



City of Westminster



**Essendine Primary School
and
Hallfield Primary School**

**Federation Consultation
May 2022**

***'Creating a self-sustaining model of
continuing school improvement.'***



Essendine Primary School



Hallfield Primary School





Proposal and Timeline

The Governing Boards of Essendine Primary School and Hallfield Primary School are proposing to enter into a Federation.

The Federation would consist of two state-maintained primary schools — Essendine Primary School and Hallfield Primary School.

This proposal explains what this would mean for parents, pupils, staff and interested parties and provides an opportunity for everyone to comment.

In outline, the timetable is as follows:

20th April 2022	A working group made up of governors from both settings agree to commence preparation of consultation document
From w/c 9th May 2022	Each Governing Body approves the consultation document.
20th May 2022	Publication of consultation document and start of 6-week consultation period (until 1 st July 2022).
June 2022	Virtual meetings inviting all parents and pupils to ask questions (see appendix A).
1st July 2022	End of consultation period
w/c 4th July 2022	Governing Boards of Essendine and Hallfield Federation meet separately to consider results of consultation and decide whether to proceed with federation. A decision to federate would require approval by a majority of each Governing Board.
July 2022	Parents/carers and staff at both schools, and their Local Authorities will be notified of the decision.

If the decision is that both schools agree to create a Federation the following timetable would apply.

July 2022	The Secretary of State for Education will be notified. A joint meeting of Essendine and Hallfield delegated Governors will meet to propose Co-opted governors for the new Governing Board. The Local Authority would then propose a single Local Authority Governor jointly representing both schools.
1st September 2022	The Governing Boards of both schools would be dissolved on this date and the new Federation would take effect.



Tbc September 2022 Parent and staff Governor elections would be held across the two schools.

1st September 2022 The first meeting of the new Governing Body

The new Federation would take effect under a new joint Governing Body and will be known as **North Westminster Federation.**



Introduction

The Governing Boards of Essendine Primary School and Hallfield Primary School are proposing to join together in one Federation. The Governing Boards believe that doing so would first and foremost benefit teaching and learning at both schools and would further improve the support given to children, families and our local communities.

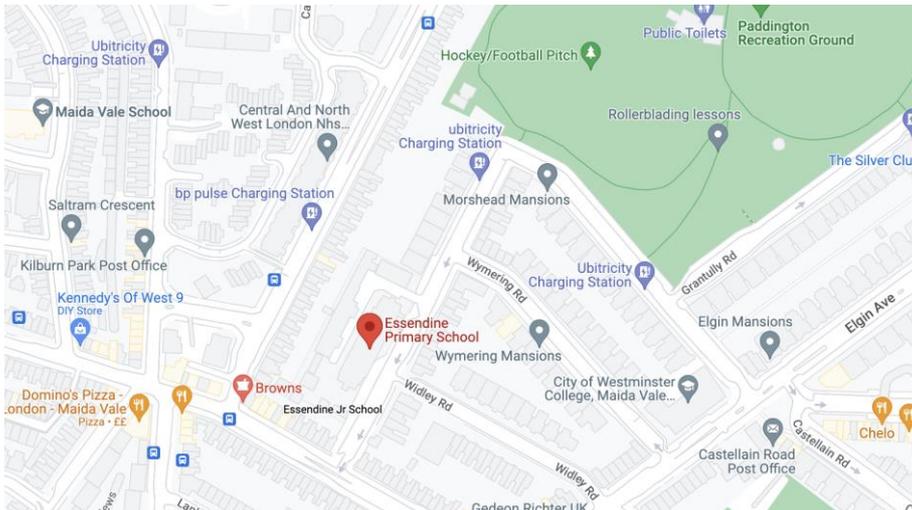
Background

A Federation is where two or more schools remain separate entities in law and with separate budgets but are managed together by a single Governing Board and unified leadership team.

Essendine and Hallfield primary schools serve socially and culturally diverse local communities. We operate successfully and effectively in dynamic urban contexts in central London. Our schools are very inclusive places, in which pupils are treated as individuals and learn to become confident, creative and strong members of their community.

Essendine Primary

361 children between the ages of 3 and 11 attend Essendine Primary. The proportion of pupils in receipt of free school meals is higher than the national average. Essendine Primary has significantly higher than the national average of pupils for whom English is not their first language. The proportion of children with an Education, Health and Care Plan (EHCP) is also significantly higher than the national average. The school was categorized as 'Good' by OFSTED in November 2017. Essendine Primary is located in Maida Vale.

