



Two Schools, One Family, One Vision

5th December 2022

Consultation on the proposal to federate Westfields Infant School and Westfields Junior School into The Westfields Federation

Dear All,

The governors of Westfields Infant and Junior Schools have been looking at ways of working even more closely together to make the best educational provision for the children in our community.

Over the last couple of months, we have been exploring the idea of federating the two schools and have jointly developed a proposal as outlined below. This letter aims to explain what federation is and what it might look like for each of our schools. We appreciate this might raise questions and we look forward to discussing these with parents, members of staff and other interested parties.

This letter signals the start of the consultation process to federate the two schools. The consultation will run between **5th December and 24th January 2023** and has been designed to help us find out what you think about the proposal; we would like to hear your views. We will ensure there are plenty of opportunities for you to engage in this process, should you wish to. The outcome will be reported to both governing bodies on 25th January 2023. We will then make the decision whether to federate the schools.

What is a federation?

The School Governance (Federations) (England) Regulations 2012 allows for two or more schools to join under a single governing body: this is a federation. The single governing body can share resources and expertise across the schools to, where appropriate, find new ways of improving leadership, quality of teaching and pupil outcomes.

If federation proceeds the new governing body would appoint an Executive Headteacher with responsibility for coordinating the partnership work of the two schools along with the governing body. Each school will keep its own unique identity, character, and budget under a single leader.

Why do we believe that the proposal will benefit children?

As governors we believe that the proposal will improve the quality of education for the children attending both schools in the following ways:

- Better pupil outcomes. Whilst we believe our standards are already high, there is always room for improvement. In their 2011 report Ofsted tells us: *“In all the federations visited, provision and outcomes had shown improvement. In each case, the fact that schools had federated was a contributory factor to the improvement.”*
- Access to a wider ranges of facilities
- Wider range of expertise to meet the needs of all
- Opportunity to coordinate school timetables/calendars
- Keep and improve the continuity of learning as pupils transition from one school to the next
- Continuity of support for parents and families.

Why do we believe that the proposal will benefit staff?

- More extensive possibilities for continuous professional development
- More opportunities for career progression from infants to junior, or vice versa
- School to school support network

What would happen to existing staff?

There would be no changes to the staff working in either school with their contracts staying the same.

The proposed leadership model for the federation is for an **Executive Headteacher** with overall responsibility for both schools, supported by a **Head of School** in each school. The wider leadership structure will be determined by the Executive Headteacher in consultation with the governing board.

What specific changes are the governing bodies considering?

The existing school governing bodies would cease to exist on 17th April 2023 and a new governing body would be formed for the federation.

The new governing body would comprise of:

- 2x elected parent governors
- 1x elected staff governor¹
- 1x executive headteacher
- 1x local authority governor
- 15x co-opted governors

¹ The maximum staff governors legally allowed is one. However, the other school would have guaranteed staff representation via an elected staff member sitting as a co-opted governor.

Is there anything else we are trying to achieve through this proposal?

Both schools are united in wanting to serve the community, and we believe that a federation will allow us to achieve this together in a coherent and successful way.

Federation will strengthen each of our schools, benefiting from a more strategic leadership across our primary provision, as well as increased flexibility, choice, stability and facility sharing.

It will allow us to have a longer-term view of each child's education, ensuring that their progression from Reception through KS1 & KS2, and onwards to secondary education, is managed smoothly and in the best interests of every child. It will also allow us to develop stronger relationships with parents and families throughout this period.

How do parents, staff and members of the community find out more?

We have arranged for a number of drop-in consultation sessions where governors will be on hand to answer any questions you may have. All feedback made on the day will be reported back to the governing body of each school.

These sessions are open for all, although each school will additionally have their own dedicated staff drop-in session.

Date	Location	Audience
10 th January 2023 – after school	At their respective schools	Staff only
12 th January 2023 – 3:15pm-4pm	Westfields Junior School	All welcome
12 th January 2023 – 7:30pm-8:15pm	Online via Zoom: https://us06web.zoom.us/j/87827901403?pwd=WnZkRWJnNWNlZ3FzUFFjNHUvdTJuUT09 Meeting ID: 878 2790 1403 Passcode: 012867	All welcome
16 th January 2023 8am-8:45am	Westfields Infants School	All welcome

How can my views be heard?

As well as attending any of the drop-in consultation sessions, you can do one of the following:

- Complete the attached form and return it to either school office
- Email your comments to either: (Please put Federation in the subject line)
 - admin@westfields-inf.hants.sch.uk
 - school.admin@westfields-jun.hants.sch.uk
- Complete the following anonymous response form:
 - <https://tinyurl.com/FederationFeedback>

Note: All responses must be received before 24th January 2023.

What happens next?

The responses to this consultation will be carefully considered by the governing bodies of both schools before a decision is made on 26th January 2023. Once a decision is reached, its outcome, as well as any identified next steps, will be communicated to parents, staff, and other interested individuals on 27th January 2023.

A regularly updated frequently asked questions document will be available on each school's website.

Thank you very much for taking the time to engage with this process and we look forward to hearing from you.

Deborah Biddell (Chair of Governors, Westfields Infant School)

Paul Nothard (Chair of Governors, Westfields Junior School)



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Feedback on the Proposal to Federate

Please indicate your views on the proposal for Westfields Infant School and Westfields Junior School to form a federation under one governing body.

Comment: (please continue overleaf if necessary)

Name/email (optional):

Please return this slip to either school office by 24th January at the latest. Envelopes should be marked for the attention of the Chair of Governors and be clearly marked "Federation".