



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

St Charles Catholic Primary School & St Mary's Catholic Primary School



Federation Consultation October 2020

Proposal and Timeline

The Governing Boards of St Charles Catholic Primary and St Mary's Catholic Primary are proposing to form a Federation.

St Charles and St Mary's are both Voluntary Aided state-maintained primary schools in the Royal Borough of Kensington & Chelsea.

This leaflet explains what this would mean for parents, pupils, staff and interested parties and provides an opportunity for everyone to comment.

In outline, the timetable is as follows:

5 October 2020	Publication of consultation document and start of 6-week consultation period (until 14 November).
14 November	End of consultation period
24 November	Governing Boards of St Charles and St Mary's meet separately to consider results of consultation and decide whether to proceed with federation. A decision to federate would require approval by a majority of each Governing Board.
December	Parents/carers and staff at both schools, and the Local Authority will be notified of the decision.

If the decision is that both schools form a Federation, the following timetable would apply.

December	The Secretary of State for Education will be notified.
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The Diocese will appoint the Foundation governors in principle in advance. A joint meeting of St Charles and St Mary's delegated Governors will meet to propose co-opted members for the new Governing Board. The Local Authority would then propose a Local Authority Governor.

21 January 2021	The St Charles and St Mary's Governing Bodies would be dissolved on this date and the new Federation would take effect.
January 2021	Parent and staff Governor elections would be held across the two schools.
2 February 2021	The first meeting of full joint Governing Body of the Federation.

Introduction

St Charles is a 1½-form entry school and St Mary's a 2-form entry, both situated in North Kensington approximately half a mile apart. This consultation proposes to create a Federation between the two schools. The Governing Boards believe that doing so would be in the best interest of both schools and would benefit teaching and learning.

Background

A federation is where two or more schools remain separate entities in law and with separate budgets but are managed together by a single Governing Board and unified leadership team.

St Charles Primary has 259 pupils between the ages of 3 and 11. 34% of pupils are entitled to free school meals, 40% of pupils are pupil premium and 50% of pupils do not have English as their first language. The proportion of pupils with an Education, Health and Care Plan (EHCP) is higher than the national average.

St Mary's has 232 pupils between the ages of 3 and 11. 46% of pupils are entitled to free schools meals, 49% of pupils are pupil premium and 53% of pupils do not have English as their first language. The proportion of pupils with an Education, Health and Care Plan (EHCP) is higher than the national average.

Both schools offer nursery provision.

Through this document we are jointly publishing our proposal to form a Federation, to be called St Charles and St Mary's Catholic Primary Schools Federation, and we would like your views before the decision is made whether or not to go ahead.

Based on the experiences of other schools, the governors of St Charles and St Mary's anticipate sustained benefits from federation. These include:

1. Greatly enhanced ability to provide children with outstanding teaching by attracting, developing and retaining the best teachers leading to raised standards for all pupils. Motivating and retaining outstanding leadership.
2. Enriching the social, moral, spiritual and cultural development of children across the two schools through shared cultural, sporting and educational activities.
3. Increasing efficiencies across the two schools.
4. Providing resilience in the face of political, economic and demographic change.

The two schools already have very close links. In April 2020, the Head Teacher of St Charles, Miss Ann Slavin, became Executive Head Teacher of both schools. Miss Slavin has had an immediate impact at St Mary's planning the implementation of a post Covid recovery curriculum drawing on the strengths of teachers from both schools, creating curriculum leads for each subject, introducing organisational changes and putting in place a revised, sustainable budget.

We believe that forming a Federation will bring benefits to the pupils and communities at both schools. The shared governance structure of a federation will allow the two schools to work together efficiently and sustainably to continue to raise standards, improve services and increase opportunities for pupils and staff.

The Roman Catholic Diocese of Westminster are supportive of the proposal.

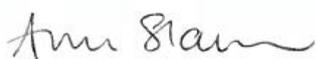
The Governing Boards of St Charles Catholic Primary School and St Mary's Catholic Primary School are embarking on this public consultation in order to solicit the views of parents, staff, professional colleagues, the RC Diocese of Westminster and the wider community about the idea of forming the St Charles and St Mary's Catholic Primary Schools Federation. We want to know whether others agree that this partnership could work for the benefit of everyone. We look forward to hearing your views and encourage you to make your views known.



