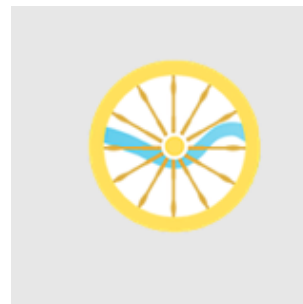


Governing Body Consultation on the proposal to Federate Swanlea, Hague and Stewart Headlam Schools to have one shared Governing Body

11th September to 30th October 2023

The Proposal

As part of the ongoing work between our three schools, the Governing Bodies from the schools have been talking about building a stronger, more sustainable future for our children's education. The governors of Swanlea School and Hague and Stewart Headlam Federation are proposing to merge the two governing bodies to form a single governing body, responsible for all 3 schools. The three schools will continue to exist as separate schools.



Why are we proposing the change?

Our schools have been increasingly working together to ensure smooth transitions for our children. The Governors from the two schools have both discussed the future and agree that now is the right time to consider formalising our partnership so that we can plan strategically together to continue to provide the best possible education for our children. We believe this will not only support excellent 3-19 curriculum planning but will also provide opportunities for us to review spending so that we can maximise value for money and shared access to resources. We think this is an exciting opportunity to build a collaborative partnership model focused on driving improvements for the whole community through an integrated educational excellence approach

What would happen to our Headteachers?

Our current Headteachers are experts in their fields – primary and secondary education. They share a commitment to excellence and inclusion. The Federation would not change the current school leadership arrangements – they are working extremely well.

What are the benefits of working together in a Federation?

Children will benefit from the potential of a wider range of resources and enhanced staff development if our two schools work together.

We would be better able to provide continued access for pupils and the families to extended services and facilities.

Working together will help both schools to keep improving and moving forward by using

expertise across the schools

More development opportunities for the staff, such as shared training, and the chance to work more closely across the curriculum and age ranges and to gain experience and understanding in different environments.

Greater financial stability would make certain we continue to improve and offer world class education.

Each school will maintain their own budget but we will be able to support each other by sharing resources.

What will it mean for the children?

The whole purpose of seeking federation is to create an environment that will have a positive impact on the quality of education that children receive. The children will not notice any changes but we believe this development will enhance their learning opportunities.

In the future we would work towards sharing policies and procedures, and the same dates for staff training days and school holidays.

We would consider using staff and other resources across the three schools, but each school will retain their own budget.

What will it mean for the staff?

Again, very little will change on a day-to-day basis. Staff conditions of service will not be affected. All staff employed by our Governing Bodies will continue to work at their schools. There is no need for a staffing restructure as a result of the possible federation. The schools will be able to offer secondments to staff for particular roles, and may also consider some posts existing across the schools in future.

Would there be any changes to the schools?

There would be no immediate changes to the functions of the schools as a result of becoming one governing body, but there will be developments over time, just as there would be in any school.

In the future, a single governing body would consider any possible changes across all the schools, considering the needs of all the children all the schools, not just those at one or other school. There will be a Swanlea School Committee looking at specifically secondary issues, and a Stewart Headlam and Hague Committee looking at specifically Primary Issues.

How will governors decide whether to implement the change?

Governors will consider all the responses to this consultation.

In order to consider views from all stakeholders the following consultation processes have been arranged:

This document to be circulated to all staff and parents, and posted on the School Website, as well as key stakeholders (DFE, LA, Neighbouring schools through Headteachers' Bulletin

and Governors Networks)

Staff Information Briefings

4th September INSET staff advised of Governors' Proposal to consult on Single Governing Body.

Virtual Staff Meetings for SHH Federation primary and Swanlea secondary staff will be hosted separately. There will be opportunities for questions and discussion with the Headteachers

SHH Federation: zoom link to be circulated to staff

- Thursday 18th September at 4:15 pm – 5:00 pm

Swanlea School: Teams link to be circulated to staff

- Wednesday 27th September

Parents Information Sessions:

Hosted by Headteachers Judy Knappett and Brenda Landers.

Zoom link to be circulated to parents via email /texts.

- There will be an online **Parents Meeting on Wednesday 13th September 5:00pm – 5:45pm**. Parents from any of the three schools can join on this link

There will be 3 parent drop in sessions hosted by the School Leaders

- Thursday 5th October 9:00 – 9:45am Stewart Headlam School
- Thursday 5th October 2:45 – 3:15 pm Swanlea School
- Friday 6th October 9:00 – 9:45am Hague School

All Stakeholders will be able to attend a virtual meeting with the Independent Consultant supporting this process on Tuesday 3rd October at 5 pm. Joining link:

<https://us02web.zoom.us/j/83163791332>

Meeting ID: 831 6379 1332

Parents and staff can access an On-line consultation response form this link:

[Schools Federation Governance Consultation Form](#)

Other Stakeholders (and parents if they wish) are able to respond by completing the form attached with this document.