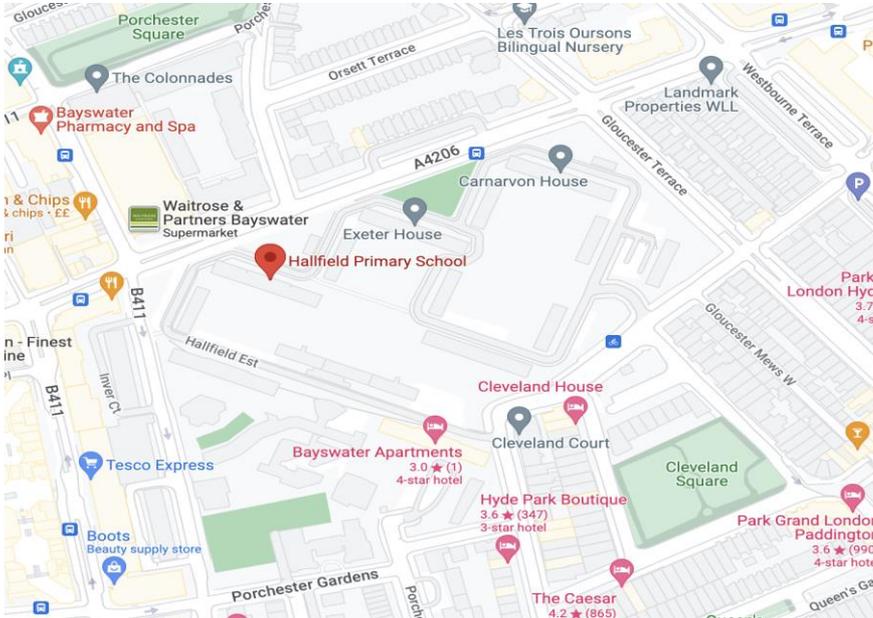


Hallfield Primary

369 children between the ages of 2 and 11 attend Hallfield. The school also has an Early Years resource base for 16 autistic learners. The number of children in receipt of free school meals is significantly higher than the national average and of pupils for whom English is not their first language. The proportion of



children with an Education, Health and Care Plan (EHCP) is also significantly higher than the national average. The school was categorized as 'Good' by OFSTED in March 2018. Hallfield Primary is located in Bayswater.



Why are we proposing that Essendine Primary School and Hallfield Primary School should become a single Federation?

Our two schools have had a strong track record of successful, informal collaboration since October 2016. During the course of this collaboration, both schools have been able to work together to strengthen the education provision, it has created opportunities for continued professional development for staff and it has allowed the schools to benefit from the commission of external specialist services.

We believe that the shared governance structure of a formal Federation will allow all parties to work together more efficiently and sustainably to continue to raise standards, improve services and increase opportunities for pupils and staff.

The Governing Boards of Essendine and Hallfield Primary Schools are embarking on this public consultation in order to seek the views of parents, children, staff, professional colleagues, and the wider community about the idea of forming North Westminster Federation. We want to know whether others agree that this partnership could work for the benefit of everyone. We look forward to hearing your thoughts and encourage you to make your views known. For ways to make provide your feedback, please refer to pages 11 & 12 of this document.



We believe that Federation will benefit our schools in the following ways:

1. Driving forward sustainable school improvement.
2. Motivating and retaining outstanding leadership that will significantly raise standards and progress for all of our children.
3. Recruiting, training and the retention of the very best teachers through continued participation of the School Direct Programme and career development.
4. Developing outstanding teaching for all our learners, embedding rigorous standards, in curriculum and assessment.
5. Enriching the curriculum by providing innovative opportunities to develop pupils' knowledge and understanding of the world, raising self-esteem and promoting pupil wellbeing.
6. Increasing the level of aspiration and opportunities for our communities.
7. Reviewing opportunities to increase financial benefits and efficiencies across the two schools.
8. Providing resilience in the ever-changing landscape of education
9. Governance across the Federation will draw on specialist expertise within each organisation (for example, SEND, pre-school and primary education) to ensure the needs of children and families are being met regardless of the particular school the child is attending.

We will build stronger and long-lasting partnership between our schools, work with education partners and maintain the strong and beneficial relationship we have with the Local Authority. In so doing, we believe we will establish a system of self-sustaining, continuing school improvement with outstanding and innovative approaches to teaching and learning.

FAQ:

What is a Federation?

A federation is formed when two or more schools remain separate in law but are managed together by a single Governing Board. The proposed model maintains Essendine Primary and Hallfield Primary as separate organisations, but with the management of both schools brought together under the supervision of a single Governing Board. The arrangement would build on the strengths of both schools.

