



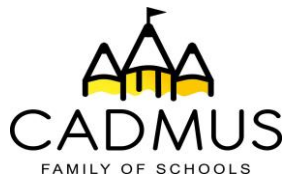
Leighswood School
Broadmeadow, Aldridge, Walsall, WS9 8HZ
Tel: 01922 743621



Millfield Primary School



Palfrey Junior School



Leighswood School



Cadmus Family of Schools includes Alumwell Junior School, Butts Primary School, Palfrey Junior School, Millfield Primary School and Chuckery Primary School

The consultation on the proposed Federation between Cadmus family of schools and Leighswood School.

Dear All,

The Governing Body of Cadmus family of schools and the governing body of Leighswood School have started to look into whether to formalise the working relationship with Cadmus by joining the Federation.

After careful consideration, they have concluded that a federation is the best way forward in the interests of Leighswood and the Cadmus Federation.

By Thursday 6th September 2018, both Governing Bodies have voted to go to formal consultation with parents, staff and all other interested parties.

The consultation period will run from Monday 24th September 2018 until midday on Friday 16th November 2018.

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How would a federation work?

A federation is a family of schools, with each school having its own governing committee, budget and Ofsted inspections and ratings. The governors and senior teams across the schools will be working together to ensure the success of the federation. There would be six local governing committees composed of representatives from parents, the local community and staff of the six schools, as well as a local authority governors and co-opted governors. All governors are Cadmus federation governors.

The local governing committees will select a chair of governors to accompany the executive head teacher or headteacher of that school and Chair of the local governing committees to sit on the federation standing committee whose role will be to set the strategic direction of the federation. In addition, governors with specific knowledge or skills will be asked to join the federation standing committee.

As the first part of this consultation process, the following documents are available to read on the school website:

- Proposal document
- Feedback form

Electronic copies of all of these are also available for download on the school website. Alternatively, if you wish to receive it in a different format please do not hesitate to contact any of the school offices.

We know this may seem like a lot of paperwork to get through, but please do take the time to read the documents carefully as it is extremely important to all six schools and governing bodies to get your views and comments about this potential change by Friday 16th November.

By post:

To any of the six schools marked for the attention of 'Federation'

Millfield Primary School
Catshill Road,
Brownhills,
Walsall,
WS8 6BN

Alumwell Junior School,
Primley Avenue,
Walsall,
WS2 9UP

Chuckery Primary School
Lincoln Road,
Walsall
WS1 2DZ

Butts Primary School,
Teddesley St,
Walsall,
WS4 2AH

Palfrey Junior School,
Dale St,
Walsall,
WS1 4AH

Leighswood School
Broadmeadow,
Walsall
WS9 8HZ

In person by handing it in to one of the school offices.

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You can also take part in the consultation by sending an email with your feedback to:
thefederationconsultation@gmail.com

The closing date for comments is 16th November 2018

Thank you for your continued support and we look forward to hearing from you

We would encourage you to respond by attending an open session on the following dates:

Alumwell Junior School on Monday 1st October at 330pm
Butts Primary School on Tuesday 2nd October at 330pm
Chuckery Primary School Wednesday 3rd October 330pm
Palfrey Junior School on Thursday 4th October 330pm
Millfield Primary School on Friday 5th October 330pm
Leighswood School on Thursday 11th October at 915am and 6pm

Yours sincerely,

Roland Roberts
Chair of Governors
Cadmus Federation

Corrie Halford
Chair of Governors
Leighswood School

A Consultation on the Federation of Cadmus Family of Schools and Leighswood School.

The purpose of this document is to commence the formal consultation to establish the Federation of Cadmus Family of Schools and Leighswood School from November 2018.

To enter into a Federation, all schools concerned must go out to consultation for at least six weeks and consult with parents/carers, staff, the community, Trade Unions, the secretary of state and the Local Authority.

This consultation document explains what a Federation is, and the benefits it will bring to all six schools. It also provides you with a form to complete to put forward your views.

In addition to receiving the consultation document to respond to, drop-in sessions have been organised where questions can be posed and further information gathered about the proposal. We would really appreciate your contribution to the consultation.

Do please complete the form at the back of the consultation information pack, and send us your views by 16th November 2018 on our proposal to enter into a Federation of the six schools.

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A common purpose for school improvement

Cadmus schools inspire and create a passion for learning.

We take a localised and inclusive approach, involving our communities, to take collective responsibility for ensuring that every child and young person in our Federation receives an excellent education.

We value our staff, who model themselves as lifelong learners, hungry to acquire new knowledge, skills and understanding.

Our governors are chosen to enhance the skills within the Federation and we highly value representation from our local community.

