

FORMAL PROPOSAL FOR THE FEDERATION OF CHRIST CHURCH CHURCH OF ENGLAND PRIMARY SCHOOL AND PURLEY NURSERY SCHOOL

This proposal has been drafted following agreement by both individual Governing Bodies to form a Federation between Christ Church Church of England Primary School and Purley Nursery School.

Throughout this document the term 'Federation' is used to describe the newly proposed Federation of Christ Church Church of England Primary School (referred to as Christ Church School in this document) and Purley Nursery School.

CONTEXT

A federation is two or more schools that share a single Governing Body. The ability to federate is provided for by Section 24 of the Education Act 2002. The two schools retain their identity, their name, school budget and have their own Ofsted and, where applicable, Church School inspections.

At the point of Federation, the two existing Governing Bodies will cease to exist and a new single Governing Body will have joint responsibility for both schools in the federation. The federation is therefore a true partnership as governors and school staff work to secure the interests of the schools together.

Christ Church School is a voluntary aided (VA) Church of England primary school with a strong Christian ethos. It is maintained by the London Borough of Croydon and supported by the Southwark Diocesan Board of Education. The school admits 60 pupils each year. There are currently 360 pupils on roll, aged 4 to 11 years.

Purley Nursery School is open 8am to 6pm year round, to all in the community. Funded by Croydon Local Authority, Purley Nursery School offers 160 places, including some integrated education and care places, for 2-, 3- and 4-year-olds and a range of provision to support families within the community.

Both schools provide a warm, stimulating, welcoming environment which gives a secure foundation for all children to become happy, confident, caring individuals who achieve personal success and develop a lifelong love of learning.

In March 2016 the Head Teacher of Purley Nursery School retired and the Deputy Head took on the role of Acting Head Teacher. The Local Authority encouraged Purley Nursery School to consider options for their long-term sustainability. As Purley Nursery School has already been working closely in partnership with Christ Church School over a number of years, they chose to approach Christ Church School with a view to federation in order to strengthen the partnership working.

There are already a number of links between the two schools. A considerable proportion of children from Purley Nursery School move on to Christ Church School. The breakfast club at Christ Church School is operated by Purley Nursery School and children in KS1 can go to Purley Nursery School for after-school care.

What will it mean for parents and children?

Parents and children may not notice much change because most of the impact will be behind the scenes.

Certain important principles will remain the same:

- There will be a staffed office/reception on each school site.
- Each school will retain its current name and uniform under the federation arrangement.
- The day-to-day contact arrangements between the schools and their parents/carers will not be changed by the federation.

What will it mean for staff?

- Staff at Christ Church School will be employed by the Federated Governing Body; staff at Purley Nursery School will continue to be employed by Croydon LA.
- Staff will continue to be employed on the same conditions of service.
- Present staff will retain their current roles.

Both schools will retain their own ethos.

This is not an amalgamation of the two schools.

WHY FEDERATE?

The Governing Bodies have chosen to federate because they agree that the following are likely to be advantages of federation:

- Expertise can be shared at staff and governor level.
- There will be better continuity for those children and families that continue into the primary school.
- There will be increased opportunities for staff, including training and career development.
- For pupils at Christ Church School, federation will secure the extended school provision currently provided by Purley Nursery School.
- The schools have a shared ethos and approach to learning which will only be strengthened by federation.

Over time there will be cost savings, such as cleaning contracts, Service Level Agreements and the purchase of IT equipment.

THE PROPOSAL

This proposal covers the following key areas:

1. The names of all the Governing Bodies wishing to federate
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 6 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 Federated Governing Bodies
8. The proposed governance structure for the federation
9. The proposed leadership structure for the Federation and its impact on the schools
10. The nature of the engagement with the Local Authority and Southwark Diocesan Board of Education
11. The financial implications of federating
12. The proposed federation date

1. GOVERNING BODIES WISHING TO FEDERATE

- 1.1 The Governing Bodies of:
CHRIST CHURCH CHURCH OF ENGLAND PRIMARY SCHOOL and PURLEY NURSERY SCHOOL
 are proposing to form a Federation following a period of consultation as outlined in the sections that follow.

