



**Formal Proposal for the TIG Federation
(Togetherness Inspires Growth)**

Schools:

Long Marston Church of England Voluntary Controlled Primary School

Kirk Hammerton Church of England Voluntary Controlled Primary School
(already in the TIG Federation)

Staveley Community Primary and Nursery School (already in the TIG Federation)

24th May 2021



**Formal Proposal of the Governing Bodies of
Long Marston Church of England Voluntary Controlled Primary School
and the current TIG Federation**

(Kirk Hammerton Church of England Voluntary Controlled Primary School
and Staveley Community Primary and Nursery School)

The Governing Bodies of Long Marston CE Primary and the current TIG Federation (Kirk Hammerton CE and Staveley Community Schools) are consulting parents, staff and the local community on a proposal to change how the schools are led and managed.

INTRODUCTION

This proposal has been drafted after a period of informal stakeholder consultation, individual Governing Body discussion at Long Marston CE and the current TIG Federation and consideration by a joint working party comprising governors from each of the Governing Bodies.

At the full Governing Body meeting of Long Marston CE on 12th May 2021 and the current TIG Federation on 13th May 2021, governors supported the proposal to enter formal consultation around the potential for the Schools to become a federation to be known as TIG Federation.

The governors of all schools would welcome your views on our proposal.

Context of schools

Long Marston CE Primary School

Long Marston CE Primary is a rural Church of England primary school in the Diocese of York serving the village of Long Marston and the surrounding area. It caters for children between the ages of 4 and 11 years. The school currently has 46 children, with an expected intake of 6 children in September 2021.

At the last OFSTED (Office for Standards in Education) inspection in December 2016, the school was judged to have been Good. At the last SIAMS inspection (Statutory Inspection of Anglican and Methodist Schools) in November 2017 the school was judged to have been Good.

Long Marston CE Primary currently works in close collaboration with the existing TIG Federation, Kirk Hammerton CE Primary and Staveley Primary and Nursery, and the Executive Headteacher has been leading all Schools since 1st April 2021.

Kirk Hammerton CE Primary and Staveley Community Primary and Nursery

Kirk Hammerton is a rural Church of England primary school in the Diocese of Leeds serving the village of Kirk Hammerton and the surrounding area. It caters for children between the ages of 4 and 11 years. The school currently has 66 children, with an expected intake of 11 children in September 2021.

At the last OFSTED (Office for Standards in Education) inspection in April 2018, the school was judged to have been Good. At the last SIAMS inspection (Statutory Inspection of Anglican and Methodist Schools) in June 2017 the school was judged to have been Outstanding.

Staveley is a rural community primary school serving the village of Staveley and the surrounding area. It caters for children between the ages of 3 and 11 years. The school currently has 56 children, with an expected intake of 9 children in September 2021.

At the last OFSTED (Office for Standards in Education) inspection in March 2019, the school was judged to have been Good.

Kirk Hammerton and Staveley have been working in collaboration from September 2011 and formally formed the TIG Federation in November 2016.

The existing TIG Federation currently works in close collaboration with Long Marston CE and the Executive Headteacher has been leading the Kirk Hammerton CE Primary and Staveley Primary and Nursery Schools since September 2016.

Context to the federation proposal

The opportunity to consider the option of federation has resulted from the successful and mutually beneficial collaboration - facilitated through shared leadership and SENDCo arrangements - between the Schools since April 2021. The Governing Bodies of Long Marston CE and the current TIG Federation have been looking at ways of working more closely together to maximize the impact of the collaboration on educational provision for children in each of the Schools. The Governing Bodies of Long Marston CE and the current TIG Federation believe that building upon this existing close working will ensure continuity and stability, providing the best education for our children whilst maintaining each School's distinctive culture and ethos.

Federation allows partner schools to work together and combine the strengths of schools through sharing a Governing Body, Headteacher, other leadership, staffing and other resources. This would give more opportunities to children in terms of the breadth of what is taught, having access to well-qualified specialist teachers and social opportunities open to them.

The education of and provision for the children in our schools is central to our proposal. Children will secure further opportunities to 'grow' together through the developing expertise of staff, through shared learning experiences planned as part of a federation wide curriculum and through meeting with each other for events. This would also support the necessary transition for children moving from small village schools to larger high schools.

The detailed proposal is set out below.

What is Federation?

When two or more schools work together under a single Governing Body, this is called a federation. A federation is a formal arrangement, governed by regulations, between two or more local authority maintained schools which enables them to work in partnership with a view to raising standards, finding new ways of improving teaching and learning, and building on the strengths of each school.