Becoming a Federation does NOT mean:

- We become one school.
- We become amalgamated.
- We have one admissions policy.
- That we would become an Academy; we will continue to be accountable to Westminster Council.
- That we would become privatised; parents will not have to pay for their children to attend our schools.
- That we are going to close or move any of our schools.
- That we are going to lose jobs across any of our schools.
- That we are going to change our educational ethos.



What would be different after Federation?

The immediate day-to-day experience for parents and children would change very little. Schools in federations continue to be individual schools with their own character. The names of the schools, school uniform arrangements and identities of Essendine Primary and Hallfield Primary would continue as before. Each school would retain its own budget.

What would the admission arrangements for places be?

The admissions policies of both schools would remain unchanged by this proposal.

How would the leadership of the two schools change?

An Executive Headteacher would be appointed to drive forward the strategic direction of both schools in the Federation. Essendine and Hallfield Primary Schools would also appoint Heads of Schools to lead and manage each school. The Heads of School would report to the Executive Headteacher, who in turn, would report to a single Federation Governing Board.

How would the implementation of this proposal affect staff?

The staffing of both schools would remain largely unchanged, though federation would enable some staff to work flexibly across both schools in accordance with their terms and conditions of employment. Federation does provide greater opportunities for advancement and professional development, allowing the Federation to attract and retain the best teachers and school leaders.

New staff could be employed to work across the whole of the new Federation, but we would manage this carefully to ensure that staff always feel part of a team and that the education and support of children and families are not compromised.

What would be the timescale for implementation?

The consultation timeline is detailed on the inside cover of this booklet. The process would take around five months in total. If the proposal is approved by both existing Governing Boards following the consultation, it is proposed that the new joint Governing Board would assume responsibility for both schools on the envisaged date of 1st September 2022.

Can a Federation be reversed?

Federations should be seen as medium to long-term commitments. However, unlike academies, which require a seven-year commitment, it is possible to end a federation at any time. This means that in the unlikely event that federation no longer offers benefits for children's learning and progress, the arrangements can be ended by a vote of the Governing Board.



What impact would proposals have on OFSTED inspections?

Schools in a federation are inspected separately and will be given an individual OFSTED report.

How would the Governing Board change?

If the separate existing Governing Boards of Essendine Primary and Hallfield Primary agree the federation proposal, they would both be formally dissolved on 1st September 2022 and a new Governing Board would be created on the same day to govern both schools. Co-opted governors will be given the opportunity to be elected as a governor. A skills matrix will be used to ensure that the governing board meets the needs of the new federation. The working party will recommend the co-opted members of the new Federation Governing Board. The Governors will then elect a Chair and Vice-chair and the Clerk will set in motion the process for electing parent and staff Governors.

The proposed structure for the new Federation Governing Board is outlined below. It is in line with the 2012 Regulations and will be responsible for governance and management of both schools.

The term of office for all co-opted and local authority governors will be four years.

Category of Governor	Proposed number of Governors	Notes of Federation legal requirements
Parent	2	The regulations allow a maximum of two elected parents. The Federation proposes to run elections in each of the schools at the same time.
Staff	1	Nominations are invited from both schools and if there is more than one nomination an election will be held.
Local Authority	1	Nomination made by the Local Authority and appointed once approved by the Governing Board
Co-opted	7	There is no limit on the number of co-opted governors but we propose electing 7 in line with other federations.
Executive Headteacher (ex-officio)	1	The Executive Headteacher of the federated schools
Total	12	



Meetings:

The Full Governing Board

All governors attend the meetings of the main governing body, which meets termly. The business of the whole federation is discussed at full meetings and reports from a finance sub-committee and the head of schools are received at the full meetings.

- The Governing Board takes a strategic role, acts as a critical friend to the schools and is accountable for its decisions.
- It sets aims and objectives and reviews, agrees and monitors policies, targets and priorities.
- Governing Board meeting minutes available except for confidential business.
- In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting **vote**.

Finance Sub-Committee

The main functions of this committee are:

To have strategic oversight of the financial management of the schools

- To review and recommend the annual financial plan for ratification by the full Governing Board.
- To have review and recommend any alterations to the budget between headings during the financial year as the need arises.
- To recommend to the full Governing Board the level of financial authority to be delegated to the Executive Headteacher
- To make recommendations for the use of any sums held in contingency / reserve to the full Governing Board



Summary of proposals and consultation questions

The Governing Boards of Essendine Primary School and Hallfield Primary School have independently considered both the potential benefits and drawbacks of federating alongside the alternative of remaining as we are.

