



The Learning Federation

Members: Mansel Park Primary & Nursery School, Sinclair Primary & Nursery School, Bitterne Park Primary School & Hardmoor Nursery & Early Years Centre.

Linked Members: Holy Family Catholic Primary School & Our Lady and St Joseph

5th January 2023

**Proposal to join The Learning
Federation**

Consultation Document

This consultation document, jointly prepared by the governing bodies of all schools, outlines the rationale and specific details of the proposed formal federation of ‘the Governing Body of Mansel Park Primary & Nursery School and Sinclair Primary & Nursery School, Bitterne Park Primary School and Hardmoor Nursery and Early Years Centre’.

What is a Federation?

A federation is defined in law as two or more maintained schools operating under the governance of a single governing body (with separated individual school Governor Committees). The statutory context for federations is the Education Act 2011 , and The School Governance (Federations) (England) Regulations 2012 . These set out what a federation and its management should look like, how schools may join and leave, and how a federation may be dissolved.

A federation is a legal governance structure where between two and six schools share a single governing body (with separated individual school Governor Committees). The schools will retain their individuality, their own name, ethos, budget and school uniform but could share resources, facilities and good practice.

In line with the applicable law the Governors of all schools, including the Headteachers, have independently considered a report on what ‘federation’ would mean for our schools and have all formally approved the principle of a federation and resolved to move to this formal consultation on the subject with all our stakeholders and the wider community.

The final decision on whether or not to expand our federation will be taken once the consultation process has concluded and we have jointly considered any input that may be given.

An expanded federation would mean that all existing governing bodies would form ‘Board Committees’ for each school that would have delegated powers to make decisions for their local school and a new single Federation Board would be created from Chairs of Governors and leaders that would be responsible for the strategic accountability of all schools. This would consist of each CoG, parents, LA representative and Executive Board members. There would be no change to the status of any school, both remaining under the control and employ of the local authority and funded through separate, independent budgets just as they are today.

This consultation formally commences on Thursday 5th January 2023 and will conclude on Friday 17th February 2023, allowing sufficient time for the statutory 6 weeks of time required. There will be the opportunity for staff,

parents and the wider community to meet representatives of both Governing Bodies at specific meetings to be held on zoom:-

Monday 16th January – 11.00am

Wednesday 18th January 4.30pm

A copy of this proposal will be made available for inspection at all reasonable times at all schools, held at main reception in all cases. We very much welcome your active consideration of this proposal and will reflect carefully on all input given to us.

All comments and input into this consultation process should be sent via letter (post or hand delivered) to either school marked 'FAO Governing Body – Federation' or via email to: federation@bppsive.net

Proposal	
Reasons for Federating	<p>Our Partnership and Federation already exists - Bitterne Park, Mansel Park Primary & Sinclair Primary are currently Good and Outstanding community schools, with two linked faith schools, both of which are Outstanding. All schools provide children with the skills that they need to flourish. They focus on strong academic skills balanced with a strong understanding of the needs of the whole child. The school places the child at the centre of everything they do and constantly 'aim for outstanding' in every area.</p> <p>The schools have developed a skills based curriculum in order to excite and engage the children in their learning. The schools are committed to enriching the curriculum - theme days and weeks are a feature of school life, as are visits by theatre groups and professional artists and musicians.</p> <p>Additional to our Partnership and Federation, Hardmoor is a LA Maintained specialist Early Years school. It offers bespoke education from 3 months to 4 years. They are very fortunate to have fantastic school buildings and amazing school forest grounds which have been successfully developed for the school community over recent years; these offer excellent provision.</p> <p>Everyone associated with Hardmoor is committed to ensuring the children enjoy the highest quality of educational opportunities. Parents are an important part of this work and Hardmoor believes that children learn best when their families are involved.</p> <p>They promote excellent standards of learning and behaviour through high quality teaching and a broad and exciting curriculum. Hardmoor ensure that every pupil is challenged and developed in every aspect of their learning. Everyone who visits the school comments on the wonderful atmosphere.</p> <p>Together, we have looked at all the options for formalising the partnership between our schools and we believe that welcoming Hardmoor into The Learning Federation</p>