2. NAME OF THE NEW FEDERATION

- 2.1 The proposed name of the new federation is **Purley Partnership Federation**.

3. THE SIZE OF THE FEDERATION'S GOVERNING BODY

- 3.1 The Federation's Governing Body shall consist of 16 Governors as follows:

Type of Governor	Number	Notes
Parent Governors	2	Selected from across the Federation
Local Authority Governor	1	
Staff Governor	1	Selected from across the Federation
Executive Head Teacher (ex-officio)	1	
Co-opted Governors	2	
Foundation Governors	9	2 appointed by the Southwark Diocesan Board of Education 6 appointed by the Parochial Church Council of Christ Church, Purley 1 incumbent of Christ Church, Purley

- 3.2 The new Federation Governing Body will be able to invite additional associate members as required to provide a broad skills set and ensure strong governance.

4. THE ADMISSIONS AUTHORITY

- 4.1 London Borough of Croydon (LBC) will remain the admissions authority for Purley Nursery School. As a VA school, the Federated Governing Body will be the admissions authority for Christ Church School.
- 4.2 There is no automatic transfer from Purley Nursery School to Christ Church School. The normal admissions process applies for entry to Christ Church School.

5. THE DATES FOR FORMAL CONSULTATION

- 5.1 Federation was approved by both Governing Bodies on 8th December 2016.
- 5.2 The formal consultation will remain open for 6 weeks, to enable written representations to be made to the respective Governing Bodies.

Proposal published and formal consultation opens on **16 March 2017.**
Deadline for written representations to Governing Bodies: **27 April 2017.**

Written representations should be made to the following addresses:

CHRIST CHURCH SCHOOL

The Governing Body
Christ Church C of E Primary School
Montpelier Road
Purley
CR8 2QE

PURLEY NURSERY SCHOOL

The Governing Body
Purley Nursery School
58 Pampisford Road
Purley
CR8 2NE

Alternatively, these can be returned directly to the school office or sent via email to either school's email address:

office1@christchurch.croydon.sch.uk

office@purley.croydon.sch.uk

6. NATURE AND SCOPE OF FORMAL CONSULTATION

- 6.1 Both Governing Bodies are committed to meaningful stakeholder engagement throughout their respective consultation periods.
- 6.2. In both schools, the formal consultation will consist of:
- Publication of this proposal on the schools' websites
 - 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)
 - A scheduled parents' consultation meeting in each school (as tabled below)
 - A scheduled staff consultation meeting in each school (as tabled below)
 - Parents/Staff are welcome to attend either of the meetings

PURLEY NURSERY SCHOOL

Parents	1.30 p.m.	Monday 20 March 2017
Staff	4.00 p.m.	Monday 20 March 2017

CHRIST CHURCH SCHOOL

Parents	7.30 p.m.	Wednesday 29 March 2017
Staff	4.30 p.m.	Wednesday 29 March 2017

Submission of this proposal to the Local Authority and Southwark Diocesan Board of Education on 16 March 2017.

A copy of this proposal document will be forwarded to all main teaching and support staff and trade unions. Trade union representatives will be invited to staff meetings.

A copy of this document along with a covering letter signed by both Governing Bodies will be sent to the Secretary of State within one week of opening consultation.

- 6.3. Both Governing Bodies will meet jointly to consider written representations and separately to make their final decisions on 11 May 2017.

7. DRAFT INSTRUMENT OF GOVERNMENT

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

8. PROPOSED GOVERNANCE STRUCTURE

- 8.1. The Federation shall have one Governing Body with governance responsibility and accountability across both schools.
- 8.2. The Governing Body shall have three main sub-committees, each of which shall have delegated responsibility and accountability across both schools as follows:

Personnel & Finance Committee
Curriculum Committee
Health, Safety and Premises Committee

In addition, Christ Church School will have two further sub-committees: Admission Committee to review admission policies and procedures and a Faith Group to ensure that the Christian distinctiveness of the school is maintained and enhanced.

The Executive Head Teacher shall sit on all sub-committees.