We aspire to deliver our lessons using exciting and innovative techniques, so that our pupils are absorbed and motivated by our teaching. We regularly use outdoor learning experiences to deliver the curriculum.

What is a Federation?

A Federation is a group of two or more schools with a single governing body. It is a way of bringing schools closer together. It means from a governing body point of view; the schools will be considered as one. 'The creation and membership of a Federation is not just about structural change. It is also about a different mind-set where the governors and school leaders share a commitment to improving the outcomes and life chances for all children across the Federation, as opposed to just a single school, through a school-led system of raising standards and driving improvement.' (NCTL The governance of Federations, 2014).

Why are we making this proposal?

Alumwell Junior School, Butts Primary School, Palfrey Junior School, Millfield Primary School and Chuckery Primary School are already partner schools in a federation of schools. The partnership has provided opportunities for schools and pupils to work alongside one another to improve opportunities and outcomes for all.

Our schools already have a number of circumstances in common:

- We are schools, with similar ethos and aspiration, located geographically close together in Walsall.
- We have a very successful track record in driving up standards as part of a sustainable, high performing local education system.
- We hold a shared belief in the importance of continually developing and retaining high quality staff and that we are better able to invest in high quality professional development and staff training when costs are shared and jointly procured.

A relentless focus by the federation governing body on raising standards will help to ensure that our children have the best possible start in life and enhanced future life chances.

The proposal to Federate will add significant benefits to the education of all pupils within the schools and in addition maintain a local voice in the governance of Leighswood School.

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The sharing of expertise in areas such as learning and teaching, curriculum and assessment, SEND, behaviour and attendance, will benefit all the schools. Improved school efficiencies and reduced costs through the growth of this joint approach by schools will also enable and stimulate growth. When leaders and teachers are able to focus more fully on the core purpose of learning and teaching rather than on, for example, premises management, high standards will stimulate growth in pupil numbers and capacity for improvement.

What will it mean for parents and children?

Certain important principles will remain the same:

- All schools, when possible, will determine their own leadership structure and how this integrates with the Cadmus Federation
- The heads of school, head teacher and the senior leadership team will oversee the day-to-day delivery of education on that site.
- Leighswood Governors have decided to recruit a Headteacher and will begin the process for recruitment.
- The senior leadership team at each school who will be expert in the pupil age-range on their site.
- There will be a fully staffed office / reception on each school site.
- There will be an individual school governing committee dedicated to that school.
- The school will retain its current name and uniform under the Federation arrangement.
- The day to day contact arrangements between the school and their parents/carers will not be changed by the Federation, but we will continue to seek ways to improve what we do.
- The schools remain as Local Authority schools.

What will it mean for the staff?

- Existing staff will remain on their current terms and conditions.
- The Federation may employ any new staff, with a specific Federation role under a Federation contract.
- The Federation standing committee will decide staffing arrangements in partnership with the local governing committee.
- The Federation will provide opportunities for staff to develop across the curriculum stages and this will be attractive for recruitment and career development. These are called Cadmus pathways.
- The schools remain as Local Authority schools.

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What will it mean for leadership?

- There are several models within our federation. At Leighswood the current arrangements include an Interim executive headteacher, who is a National leader of Education. The executive headteacher will retain overall responsibility for the leadership of the school. The school will access the support of the National support schools to plan improvements and integrate smoothly into the federation.
- In other Cadmus schools, Heads of school and headteachers will have overall responsibility for the day-to-day running of the other schools in the federation. The Executive head teachers will hold overall responsibility for strategic leadership and accountability for driving up standards across all the schools in their responsibility. Leighswood Governors have chosen to begin the process of recruiting a Head Teacher.
- The Cadmus Chief Operations Officer will be responsible for creating the Federation's Development and Improvement Plan, strategic direction, targets, standards and policies and procedures.

What will it mean for the school budgets?

- The local governing committee is responsible for the delegated budget of each school. Leighswood will pay **no more than** 3% into the federation taken from their delegated budget to provide the funding for the effective running of the Federation.
- The remainder of the budget will stay with the individual school.
- There will be a Federation Finance Committee.
- Savings and earnings made by the Executive Leadership of the Federation will be managed by the Federation standing committee. The individual school will retain any savings made by the leadership of that school. Individual schools will benefit in other ways, e.g. sharing best practice and savings from economies of scale.

What will it mean for Governors?

- Our current governing bodies cease to exist at the point of Federation and governing established.
- The Federation Governing Body (FGB) will have representatives from all six schools.