The existing Governing Bodies are dissolved and a new Governing Body comes into being for the federation.

Federation is not an amalgamation of schools and does not involve the closure of any school. In the proposed federation, the Schools would remain separate, each retaining their own budget allocation and buildings.

How is federation different from collaboration?

Kirk Hammerton CE Primary and Staveley Primary and Nursery Schools have been working collaboratively for many years and from 1st April 2021 Long Marston has joined this collaborative work. Across the three schools, we already share our staff meetings and provide professional development for staff across all schools. We have plans for a joint outdoor adventurous activities trip for older children in all schools as well as a joint all age sports event (COVID permitting). We have already seen benefits to pupils and staff at all the schools.

In a collaboration the Governing Bodies of the schools are still separate. The federation would create a formal partnership that would further benefit pupils, with one Governing Body that would oversee the governance at all the schools. The schools remain separate entities; within a federation it is only the governance that changes.

Sharing leadership and management would mean a joint approach to teaching and learning, drawing on the best ideas from each school in developing wider curriculum opportunities for all pupils. Recruitment of staff to small schools can be very difficult. Federation can support existing staff in developing their skills and make employment in small schools more attractive for potential members of staff.

A federated Governing Body can provide an effective and accountable mechanism for the schools to combine resources, purchasing, systems and staff which releases strategic capacity for the Headteacher, offering value for money and helping the schools to remain financially stable.

Federation can help small rural schools to remain sustainable on separate sites, opening up opportunities to share management, administration and Governing Body responsibility. Teaching staff can also support each other, sharing curriculum expertise.

The Governing Bodies of Long Marston CE and the current TIG Federation feel that Federation would help to secure a better future for all pupils by increasing opportunities.

Funding for all schools is uncertain and although the numbers of pupils on roll at the schools are expected to remain steady for some time, schools such as ours are relatively small and therefore potentially vulnerable to experiencing financial difficulties.

Federation would increase the resilience of all the schools. Each school at present is in a budget surplus situation.

How would the Federation be organised?

The schools would still be separate schools legally and would keep their present names so pupils would continue to be registered at their current schools. There is no intention to change the names of the schools. Each school would retain its ethos and identity and its central role within the community.

Long Marston CE Primary and Kirk Hammerton CE Primary are schools designated as having religious character and whose ethos is derived from a Church of England Foundation.

Recognising their historic foundation, the schools will preserve and develop their religious character in accordance with the principles of the Church and in partnership with the Church at parish and diocesan level.

These schools aim to serve their communities by providing education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience they offer to all their pupils.

Staveley Primary and Nursery School is a community school without a religious character and will aim to serve the community by providing education of the highest quality for all pupils.

As school budgets are funded largely by student numbers, a federation between the schools would allow the schools' funding to be used more efficiently by making savings through economies of scale to sustain a broad and balanced curriculum.

PROPOSAL

Both Governing Bodies have considered each School's strengths and weaknesses. They have had ongoing discussions as part of the earlier steps of the process and are confident that the vision of a partnership of each of the Schools within a Federation will be successful.

This proposal covers the following key areas:

1. The names of all 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. A draft Instrument of Government for a Federated Governing Body
8. The proposed governance structure for the federation
9. The proposed leadership structure for the federation and its impact on the schools (including key Human Resources issues arising from this)
10. The nature of the engagement with the local authority
11. The financial implications of federating.

Governing bodies wishing to federate

The governing bodies of Long Marston CE Primary and the current TIG Federation are proposing to form a federation following a period of formal consultation as outlined in the sections that follow, to take effect from 3rd November 2021.

1. Name of the proposed federation

The proposed name of the new federation is TIG Federation (Togetherness Inspires Growth).

2. The size of the proposed federation's governing body

The proposed federation governing body consists of twelve governors as follows:

	Total
Headteacher of the Federation	1
Parent governors elected from across the federation	2*
Local Authority Governor	1
Foundation Governors	2 ¹
Staff Governor from across the federation	1
Co-opted governors from across the federation (co-opted governors can include parents of pupils at the schools, staff at the schools and other members of the community and are appointed on the skills required by the governing body)	5
	12

**The number of Parent Governors is fixed at 2 by regulation.*

It is likely that existing governors from the Schools would express an interest in transferring to the Federated Governing Body. A skills audit will be used to identify those who have the most relevant skills to contribute to the effective governance and success of the federation to make the strongest possible Governing Body to oversee the Schools.

