



St Luke's School
(Including Forest House Education Centre)
and
The Collett School

Formal Proposal on:

1. Changing The Collett School's status from community to foundation; and
2. Creating a federation between The Collett School and St Luke's School (including Forest House Education Centre)

Consultation begins at 9.00am on Monday 10th September 2018

Consultation closes at 5.00pm on Friday 19th October 2018 (6 weeks)

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Background

Introduction

This statutory proposal document has been prepared in accordance with section 19(3) of the Education and Inspections Act 2006 and Schedule 1 of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by the Governing Bodies of: The Collett School, (Lockers Park Lane, Hemel Hempstead, Herts, HP1 1TQ) and St Luke's School, (Crouch Hall Lane, Redbourn, Hertfordshire, AL3 7ET) including Forest House Education Centre, (9 Forest Lane, Kingsley Green, Radlett, Hertfordshire WD7 9HQ).

The Governing Body of The Collett School proposes to change the school's category from community special to foundation special, acquiring foundation status under the School Standards and Framework Act 1998.

The Governing Bodies of The Collett School and St Luke's School (including Forest House Education Centre) also propose to federate together to become **The Blue Tangerine Federation** in accordance with the School Governance (Federations) (England) Regulations 2012.

In this document, we have set out our rationale for these proposals in some detail. In accordance with the above noted regulations, the governing bodies of both The Collett School and St Luke's School (including Forest House Education Centre) are now undertaking a formal consultation with its stakeholders on these proposals. This formal consultation will give stakeholders the opportunity to object or comment on the proposals before a final decision is taken by governing bodies in the week beginning **Monday 22nd October 2018**.

If both proposals are approved following this representation period, it is our intention for them to be implemented simultaneously i.e. for The Collett School to acquire foundation status and for the schools to federate on the same day.

If the decision is taken to proceed, the intended implementation date is **Thursday 31st January 2019**.

We are excited to present these proposals to you, and we will explain what we plan to achieve and the benefits we are anticipating for both schools as a result of the proposals.

Consultation period: **Monday 10th September 2018 to Friday 19th October 2018** (6 weeks).

Response address:

Neil Harper Chair of Governors The Collett School Lockers Park lane Hemel Hempstead Hertfordshire HP1 1TQ	Mrs Ros Wood Chair of Governors St Luke's School Crouch Hall Road Redbourn Hertfordshire AL3 7ET	Mrs Ros Wood Chair of Governors Forest House Education Centre 9 Kingsley Green Harper Lane Radlett Hertfordshire WD7 9HQ
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What is a foundation school?

A foundation school is a Local Authority maintained school. All foundation schools operate within the same legal framework as other maintained schools: they teach the National Curriculum, follow the School Admissions Code and are inspected by Ofsted.

The Local Authority will fund the school on the same basis as all other Local Authority schools and will retain its intervention powers if there are problems at the school.

However if The Collett School acquires foundation status and federates with St Luke's School (including Forest House Education Centre), the federated Governing Body will have more flexibility and new areas of responsibility and will:

- Be the employer of staff rather than the Local Authority;
- Be responsible for setting admissions arrangements (in accordance with the Law and the Admissions Code); and
- Have day to day control of the school's land and assets.

Foundation schools own their own land and assets. There is a transfer of ownership from the Local Authority to the Governing Body when a school acquires foundation status. The Secretary of State has the power to issue a direction in the event of any dispute in respect of such a transfer.

Further, the responsibility for the school buildings and health and safety rests with the Governing Body. The Governing Body will need, therefore, to take out adequate insurance to cover its potential liability for negligence in carrying out these responsibilities.

It is possible for a foundation school to have a separate foundation; The Collett School is not proposing to have a separate foundation.

What is a federation?

A federation is defined in law as 2 or more maintained schools operating under the governance of a single governing body. The law surrounding federations is detailed within the Education Act 2002 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.

All maintained schools including voluntary controlled, foundation, nursery schools and special schools can federate.

The creation and membership of a federation is not just a structural change, it is also a commitment to improving the outcomes for all children across the federation, as opposed to just a single school, through a school-led system of raising standards and driving improvement.

The main reasons schools choose to federate, as illustrated by case studies in the National College for Teaching & Leadership 2014 guidance on 'The Governance of federations', are to:

- Address or prevent school failure;
- Ensure viability and achieve economies of scale; and
- Create more integrated provision across phases.

In its annual report for 2011/12 Ofsted noted that 'strong partnership work between schools is improving standards' and that 'the evidence from federations of two or more schools, led by an executive headteacher, is positive'.

Vision

Why are we proposing for The Collett School to become a foundation school?

- For The Collett School to have the daily responsibility of its own land and manage its own assets
- For The Collett School to be able to federate with St Luke's including Forest House Education Centre; existing foundation school.

Why are we proposing for St Luke's (including Forest House Education Centre) and The Collett Schools to federate?