It will have **60 governors**, to provide a breadth and wealth of experience, as follows:

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Type of Governor	Number
Elected Parent Governors	6 (<i>one from each school, one year term of office</i>)
Staff Governors	1 <i>staff member representing all six schools</i>
Local Authority	1 <i>nominated from the local authority</i>
Co-opted Governors	43 (<i>from across 6 schools</i>)
Head of School / Head teacher	6 (1 <i>Head teacher / Head of school from each site</i>)
Executive Head teacher	2
Cadmus Chief operations Officer	1
Total	60

The total number of staff governors will not exceed more than one third of the total number of governors.

- All governors within the federation are governors of all the schools within the Federation. The new Federation Governing Body both morally and in law must be equally concerned for the good of all six schools. However, they will also be able to focus on, and work to champion, one school. The governors will share a commitment to improving the outcomes and life chances for all children across the Federation, yet still be able work to improve a single school.
- The importance of a local voice will be paramount in the make up of the governing body.
- Governors will be sought from all federation schools to ensure that the Federation Governing Body has access to the skills necessary to properly and effectively oversee the work of all six schools.

The Governance Structure

The Federation Governing Body chair, will be selected by a process that includes a skills audit and a nomination process leading to a vote.

Interested nominees will set out their vision on how they would take the federation forward and then all governors would vote on their preferred candidate who will come from within the federation.

They will be voted in annually.

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Delegation of responsibility

One key way to ensure that the Federation Governing Body functions properly is to design a scheme of delegation.

The FGB will delegate responsibility to a Federation Standing Committee who will be responsible for ensuring all schools are managed effectively. There will be local governing body committee (LGC) at each school site who will be accountable to the Federation Standing Committee.

The local governing Committee will be responsible for the following in all the schools that they manage:

- Admissions
- Staffing
- Finance
- Premises
- Curriculum
- Wellbeing and safeguarding
- Reporting on results (for example to Ofsted)
- Being accountable to the DfE for results, finances and management.

Some of these responsibilities will be delegated to LGCs, including performance management of the heads of school / head teachers in partnership with the executive head teacher, however, the ultimate responsibility for each area will remain with the Federation Standing Committee.

Committees can deal with specific issues (finance, quality assurance etc.)
The Federation Standing Committee will hold at least 3 meetings in every school year and will be accountable to the Federation Governing Body.

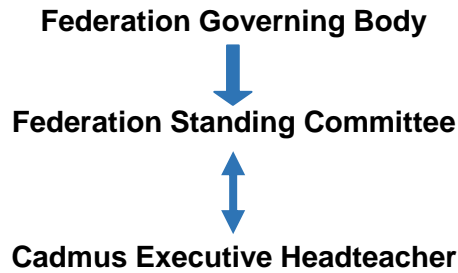
The Federation Governing Body will meet on an annual basis via an annual general meeting (AGM). The Federation Standing Committee will provide an annual written report to all governors (FGB).

The Federation Governing Body is ultimately responsible for all decisions made by The Federation Standing Committee.

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Executive Head Teacher		Executive Head Teacher		Headteacher	Headteacher
Milfield Primary School	Alumwell Junior School	Butts Primary School	Palfrey Junior School	Chuckery Primary School	Leighswood School
Local Governing committee (LGC)	Local Governing committee (LGC)	Local Governing committee (LGC)	Local Governing committee (LGC)	Local Governing committee (LGC)	Local Governing committee (LGC)

Federation Standing Committee

The Federation Standing Committee will comprise of the following:

The Federation Chair

6 LGC chairs of Governors (1 from each local governing committee).

2 Executive Headteachers

2 Headteacher

1 -The Cadmus Executive Head teacher

4 additional governors are co-opted from across the Federation Governing Body containing sets of skills of value to the strategic leadership of the Federation. These are appointed by the federation standing committee.

Total: 15

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What do the governors think?

Following extensive research and discussions Leighswood Governors have decided to propose joining the Cadmus Federation. The governors representing the existing five schools support the proposal to consult to federate. Federation will offer greater security to all schools, and provide them with an excellent foundation on which to continue to move forward.

What does it mean for admissions?

Admissions to all schools will continue to be under the current arrangements. Parents and carers will continue to apply for a place at the school of their choice in the usual manner.

What does it mean for Ofsted inspections?

Schools in a federation are inspected separately, but Ofsted can be asked to inspect the schools at the same time to form a rounded picture of the work of the federation.

Can a school leave a federation? Can other schools join?

It is possible for schools to withdraw from a federation and governing bodies must follow a prescribed process, set out in The School Governance (Federations) (England) Regulations 2012. Additional schools can join a federation and the prescribed process is also set out in The School Governance (Federations) (England) Regulations 2012.

What happens now?