The Governing Body also has the ability to appoint associate members who may serve on committees and attend governing body meetings as required. Associate members are not governors and therefore do not have a vote in Governing Body decisions, but may be given a vote on decisions made by committees to which they are appointed. The federated Governing Body may seek to retain additional skills from current Governors through the use of associate members.

¹ Foundation governors are governors with special responsibility to secure that a Church of England school's religious character is preserved and developed and that (where applicable) the relevant school is conducted in accordance with the school's trust deed.

3. The admissions authority

North Yorkshire County Council will remain the admissions authority for the Schools.

Admissions to each School would continue to be made separately in accordance with the published admissions arrangements for the relevant School and the local authority's coordinated admissions arrangements.

4. The dates for formal consultation and how you can provide feedback

This consultation will remain open for at least 6 weeks, to enable written representations to be made to the respective governing bodies.

Governing Body meetings at which these proposals were approved took place on 12th May 2021 at Long Marston CE Primary School and 13th May at the existing TIG Federation (Kirk Hammerton CE and Staveley)

Date(s)	Action
Prior to 17 th May 2021	Obtain relevant Diocesan and site trustee consents
24 th May – 5 th July	Public consultation on proposals to become a federation (minimum 6 weeks)
13 th July at TIG Federation (Kirk Hammerton and Staveley) 14 th July at Long Marston	Both Governing Bodies meet to consider consultation responses and make a formal individual decision whether to enter federation
Prior to 22 nd October 2021	Governing Body proceed to implementation, including: • Draw up and obtain approvals for federation Instrument of Government • Form new federated Governing Body
3 rd November 2021	Federation commences

We have provided a form as part of this pack as a way of gathering feedback. Please fill out the form and return to the relevant School. This can be returned by:

- (a) Handing the form into the relevant School;
- (b) Sending a hard copy to one of the schools below:
Kirk Hammerton CE Primary School,
5 St John's Grove
Kirk Hammerton
York
YO26 8DE

Staveley Community Primary and Nursery School
Minskip Road
Staveley
Knaresborough
HG5 9LQ

Long Marston CE Primary School
Angram Road
Long Marston
York
YO26 7LR

- (c) Emailing on one of the email addresses below:

admin@kirkhammerton.n-yorks.sch.uk

admin@longmarston.n-yorks.sch.uk

admin@staveley.n-yorks.sch.uk

Alternatively if you want to provide additional substantive feedback, the email or postal addresses above can be used.

The local authority and Diocese can also provide further information. Please contact:

(a) Antonia Praud, Governance Officer – Antonia.praud@northyorks.gov.uk

(b) Claire Graham-Brown, Deputy Director of Education, Diocese of York - claire.graham-brown@yorkdiocese.org.

(c) Lee Talbot, Senior Adviser, Diocese of Leeds – Lee.Talbot@leeds.anglican.org

5. Nature and scope of formal consultation

- 5.1. Each Governing Body is committed to meaningful stakeholder engagement throughout their respective consultation periods. The consultation process is supported by the Leeds Diocesan Board of Education, the York Diocesan Board of Education and the Local Authority.
- 5.2. Although the timing of the formal consultation is synchronised between the Schools, each consultation is discrete to each School. As such, any written representations should be made to the relevant 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.
- 5.3. In each School, the formal consultation will consist of:
 - Publication of this proposal on the website of each School.
 - Hard copy letters to all parents outlining the consultation and signposting to the full proposal online (including advice on how to obtain a hard copy by request and advice on how to make written representations).
 - Hard copies of this proposal document and covering letter sent to all staff employed to work at the Schools.
 - A scheduled parents' consultation meeting in each School (as tabled below). Parents of each School will be welcome at any parents' consultation meeting but we will need to ensure it is clear whether any questions are addressing a particular School. The parents' consultation meetings are also open to members of the community.

- A scheduled staff consultation meeting (as tabled below). Additional detail surrounding this will be provided separately.

School	Date	Audience	Time	Venue
Long Marston CE	22 nd June	Parents	7.00 p.m.	Zoom
Kirk Hammerton CE	24 th June	Parents	7.00 p.m.	Zoom
Staveley Community				
Kirk Hammerton CE	16 th June	Staff	4.30 p.m.	Zoom
Long Marston CE				
Staveley Community				

If possible please ensure any questions for the meetings have been sent in by Friday 11th June to ensure that the meeting is as productive as possible. As these meetings will be held by Zoom, all participants apart from the speaker will be muted and questions and comments will be invited via the chat function. This is to ensure the smooth running of the meeting and ensure all 'voices' are heard.