Simon Enright
Chair – St. Charles Primary



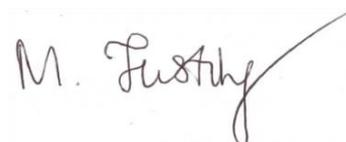
Marie Costigan
Chair – St. Mary's Primary



Ann Slavin
Executive Headteacher
St. Charles & St. Mary's



Tony Lynch
Head of School
St. Charles Catholic Primary



Magdalena Tusting
Head of School
St. Mary's Catholic Primary

Your questions answered

1. What is a federation?

A federation is formed when two or more schools remain separate in law but are managed together by a single Governing Board. The proposed model therefore maintains St Charles and St Mary's as separate organisations, but with the management of the two schools brought together under the supervision of a single Governing Body. The arrangement would build on the strengths of the two schools.

2. What would be different after Federation?

The immediate day-to-day experience for parents and children would change very little. Schools in federations continue to be individual schools with their own character. The names of the schools, school uniform arrangements and identities of St Charles and St Mary's would continue as before. Each school would retain its own budget.

3. What would the admission arrangements for places be?

The admissions policies of both schools would remain unchanged by this proposal.

4. How would the leadership of the two schools change?

Ann Slavin would remain Executive Headteacher for both schools but would now report to a single Governing Board rather than two different Boards as at present. The Head of School of St Charles, Tony Lynch, and the Head of School of St Mary's, Magdalena Tusting, would continue in their current roles, reporting to Ann Slavin.

5. How would the implementation of this proposal affect staff?

The staffing of the two schools would remain unchanged, though federation would enable some staff to work flexibly across both schools, in accordance with their terms and conditions of employment. If current staff wish to work flexibly across both schools, this will be considered and this option will be included in the terms and conditions of new staff. No current member of staff would be forced to work in the opposite school to which they are contracted to work, without their agreement. Cross-site working is already happening in the form of, for example, liaison between office staff on financial systems and senior teachers on assessment. Federation does provide greater opportunities for advancement and professional development, allowing the Federation to attract and retain the best teachers and school leaders.

6. How would the implementation of the proposal affect children?

There will be very little difference for children day to day, for example, they will continue to have their usual class teacher. There may be opportunities for specialist teachers, such as those in arts or sports, to be shared across the schools.

7. What would be the timescale for implementation?

The consultation timeline is detailed on the inside cover of this booklet. The process would take three and a half months in total. If the proposal was approved by both existing Governing Boards following the consultation, it is proposed that the new joint Governing Body would assume responsibility for both schools on 21 January 2021.

8. Can a Federation be reversed?

Federations should be seen as medium to long-term commitments. However, unlike academies, which require a seven-year commitment, it is possible to end a federation at any time. This means that in the unlikely event that federation no longer offers benefits for children's learning and progress, the arrangements can be ended by a vote of the Governing Board.

9. What impact would proposals have on OFSTED inspections?

Schools in a federation are inspected separately and will be given an individual OFSTED report.

10. How would the Governing Board change?

If the separate existing Governing Boards of St Charles and St Mary's agree the federation proposal, they would both be formally dissolved on 21 January 2021 and a new Governing Board would be created on the same day to govern both schools. It is anticipated that the new Governing Board would contain Foundation governors from the existing governing bodies of both schools, and some new members as outlined below. Governors will be co-opted by majority decision on the basis of the knowledge, skills and commitment they are able to bring.

The proposed structure for the new Federation Governing Board is outlined below. It is in line with the 2012 School Constitution and Federation Regulations and will be responsible for governance and management of the two schools.

The governing body can also appoint Associate Members to committees. They will consider doing this to ensure that people with suitable skills from both schools are represented in the governance structure. Associate Members can attend full governing body meetings as observers, but have no voting rights.

On the 21st January, the Foundation governors, Local Authority Governor, together with the Executive Headteacher, will appoint the co-opted members of the new Federation Governing Board. The Governors will then elect a Chair and Vice-chair and set in motion the process for electing parent and staff Governors.

The term of office for all governors will be four years.

Category of Governor	Proposed number of Governors	Notes of Federation legal requirements
Parent	2	The regulations allow at least two parent governors. The governors must run elections in each of the schools concurrently. If the two parents elected are from the same school, it is proposed that a parent, with the appropriate skills (as defined by the Governing Body), from the other school be considered for appointment as an Associate Member.
Executive Headteacher	1 (Executive Headteacher)	The Headteacher of the federated schools will be a member of the Governing Board (unless they decline to take up the position on the governing board).