A Comments Box will be available in each schools' reception area for the consultation response form or comments to be returned by hand or return by email to:

consultation@hague.towerhamlets.sch.uk

The consultation will start on **11th September 2023** and will close on **30th October 2023 at 12 noon. (7 weeks)**

Both Headteachers will be available, to answer face to face questions throughout the consultation. They will keep a record of questions asked. All questions raised will feed into a Frequently Asked Questions document which will be on the schools' websites and updated regularly during the consultation.

This document is available on the schools' websites at:

- Stewart Headlam and Hague Schools' Federation: <https://www.shhfederation.org/>
- Swanlea School: <https://swanlea.co.uk/>

The interim responses will be analysed by an independent consultant on 10th October and a summary report will be sent to governors on **12th October** to consider the responses to date at their GB meetings on **16th October (Swanlea)** and **19th October (Stewart Headlam and Hague)**.

- The written responses, final deadline is **12 noon, 30th October**.
- Consultation Summary Report updated **31st October**, circulated to governors.
- Governing Bodies' final decision virtual meeting **1st November 5:30pm**.

Topic: Joint Governors Meeting, Federation Consultation

Time: Nov 1, 2023 05:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83163791332>

The governors' decision on whether or not to implement their proposal will be notified to staff, parents and the Local Authority at the end of that week.

Minutes of the meeting and the consultation response report will be available to parents before the end of Autumn Term.

How would the new Governing Body be set up?

It is proposed that the New Governing Body would start from **1 January 2024** (To allow time for planning to manage the next financial year)

The current governing bodies would cease to exist from **31st December 2023** but a Secondary Committee (currently Swanlea School) and a Primary Committee (currently Stewart Headlam and Hague Schools) will be established as well as a Standards, Safeguarding and Finance Scrutiny Committee.

A new governing body would be set up, in line with national guidance, incorporating governance expertise from across the federations. All governors on the new Governing Body are required to take full responsibility for considering all schools in the Federation.

The core governing body membership must have at least 9 members (because there are 3 staff members) and would include:

- The 2 Headteachers
- 2 parent governors (initially one with primary and one with secondary aged children) if the proposal goes ahead. (these should be elected, more could be co-opted)
- 1 staff governor (1 elected, a second may be co-opted) – 1 Primary, 1 secondary proposed
- 1 Local Authority Representative (to be nominated by the Local Authority, if the proposal goes ahead)
- 3 Community Representatives with governance experience)

If the proposal goes ahead the governance joint committee will prepare, The Instrument of Governance for Local Authority approval in the second half of the Autumn Term. The core governing body (9 members) would consider the nomination of 4 co-opted governors at its first meeting. It is proposed that this will include at least one parent governor and one staff governor so that groups from primary and secondary age ranges are represented. The process will be completed following a skills audit of the core governance group.

The new federation governing body will appoint associate members to its committees to ensure appropriate expertise on each committee.

How will Admissions be affected?

Our schools working together in this way will not affect the admissions process. Parents will continue to apply to school following the usual Tower Hamlets processes. The Local Authority will remain the Admissions Authority. The point of admission used to measure distance to applicants' homes will not change for any school. Any future changes in admissions arrangements would have to follow the annual Admissions Consultation process.

Why are we consulting you?

We want to consult you to gather your views because you are part of our schools' communities. The governing bodies of the schools cannot simply decide to make changes to schools without first seeking the views of parents and others. There is a legal process which must be followed before changes can be made, and it is important that the governing body hear your views before deciding whether to proceed.

There is a Comments Box in the reception area of each of our schools for you to use if you have any specific queries.

All parents, and other stakeholders, are invited to respond to this consultation by completing the attached form and returning it to any of the school offices.

Or complete the response form on line.

What happens next?

The consultation period starts on **September 11th** – the last page of this document can be used to register your response, it should be returned to your school office when you have completed it. Following the consultation process, the joint governance committee and full governing bodies from each school will review your feedback and use it to decide whether to carry the proposal to federate forward in special meetings before Half Term.

Parents, and other stakeholders, will be notified in writing of the decision made before December 2023

How can I get more information on the proposal?

You can look on school websites (see page 4 for web links). If you have specific queries about the federation these can be raised at the planned meetings, or be posted in the "Federation Comments" boxes at each school office, or emailed to:

consultation@hague.towerhamlets.sch.uk

The governing bodies from both schools will publish the feedback from the consultation on the schools' websites before the end of the Autumn Term.

Proposal to Federate Swanlea School and Stewart Headlam and Hague Federation Governing Bodies – Response Form

Our proposal is to bring to bring governance for Swanlea, Hague and Stewart Headlam Schools together as one governing body from January 2024.

We welcome your views on this proposal. Please fill in this response form and return it to the address below no later than **12noon on Monday on 30th October 2023**.

1) What do you think would be the benefits of this proposal?

2) Do you have concerns or questions about the proposal? Please help us by letting us know what these are below:

Thank you for taking the time to consider our proposal

	Swanlea School	Stewart Headlam School	Hague School
I am a child attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have child/ren attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a staff member at	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a governor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe)			

Your Name (Optional)

Please return this form to the relevant school by **October 30th 12noon**
 Feedback from question one will be summarised numerically. Comments will be typed-up and anonymised.