	<p>is the best option available to us at this time. The governing bodies share common values and principles which underpin our desire to federate:-</p> <ul style="list-style-type: none"> • Our schools are at the heart of our communities and the families that they serve wish them to be their natural choice. • Supporting the child’s full learning journey from early years through to 11 years of age with a common ethos and shared standards is a critical step in maximising aspirations and attainment for all. • In ever constrained times, the efficient and effective use of our resources is paramount and with scale comes greater opportunities to share and maximise the impact of our collective resources and to create new opportunities for our staff • We believe it is important to openly collaborate and share our experiences with others, as in so doing all parties learn and grow. <p>There is no good reason why the schools that are at the centre of each of these communities should not see themselves as a family and work tirelessly together for the benefit of all the young people of Southampton. We remain open to all other schools in our cluster/family also being able to benefit from this shared vision and ethos in a form mutually agreeable to us all.</p>
<p>Financial Reasons for Federating</p>	<p>All schools would still receive their own funding from the DfE via Southampton City Council. All school's budgets would be reported separately to the federated Board and would need to be treated as separate budgets, following Local Authority financial regulations, timelines, processes and procedures.</p> <p>The advantage that the Federated Board will have is the overview of all budgets. Benchmarking and comparisons would be transparent. By working closely together the schools, through their financial representatives, would be able to renew existing contracts matching dates and potentially negotiate favourable costs. Any new contracts would, similarly, be worked on by all schools, where appropriate, to seek best value.</p>
<p>Size of the Governing board and separate committees</p>	<p>The existing governing bodies have all formally approved the principle of a The Learning Federation, subject to consultation.</p> <p>The new governing body will be known as ‘The Learning Federation Board’, with individual schools holding a ‘Local Governing Board Committee’ with delegated powers (see Appendix 1). The chair of each Board Committee automatically has a position on the ‘The Learning Federation Governing Body’ with delegated powers.</p> <p>The Learning Federation Board will consist of 14 (fourteen) Local governors, it will meet three times a year and will form as described below:</p>

	<ul style="list-style-type: none"> • 5 (five) x Chair of Bitterne Park Primary, Chair of Mansel Park and Sinclair Primary, Chair of Hardmoor Nursery and Early Years Centre Primary, Chair of OLSJ, Chair of Holy Family. • 2 (two) Parent Governors • 1 (one) Local Authority Governor • 1 (one) staff Governor • 1 (one) x The Headteacher of Mansel Park and Bitterne Park • 1 (one) x The Headteacher of Holy Family, Sinclair Nursery and Primary, OLSJ • 1 (one) x The Executive Headteacher of Partnership • 2(two) Co-Opted Governors. <p>Local Governing Board Committees will meet 6 times a year and will have delegated powers as listed in Appendix 1. Each Governing board will be made up of:</p> <ul style="list-style-type: none"> • Chair of Local Governing Board Committee – Seat on Learning Federation • 2 Parent Local Board Governors Committee • 1 LA Local Board Governors Committee • 1 (one) Headteacher • 1 (one) x The Executive Headteacher • 4 (four) Co-Opted Board Governors
Staffing	There will be no changes to current staff terms and conditions and they will continue to be employed by Southampton City Council
Federation Date	Monday 17 th April 2023
Admissions	Southampton City Council will remain the Admissions Authority for all of the Primary schools and the admissions policies and arrangements of the Primary schools will remain unchanged.
Key Dates	<p>Staff Informed of the Federation: 5th January 2023</p> <p>Parents informed of the Federation: 5th January 2023</p> <p>Consultation Dates: 5th January 2023 – 17th February 2023</p> <p>Public Meetings – Monday 16th January 2023 11am & Wednesday 18th January 2023 4.30pm</p> <p>Staff Meeting Monday 9th January 4.00pm</p>

	<p>All Governing boards will consider the outcomes of the consultation – Friday 3rd March.</p>
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Outcome of the Consultation will be announced on Monday 6th March 2023

The Learning Federation

Scheme of Delegation

SCHEME OF DELEGATION FRAMEWORK

The Federation Board has overall accountability for governance of the Learning Federation and all its Schools. The Board delegates its governance functions to the Local Governing Body committees of each school and the Executive Headteacher. Each Chair sits on the Federation Board.