- Copy of this proposal document and covering letter forwarded to all main teaching and support staff trade unions and trade union representatives invited to staff meetings.
- Copy of this proposal document and covering letter sent to the Secretary of State, the Local Authority, the Diocesan Authority, site trustees, the Parochial Church Councils, local Parish Councils and the local district and county councillors at the start of the consultation period (24th May).
- Carefully planned child involvement to involve children in the rationale and impact on them.

6. Draft instrument of Government

A draft of the Instrument of Government for the new Federation Governing Body can be found at Appendix 1 of this proposal.

7. Proposed governance structure

The Federation shall have one overarching Governing Body with governance responsibility and accountability across the Schools.

The Governing Body is expected to have at least two sub-committees, each of which shall have delegated responsibility and accountability across the Schools, as follows:

- Impact of Teaching & Learning
- Impact of Finance, Staffing & Resources

Long Marston CE Primary and Kirk Hammerton CE Primary will maintain their existing school status and their Church of England designated school status.

Staveley Community Primary and Nursery School will maintain its existing school status.

Each School will continue to be inspected by OFSTED on an individual basis and each Church school will continue to have their own SIAMS inspection (Statutory Inspection of Anglican and Methodist Schools).

8. Proposed leadership structure and staffing

The federation shall have one Executive Headteacher who works across all schools. The Executive Headteacher would have full time responsibility for each of the Schools. The Executive Headteacher would work part of each week at each site to oversee the day-to-day running, alongside the other members of the leadership team and administration team, and would also provide strategic leadership.

Other members of the leadership team would include:

- an Assistant Headteacher, who would also work across all schools
- a Base Leader in each school.

The Assistant Headteacher would work alongside the Executive Headteacher in managing the day-to-day running of the school and would also provide strategic leadership, through a distributed leadership model. The Assistant Headteacher would have a teaching commitment of approximately three days a week and a leadership commitment of approximately two days a week, which would be split between the three schools. This may vary depending on needs of the school communities.

The Base Leader would be responsible for managing issues that arise on a daily basis in each school and issues relating to the managerial day-to-day running of the school. The Base Leader would have a small amount of time away from their teaching role; this is expected to be one half day each week but is dependent on the needs of the children and staff within the school.

A SENDCo would work across all three schools. It is our intention to create a new role of a Family Support Adviser role from the start of the Federation in order to provide families with some pastoral care when required.

A Business Manager role would be created from the start of the Federation in order to oversee the financial health of the school budgets and be involved with some premises work, such as applying for grants and renewal of contracts.

Staff will continue to be employed by the local authority. There will be no change to employment conditions of service for staff at any School without the normal consultation process.

Current staff will continue to work at their present site, though they will, on occasion, have the opportunity to work across the Schools for their own development or to share expertise. However, future appointments would be contracted to the Federation rather than an individual school in order to allow some element of employees taking on roles across the Schools. It is the vision of each Governing Body to create 'shared' posts across the Federation in the future where it provides opportunity for improved outcomes for pupils or improved efficiency. Some staff in the existing TIG Federation already have 'shared' roles; for example, the SENDCo, an HLTA, a music teacher and a teaching assistant.

All staff, teaching and non-teaching, would benefit from shared training opportunities and open, professional dialogue in sharing best practice.

9. Engagement with the local authority and diocese

The Governing Bodies of Long Marston CE and the current TIG Federation have worked closely with appropriate representatives from North Yorkshire Local Authority (“the LA”), the Leeds Diocesan Board of Education (LDBE) and the York Diocesan Board of Education (“the YDBE”) throughout the informal consultation process.

The LA, the LDBE and the YDBE 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 LDBE and the YDBE must approve any plans for a Church of England school to join a federation and will do so only where the necessary protections for the school’s foundation are protected.

The LA has agreed to support the appointment of an LA governor to the federated Governing Body. The LDBE and the YDBE will also work with the Schools to identify which foundation governors will transfer across to the federated Governing Body.

10. The financial implications of federating

Although federation will mean a single governance structure across the Schools, each School will remain separate in terms of funding allocation from the LA. Budgeting, reporting and monitoring of expenditure will still be managed for each School. The schools in the current TIG Federation have recently combined their budgets. Joining the budgets of Long Marston CE and the current TIG Federation together could be progressed if it is seen to be beneficial to do so.

It is anticipated that there will be some potential cost savings achieved through joint procurement of services, goods and training. In this case, savings made will be reinvested in the Schools.

As maintained schools, the LA retains overall responsibility for the financial viability of each School. In year and carry forward deficits or surplus remain with the individual budgets.

