means that there will be more opportunities for children from both schools to work together.



**13 Who employs the staff of a Federation?**

Existing staff will continue to be employed by Nottinghamshire County Council and will continue to work at their current school.

**14 Will staff work across both schools in the Federation?**

Existing members of staff cannot be directed to work in a school where they were not originally contracted to be employed. However, there may be opportunities for staff to work across both schools. We hope that staff will be able to take these opportunities as Continuing Professional Development and sharing of good practice to improve the pupil outcomes.

In the future, it is likely that vacancies will be advertised as working across both schools.

**15 Will there be any changes in the conditions of service for staff?**

No. There will be no changes and staff will continue to be employed on the same conditions of service as defined by Nottinghamshire County Council contracts. This means that, for example, all employment rights and pension arrangements will stay as they are now.

**16 Can schools in a Federation share Continuing Professional Development arrangements?**

Yes. This already happens, where the two schools can choose to have shared training days and training sessions.

**17 Do schools in a Federation share a Head Teacher?**

Our Executive Head Teacher will continue to oversee both schools, with the Heads of School supporting the Executive Headteacher and assisting with the looking after the day to day running of the schools.

**18 Do schools in a Federation share a Governing Body?**

Yes. The previous Governing Bodies of each of the schools will be dissolved and a new single Federated Governing Body will be set up, with representatives from both schools.

**19 Will one school take the lead over the other?**

No. The two schools in the Federation will collaborate and work together as equal partners.

**20 How long do people have to make comments or ask questions about the proposal to federate?**

Everyone has six weeks in which to have their say. The consultation starts on 13<sup>th</sup> September 2019 and ends on 11<sup>th</sup> November 2019 at 12:00 noon.

**21 What happens at the end of the six week consultation?**

At the end of the consultation period, which finishes on 11<sup>th</sup> November 2019, the Governing Bodies of the two schools will meet separately to make a final decision on whether to federate, with due regard to everyone's views and comments. This decision will be communicated to children, parents, staff and others with an interest in the schools, by 10<sup>th</sup> December 2019.

**22 If federation of the schools goes ahead, when would this happen?**

If a decision is made to federate, this would take effect from 14th January 2020.

**23 Can a Federation be dissolved?**

Yes. The Governing Body can choose to end a Federation if it is believed that it is no longer in the best interests of the pupils. This is not an action that would be taken lightly or without due diligence and consultation.

If you have any other questions that have not been answered here, then you can:

- Attend the open session for parents, staff and others with an interest in the school. This will be an informal sessions where people can speak to school governors and look at the information about the proposed Federation and fill out the Consultation Response Forms. Anyone is welcome to attend any session.
- You can write down any questions and place these in one of the Federation Post Boxes in each of the school Reception areas.
- You can email your questions to:
  - [office@trentvale.notts.sch.uk](mailto:office@trentvale.notts.sch.uk)
  - [office@rylands.notts.sch.uk](mailto:office@rylands.notts.sch.uk)

- You can write to either school:

Chair of Governing Body	Chair of Governing Body
Trent Vale Infant and Nursery School	Beeston Rylands Junior School
Trent Road	Trent Road
Beeston Rylands	Beeston Rylands
NOTTINGHAM NG9 1LP	NOTTINGHAM NG9 1LJ

The deadline for submitting written representations is 11<sup>th</sup> November 2019 at 12:00 noon.

APPENDIX B

**CONSULTATION RESPONSE FORM**

Proposal for a Federation of Trent Vale Infant and Nursery School and Beeston Rylands Junior Schools under the Executive Head Teacher and a single Federated Governing Body

**The consultation period starts on 13<sup>th</sup> September 2019 and finishes on 11<sup>th</sup> November 2019 at 12:00 noon;** you have six weeks to give your views and comments on the proposal. The proposal document, which includes a set of Frequently Asked Questions and a copy of this form can be downloaded from the schools' websites:

- <http://www.trentvale.notts.sch.uk>
- <http://www.beestonrylandsjunior.co.uk>

You can also obtain additional printed copies from the School Offices of each school.

(\*) Name: .....

(\*) Tel .....

(\*) Email address .....

You do not need to complete the items marked (\*) unless you want to.

Type of stakeholder (Please complete):

Parent/Carer	Trent Vale Infant	Beeston Rylands Junior
Staff	Trent Vale Infant	Beeston Rylands Junior
Governor	Trent Vale Infant	Beeston Rylands Junior

Other stakeholder (please specify) .....

PLEASE ADD YOUR COMMENTS BELOW

We would welcome your views,  
continuing overleaf or on a separate sheet, if required.

COMMENTS
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COMMENTS (contd)

**The closing date for the receipt of comments is  
11<sup>th</sup> November 2019 at 12 noon**

**Thank you for giving us your comments and views about the proposal to federate.  
Please return your completed form:**

- **By post to either school:**

Chair of Governing Body Trent Vale Infant and Nursery School Trent Road Beeston Rylands NOTTINGHAM NG9 1LP	Chair of Governing Body Beeston Rylands Junior School Trent Road Beeston Rylands NOTTINGHAM NG9 1LJ
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- **Put it in the Federation Post Box in the Reception area of either school**
- **You can also e-mail your response form to either school**
  - [office@trentvale.notts.sch.uk](mailto:office@trentvale.notts.sch.uk)
  - [office@rylands.notts.sch.uk](mailto:office@rylands.notts.sch.uk)
- **Verbally tell us at the open sessions on Wednesday 9<sup>th</sup> October; 2-3pm at Trent Vale Infant and Nursery School and 5-7pm at Beeston Rylands Junior School**