Staff	1 Elected	The regulations permit one elected staff governor. Nominations will be invited from both schools and if there is more than one nomination an election must be held. The governors intend to co-opt a second staff member with appropriate skills (as defined by the Governing Body), including experience and a working knowledge of the other school (see below). The total number of staff governors, elected or co-opted, including the Headteacher, must not exceed one-third of the total number of governors.
Local Authority (RBKC)	1	Nomination agreed by the Local Authority and appointed once approved by the Governing Body
Co-opted	1	Appointed by the Governing Board on the basis of the skills the person can bring to the Governing Board.
Foundation	8	Foundation governors, appointed by the RC Diocese of Westminster, must outnumber all other governors by at least two.
Total	14	

Summary of proposals and consultation questions

The Governing Boards of St Charles Catholic Primary School and St Mary's Catholic Primary School have independently considered both the potential benefits and drawbacks of federating alongside the alternative of remaining as we are.

To ensure that we consider the views of parents, carers, staff and the wider communities our schools serve, the Governing Boards have jointly resolved to launch this federation proposal and to consult on the proposal from 5th October 2020.

Both Governing Boards unanimously feel that formally joining forces under one Governing Board with one leadership team and one Executive Headteacher will strengthen the ability of both schools to deliver outstanding services to the communities we serve.

If, after consideration of the consultation responses, the federation proposal is agreed, the existing Governing Boards would be dissolved, and a new joint Governing Board created for both schools with effect from 21st January 2021, with the first Governing Board meeting taking place on 2nd February 2021.

The future Governing Board would include two parent governors, one elected staff governor, one co-opted staff governor, the Executive Headteacher of the federated schools and a local authority representative, as well as eight Foundation governors appointed by the RC Diocese of Westminster. The structure is broadly similar in make-up to the existing separate Governing Bodies.

Question 1

Do you agree that St Charles Catholic Primary School and St Mary's Catholic Primary school should form a Federation, to be called the St Charles and St Mary's Catholic Primary Schools Federation?

Question 2

Do you agree with the proposed structure of the new single Governing Board?

There will be opportunities to discuss the proposal at public meetings at both schools for all parents, carers and interested parties. These meetings will take place in October and November 2020. Details will be communicated to parents and carers by the schools. Staff will be invited to their own meetings at each of the schools. The decision will be made by both Governing Boards meeting separately to consider the outcome of the consultation before reaching an independent conclusion on whether to agree to form a Federation. Both Boards must agree to proceed on a majority decision of governors of each school.

You can make your views known by completing the response slip overleaf and returning it to either of the schools or by posting it to the addresses below.

You can download the consultation document and response slip at:

www.st-charles.rbkc.sch.uk or www.st-marys.rbkc.sch.uk

You can also respond with your comments by writing or emailing to these addresses:

Federation Consultation
St. Charles Catholic Primary School
83 St. Charles Square
London W10 6EB
Email: info@st-charles.rbkc.sch.uk

Federation Consultation
St. Marys Catholic Primary School
East Row
London
W10 5AW
Email: info@st-marys.rbkc.sch.uk

Please make sure we receive your response by **14 November 2020**.

RESPONSE FORM

Postcode:

I am a:

- Parent/carer Teacher/staff member Governor
 Other (please specify):
(Tick all boxes that apply)

Associated with:

- St Charles Catholic Primary School
 St Mary's Catholic Primary School

Do you agree with the proposed federation of St Charles Catholic Primary School and St Mary's Catholic Primary School?

- Definitely agree Tend to agree Tend to disagree
 Definitely disagree Don't know
(Please tick one box)

Please state your reasons:

Do you agree with the proposed structure of the new single Governing Body?

- Definitely agree Tend to agree Tend to disagree
 Definitely disagree Don't know
(Please tick one box)

Please state your reasons:

Thank you for your interest and for taking the time to complete this response. Please indicate your postcode (this will be used to understand from where responses have been received).

The personal information you provide will be handled by St Charles Catholic Primary and St Mary's Catholic primary in accordance with the EU General Data Protection Regulation ("GDPR"). The information will be used in connection with this consultation by the schools and by the Royal Borough of Kensington and Chelsea (who may assist the schools in the analysis of responses). Your information will not be shared with any other organisations.