This document is the start of the consultation period on the proposal to federate. All written comments will be considered by the governors when the consultation period closes on Friday 26th October 2018 and they will then decide whether to proceed or not. If the decision taken is to proceed, the schools will inform the Local Authority that they wish to federate and a new, unified governing body will come into operation.

Consultation Events

We have arranged six information sessions where you can find out more and contribute your comments. The heads of school, head teachers, executive head teachers, and representatives from the two governing bodies will be present at both sessions.

Each session is open to families of pupils attending any of the six schools and members of the wider community.

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Date Venue Time

Alumwell Junior School on Monday 1st October at 330pm
Butts Primary School on Tuesday 2nd October at 330pm
Chuckery Primary School Wednesday 3rd October 330pm
Palfrey Junior School on Thursday 4th October 330pm
Millfield Primary School on Friday 5th October 330pm
Leighswood School on Thursday 11th October at 915am and 6pm

In addition, there will be a staff consultation meeting held in each school.

Procedure for schools proposing to federate.

- Where a governing body proposes to federate with the governing body of a federation, they must give notice of the proposal to the governing body.

2018 Cadmus Standing committee minutes

Upon receipt of the notice, the governing body of that federation must consider whether to— (a) give preliminary consent to the governing body joining the federation (“preliminary consent”); or (b) reject the proposal for the governing body to join the federation.

2018 Cadmus Standing committee minutes

- Where governing bodies are proposing to federate, they must first consider a report on the proposal.

Cadmus Family of Schools full governing body 5th September 2018

Leighswood School governing body minutes – July 2018

- The consideration of the report must be specified as an item on the agenda for the meeting of which notice has been given in accordance with regulation 11(4) of the Procedures Regulations.
- **Cadmus Family of Schools full governing body 5th September 2018**
- **Leighswood Primary School governing body minutes – July 2018**
- Where a governing body proposes to federate with one or more other governing bodies and, where necessary, preliminary consent has been given, they must jointly with the other governing body or bodies publish proposals for federation.
- **Cadmus Family of Schools full governing body 5th September 2018**
- **Leighswood Primary School governing minutes – July 2018**

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The governing bodies proposing to federate must jointly consider any responses to the proposals and each governing body must determine whether

- (a) to proceed with the proposals for federation as published;
- (b) to proceed with the proposals for federation with such modifications as the governing body consider appropriate;
- (c) not to proceed with the proposals for federation

Decision on whether to proceed with federation between the Leighswood governing body and Cadmus federation governing body will be on November 28th 2018 at 630pm at Leighswood School.

Date	June / July 2018	1 st meeting July 2018	5 th September 2018	6 weeks – finishing 16 th November 2018	16 th November 2018 -23 th November 2018	Decision made on 28th November	4-6 weeks (for GB arrangements)
Activity	Schools wish to explore collaboration GBs decide to meet to discuss federation	GBs decide to consult on the proposal (if hard federation)	GBs decide to consult on the proposal for a hard federation)	Consultation With all stakeholders Any Local Authority likely to be affected by the proposals. Families of pupils at the school. Pupils at the schools. All staff paid to work at any of the schools. Any other persons whom the Governing Body thinks appropriate. E.g. Trade unions, local MP's, neighbouring schools and local councillors.	Chief Operations Officer draw up report on consultation for all governors to consider	GBs jointly consider responses and make final decision	Implementation of the federation

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What happens next?

You have until 16th November 2018 to express your views. Once the consultation has finished, the governing bodies will together review all comments before making a final decision whether to federate. The table below shows the next steps involved

Activity dates for consultation

Completion and return of the Consultation Response Form

Please respond in one of the following 3 ways:

By post:

To any of the six schools marked for the attention of 'Federation'

Alumwell Junior School,
Primley Avenue,
Walsall,
WS2 9UP

Butts Primary School,
Teddesley St,
Walsall,
WS4 2AH

Chuckery Primary School
Lincoln Road,
Walsall
WS1 2DZ

Leighswood School
Broadmeadow,
Walsall
WS9 8HZ

Millfield Primary School
Catshill Road,
Brownhills,
Walsall,
WS8 6BN

Palfrey Junior School,
Dale St,
Walsall,
WS1 4AH

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In person:

By handing it in to one of the school offices

You can also take part in the consultation by sending an email with your feedback to: **thefederationconsultation@gmail.com**

The closing date for comments is Friday 16th November 2018

Do you support the proposal for federation? Yes/No (please circle) Comment

Name:

Connection to school (i.e. parent at Alumwell Junior School/ Butts Primary School / Chuckery Primary School / Palfrey Junior School / Millfield Primary School / Leighswood / (Other):

All responses will be treated in strict confidence and will be considered when the Governing Bodies meet to decide on the future of the partnership.

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