- 8.3. Both schools will maintain their existing school status.

9. PROPOSED LEADERSHIP STRUCTURE

- 9.1. The Federation shall have one Executive Head Teacher who works across both schools. This person will be the legally named Head Teacher of both schools and therefore will hold a Head Teacher contract with the appropriate person specification and job description.
- 9.2. The Executive Head Teacher shall be assisted by the Deputy Head Teacher at Christ Church School and the Head of School at Purley Nursery School, both of whom will be able to stand in for the Head Teacher in all respects in their respective schools.
- 9.3. There are no proposals to change the staffing structures of either school below leadership level by way of this proposal to federate.
- 9.4. No other contractual changes will be made and the terms and conditions of employment of members of teaching and support staff at both schools will remain the same.

10. ENGAGEMENT WITH THE LOCAL AUTHORITY (LA) AND SOUTHWARK DIOCESAN BOARD OF EDUCATION (SBDE)

- 10.1. The schools will work closely with representatives from the LA and SBDE through the consultation process.

11. THE FINANCIAL IMPLICATIONS OF FEDERATING

- 11.1. Although federation will mean a single governance structure across both schools, each school will remain separate in terms of funding allocation from the LA. Each school will continue to have separate budgets.
- 11.2. It is anticipated that there will be some potential cost savings achieved through joint procurement of services, goods and training.
- 11.3. In-year and carry forward deficits or surplus remain with the individual schools.
- 11.4. The Federated Governing Body would be responsible for ensuring that the budget for each school balances and would not use the budget of one school to disadvantage the other.

12. THE PROPOSED FEDERATION DATE

The proposed date of Federation is **8 June 2017**.

APPENDIX 1

DRAFT INSTRUMENT OF GOVERNMENT

The name of the Federation is: Purley Partnership Federation

The name and categories of the schools in the Federation are:

- Christ Church Church of England Primary School, Purley - Voluntary Aided School
- Purley Nursery School – Maintained Nursery School

1 The name of the Governing Body is: The Governing Body of Purley Partnership Federation.

2 The Governing Body shall consist of the following:

Type of Governor	Number of Governors	Notes
Parent Governors	2	Selected from across the Federation
Local Authority Governor	1	
Staff Governor	1	Selected from across the Federation
Executive Head Teacher (ex-officio)	1	
Co-opted Governors	2	
Foundation Governors	9	

Total number of Governors is 16

3 The foundation governors above shall comprise:

- (a) Two appointed by the Southwark Diocesan Board of Education;
- (b) Six appointed by the Parochial Church Council of Christ Church, Purley.
- (c) The holder of the following office shall be a foundation governor ex officio:

The principal officiating minister of the ecclesiastical parish of Christ Church, Purley.

- (d) The Archdeacon of Croydon shall be entitled to appoint a foundation governor to act in place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that the ex officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which his/her governorship exists, or has been removed from office under regulation 23 (2).

4 The Archdeacon of Croydon shall be entitled to request the Governing Body to remove the ex officio governor referred to in 4(a) above and appoint any substitute governor.

5 Christ Church Church of England Primary School has a trust.

6 Ethos statement

Recognising its historic foundation, Christ Church Church of England Primary 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. Education in Christ Church Church of England Primary School will continue to be provided within the context of Christian belief and practice to encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers.

Purley Nursery School, in keeping with its traditions as a maintained Community Nursery School will continue to provide early years education and care for children 2 to 5yrs.

Both schools are fully inclusive and aim to serve all members of the community by providing education of the highest quality to maximise the potential of all pupils.

7 Date Instrument of Government drafted by the Governing Body :

8 Date draft instrument approved by Governing Body :

9 Date draft instrument approved by foundation governors :

10 Date draft instrument approved by Trustees :

 Southwark Diocesan Board of Education Signed Date
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11 This instrument comes into effect on

12 This instrument was made by order of Croydon Local Authority on

The LA must supply a copy of the instrument to every member of the Governing Body (and the head Teacher if not a governor), to the Trustees of the Southwark Diocesan Board of Education and to the Archdeacon of Croydon.