To ensure that we consider the views of parents, carers, staff, and the wider communities our schools serve, the Governing Boards have jointly resolved to launch this federation proposal and to consult on the proposal from 20th May 2022.

Both Governing Boards unanimously feel that formally joining forces under one Governing Board with an Executive Headteacher and two Heads of School, will strengthen the ability of both schools to deliver outstanding services to the communities we serve.

If, after consideration of the consultation responses, the federation proposal is agreed, the existing Governing Board would be dissolved, and a new joint Governing Board created for both schools, with the new arrangements in place for 1st September 2022.

The future Governing Board would include two parent governors, one staff governor, the Executive Headteacher a local authority governor, as well as eight co-opted governors. The structure is broadly similar in make-up to the existing separate Governing Boards.

Question 1 *Do you agree that Essendine Primary School should federate with Hallfield Primary School in a Federation?*

Question 2 *Do you agree with the proposed structure of the new single Governing Board?*

There will be opportunities to discuss the proposal at public meetings at both schools for all parents, carers and interested parties. These meetings will take place in June, **please see Appendix A**. Details will be communicated to parents and carers by the schools. Staff will be invited to their own meetings at each of the schools. The decision will be made by both Governing Boards meeting to consider the outcome of the consultation before reaching a conclusion on whether to agree that Essendine Primary School and Hallfield Primary School should form a Federation.

You can make your views known by completing an online survey or by completing the response slip overleaf and returning it to either of the schools or by posting it to the addresses below.

Online Survey:

The online survey can be accessed through the following link:

<https://www.surveymonkey.co.uk/r/GNCPYVK>



Misplaced Federation Forms

The consultation document and response slip can also be downloaded at:

<https://www.essendineprimary.co.uk/partnership>

[School Partnerships | Hallfield Primary School \(hallfieldschool.org.uk\)](https://www.hallfieldschool.org.uk)

You can also respond with your comments by writing or emailing to these addresses:

Federation Consultation
Essendine Primary School
Essendine Road
London
W9 2LR
Email: office@essendine.org.uk

Federation Consultation
Hallfield Primary School
Porchester Gardens
W2 6JJ
Email: office@hallfieldschool.org.uk

Please make sure we receive your response by **1st July 2022**.



FEDERATION FEEDBACK FORM

1. Your postcode address:

2. I am a:

- Parent/Carer
- Teacher/Staff Member
- Governor
- Other (please specify):

3. Associated with:

- Essendine Primary School
- Hallfield Primary School

4. Do you agree with the proposed federation of Essendine Primary School and Hallfield Primary School?

- Agree
- Tend to agree
- Neutral
- Tend to disagree
- Disagree

Please state your reasons:

5. Do you agree with the proposed structure of the new single Governing Board?

- Agree
- Tend to agree
- Neutral
- Tend to disagree
- Disagree



Please state your reasons:

Any further observations or comments you wish to make concerning the proposed Federation, or any questions you have about the proposed Federation:

We believe that by entering into a Federation, we can build an even more meaningful working relationship that will benefit all in both of our communities, as we seek the best for our children, young people, parents, carers and staff.

We look forward to hearing from you all.

The personal information you provide will be handled by Essendine Primary School and Hallfield Primary School in accordance with the EU General Data Protection Regulation ("GDPR"). The information will be used in connection with this consultation by the schools and by Westminster City Council (who may assist the schools in the analysis of responses). Your information will not be shared with any other organisations.

Madeleine McLaren
Chair of Governors
Essendine Primary School

Chris Pearson
Chair of Governors
Hallfield Primary School

Lisa Farrow
Headteacher of School
Essendine Primary School

Aaron Sumner
Headteacher of School
Hallfield Primary School



Appendix A

Date and Time	Venue	Audience
June 8 th 2022 @ 8am	Join Teams Meeting: Click here to join the meeting	Hallfield Primary School Staff
June 8 th 2022 @ 4pm	Join Teams Meeting Click here to join the meeting	Hallfield Primary School Parents and Stakeholders
June 9 th 2022 @ 8am	Join Zoom Meeting Meeting ID: 834 8510 6047 Passcode: xJYx6w	Essendine Primary School Staff
June 9 th 2022 @ 4pm	Join Zoom Meeting Meeting ID: 839 4568 7257 Passcode: pzBX9B	Essendine Primary School Parents and Stakeholders