This **Scheme of Delegation** defines these responsibilities and accountabilities.

ROLES AND RESPONSIBILITIES

The following pages detail the specific responsibilities of the Federation Board, Local Governing Bodies and the Executive Headteacher and Executive Board in the areas of governance; budgets, finance and risk; staffing and HR; standards, curriculum and target setting; safeguarding; SEND; complaints; health, safety and estates, and information management, communication and marketing.

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

Function	Task	Learning Federation	Local GB Committee	Individual governor	Executive Headteacher	We have delegated this to:
Admissions	Consult on admissions arrangements at least once every 7 years, or when changes are proposed	✓	✓			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension of more than 5 school days	✓			✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓	✓		You can delegate this task to the chair or vice-chair in cases of urgency
Curriculum	Make sure the school teaches the National Curriculum				✓	
Extended services	Approve the provision of extended services	✓	✓			
	Implement additional service provision				✓	
	Make sure services are delivered				✓	
	Cease providing extended school provision	✓			✓	

Function	Task	Learning Federation	Local GB Committee	Individual governor	Executive Headteacher	We have delegated this to:
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓	✓			While a Local GB committee will approve a budget, it's best practice for it to be approved by the Fed'board
	Monitor school finances	✓	✓	✓	✓	
	Decide how to spend the delegated school budget as authorised by your local authority (LA)				✓	
	Decide how far to delegate spending power to the headteacher and set financial limits	✓	✓			Committees can make a recommendation , but it should be approved by the full board
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	
	Approve the Schools Financial Value Standard (SFVS)		✓			
	Monitor impact of pupil premium funding	✓	✓	✓	✓	
	Monitor impact of PE and sport premium funding	✓	✓	✓	✓	
Governing board procedures	Draw up instrument of government and any amendments thereafter	✓				
	Appoint and remove the chair and vice chair of the governing board	✓	✓			
	Appoint and remove the clerk to the governors	✓				
	Hold full governing board meetings at least 3 times a year	✓				
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓	✓			

Function	Task	Learning Federation	Local GB Committee	Individual governor	Executive Headteacher	We have delegated this to:
	Approve a governors' allowances and expenses policy	✓	✓	✓	✓	
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓	✓			
	Check that all statutory policies and documents are in place	✓	✓	✓	✓	
	Delegate functions to committees and individuals	✓				
Health and safety	Monitor the implementation of the health and safety policy	✓	✓	✓	✓	
	Organise health and safety checks in the school				✓	
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	✓	✓	✓	✓	
Parents and the community	Make sure the required information is published on the school website	✓	✓	✓	✓	
	Approve a complaints procedure	✓	✓	✓	✓	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓			
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓			
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	

Function	Task	Learning Federation	Local GB Committee	Individual governor	Executive Headteacher	We have delegated this to:
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓			✓	
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓		✓	
	Make sure the school has effective safeguarding policies and procedures in place	✓	✓		✓	
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			
	Make sure governors receive safeguarding training	✓	✓	✓	✓	
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
Special educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓	✓			
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	
	Co-operate with the local authority in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓	✓	✓	✓	

Function	Task	Learning Federation	Local GB Committee	Individual governor	Executive Headteacher	We have delegated this to:
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staff performance and pay	Approve pay recommendations	✓	✓			
Staffing matters	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓	✓			
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document	✓	✓			
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓	✓			
	Establish procedures for: <ul style="list-style-type: none"> Regulation of staff conduct and discipline Staff grievance Capability of staff 	✓	✓			
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓	✓	✓	✓	
	Make sure employment law and guidance is being followed	✓	✓		✓	
	Approve staffing structure changes	✓	✓			
	Dismiss the headteacher	✓	✓			