The Federation Governing Body would be responsible for ensuring that the budget for Long Marston CE and the current TIG Federation 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 all Schools would get better value for money.

Next steps

At the end of the consultation period, the responses will be analysed. Representatives of the Governing Body of all schools will meet together after the consultation period to consider the responses.

After that, each Governing Body will meet separately to decide whether to proceed. An announcement will be made about the decision. If it is decided to proceed, then the necessary meetings will take place between the schools to agree detailed arrangements so that the federation can start on 3rd November 2021.

Thank you for your support in considering this important decision for our Schools

We are committed to ensuring the wellbeing and education of children in all schools is central to this process. We seek to work together to inspire our children through providing joint opportunities to grow and flourish.

NORTH YORKSHIRE COUNTY COUNCIL

The School Governance (Federations) (England) Regulations 2012 (as amended by The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016)

INSTRUMENT OF GOVERNMENT

1. The name of the federation is: “TIG Federation (Togetherness Inspires Growth)”
2. The names and categories of the schools in the federation are:

Name	Category
Kirk Hammerton Church of England Voluntary Controlled Primary School	Voluntary Controlled
Long Marston Church of England Voluntary Controlled Primary School	Voluntary Controlled
Staveley Community Primary School	Community

3. The name of the governing body is: “The Governing Body of the TIG Federation”.
4. The governing body shall consist of the following:

Category of governor	No. of governors in each category
Parent governors	Two
Headteacher	One
Staff governor	One
Local Authority governor	One
Co-opted governors	Five
Foundation governors	Two

5. Total number of governors: twelve (12).
6. (a) The holder of the following office shall be a foundation governor ex-officio: The Rector of Lower Nidderdale.

 (b) The Archdeacon of Richmond and Craven in the Episcopal area of Ripon shall be entitled to appoint a foundation governor to act in the place of any ex-officio foundation governor whose governorship derives from the office named in 6(a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed

from office under regulation 21(1) of the Regulations, or where there is a vacancy in the office by virtue of which the governorship exists.

7. The Archdeacon of Richmond and Craven in the Episcopal area of Ripon shall be entitled to request the removal of any ex-officio foundation governor holding office as set out in 6. above and to appoint a substitute foundation governor.
8. (a) The holder of the following office shall be a foundation governor ex-officio: The Principal Officiating Minister of the Parish where Long Marston Church of England Voluntary Controlled Primary School is situated.

(b) The Archdeacon of York shall be entitled to appoint a foundation governor to act in the place of any ex-officio foundation governor whose governorship derives from the office named in 8(a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations, or where there is a vacancy in the office by virtue of which the governorship exists.
9. The Archdeacon of York is entitled to request the removal of any ex-officio foundation governor holding office as set out in 8. above and to appoint a substitute foundation governor.
10. Long Marston Church of England Voluntary Controlled Primary School has a Trust Deed, dated 21 February 1859.
11. Kirk Hammerton Church of England Voluntary Controlled Primary School and Long Marston Church of England Voluntary Controlled Primary School are schools designated as having a religious character and whose ethos is derived from a Church of England Foundation. The ethos statement of each Church of England school is as follows:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

12. There will be corporate responsibility of the federated governing body for all aspects of each of the schools within the federation.
13. The federation and its constituent schools will follow any prescribed procedures of statutory regulations for any amendments to this Instrument of Government; for any matters regarding a constituent school leaving the federation; for any other school wishing to join the federation or for the dissolution of the federation.
14. As part of the requirements of section 1 above, the federation governing body will review the status of the federation annually.
15. This instrument comes into effect on 3rd November 2021.

16. This instrument was made by order of North Yorkshire Local Authority on TBC
17. A copy of the instrument must be supplied to every member of the governing body (and the Headteacher if not a governor), any trustees and to the appropriate religious body.

THE COMMON SEAL OF NORTH YORKSHIRE COUNTY COUNCIL was hereunto affixed this
TBC in the presence of:

TIG Federation Consultation Response Form

Thoughts and / or suggestions you wish to be considered:

You are not required to complete the personal information below, although it may be useful to the Governing Bodies if you were to do so.

Name:

Address:

Email address:

Are you a:

Parent

Staff member

Governor

Member of the community

The closing date for this consultation is 5th July 2021.

Under the provisions of the Freedom of Information Act 2000, responses to the consultation may be accessed by members of the public.

Please complete this response form and return to Joint Strategic Development Committee Chair, Geraldine Barker, before the date 5th July 2021, using the school email and postal addresses given at section 4 above. Thank you.