Cost savings and efficiencies

- To ensure further economies of scale by exploring whether there is duplication of resources
- To strengthen efficiencies in the deployment of staff across schools
- Widening a programme of events for parents and pupils across the schools

Improved opportunities for children and young people

- To increase collaboration on teaching and our curriculum in order to better meet individuals' varied needs, goals and aspirations
- To develop and expand work experience programmes with local and national businesses, sharing opportunities through a coherently led programme
- To develop work experience on site through retail, horticulture and animal care, whilst strengthening the values of learning disabilities within our community and potential employers of our young people
- Sustained programme of development, research and innovation from a wider pool of school staff to improve standards and opportunities

Improved opportunities for staff

- Shared training across the schools to extend teacher-led development work and establish best practices, without additional costs
- Wider career progression opportunities

Improved talent management

- Opportunities for staff specialisms are increased
- Strengthened governance across the schools; bringing together talent from across regions to work collaboratively to improve the combined schools' provisions

A federation requires a name and a logo. We believed this should bring together the different needs of the schools and identities.

We are proudly different and rejoice in the celebration of difference within and across our schools. The strapline 'Proudly Different' seemed to be a good choice of saying what we are and what we care about. By veering towards a name that stood out and celebrated difference and uniqueness, we started thinking differently;

The Blue Tangerine Federation.

Urban dictionary definition:

"Describes a person as being different in a good way and indescribably beautiful."



Our Vision:

Our Vision is a world where people with learning disabilities and mental health "thrive".

Our Mission:

Our Mission is to Promote the Abilities in disability within our immediate, local and wider communities in order that our vision is realised.

Who We Are and What We Stand For:

Our Association consists of cross phase Hertfordshire special schools, keen to demonstrate that school to school collaborative practice can create exceptionally successful learning communities.

Core Purpose

The Association supports the creation of unique and remarkable schools that collaborate effectively through an ambitious attitude to learning, self- improvement and high standards.

Collaborative Practice

We are equal partners and work collaboratively to establish the best ideas. We sow seeds by grouping people together, establishing multiple aspects of shared practices across our schools and positively influence each other with what we learn.

Impact

What will change and what will stay the same?

Pupils

Admission to the school is on the accessibility criteria determined by the Governing Body.

Pupils are placed by the local authority in named schools – this will remain. Pupils would remain on roll at their individual school, which work together under the federation of the schools. There will be opportunities for some pupils to have more bespoke provisions as well as class teaching across the sites.

Staff

The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 provide for existing staff from the local authority to transfer to the federated Governing Body on the implementation date. This happens automatically. Most staff will continue to work at one of the schools, undertaking some training and events at the other schools. Some staff will work across the schools as has been the case since September 2017. Depending on the outcome of this proposal, TUPE Regulations may be applicable and if so staff and representatives will be informed accordingly.

Detail of any staff changes

We propose to appoint Stephen Hault-Allen as Executive Headteacher of the Federation. Stephen Hault-Allen has been Executive Headteacher of the schools since September 2017. Staff will usually remain working within the school to which they are appointed, though it may be possible for staff to work across either school if this is deemed beneficial to them and the pupils.

Newly appointed staff (including those promoted to jobs from within) will be offered contracts to the Federation, rather than to one school, so that they can be deployed in both or either school. Staff teams at both schools will be made aware of these proposals and no compulsory redundancies are envisaged at this time.

Governance

The two governing bodies would combine to create one Federation Governing Body.

Our proposed governing body for the federation will be a total of 12 governors made up of

- Two parent governors
- One LA governor
- One staff governor
- One executive headteacher
- Two foundation governors
- Five Co-Opted governors

Overview of Process

The Collett School acquiring foundation status

- 1) The governing bodies of each school informed the local authority in writing 7 days in advance of the meeting on 18th July 2018, where a motion to consult on a change of category proposal was discussed, considered and approved.
- 2) This proposal document is to be published by 10th September 2018, containing sufficient information for interested parties to make a decision on whether to respond to the proposed changes.
- 3) The representation period then starts on the date of the proposal, Monday 10th September 2018 and will last 6 weeks (more than the statutory 4 weeks). During this period, any person or organisation can submit comments on the proposal to the governing body of The Collett School, to be taken into account when the decision is made (see contact details on page 4).
- 4) The local authority has the power to require a referral of the proposal to the Schools Adjudicator if there is a potential negative impact.
- 5) Unless the proposal has been referred to the Schools Adjudicator, the governing body will be the decision maker and must make a decision within 12 months of the date of publication of the proposal. The decision maker must then within 1 week of making the decision publish a copy of the decision with accompanying reasons, and send copies to the interested parties, as well make the necessary changes with the DfE
- 6) The governing body must then implement the proposal.

St Luke's School (including Forest House Education Centre) and The Collett School creating a federation

- 1) The Governors for each school attended a meeting, for which seven clear days' notice had been given, to discuss and consider a report on the proposal to federate, which took place 18th July 2018.
- 2) The Governors for each school jointly with the other governing bodies have published these proposals and sent them to key stakeholders, including parents as of 10th September 2018.
- 3) The Governors for each school must make the proposals available for inspection at all reasonable times at the school.
- 4) 6 weeks after publication of the consultation document, Friday 19th October 2018, the Governing bodies must consider the responses to the proposals and determine the decision.
- 5) Governing bodies must inform the local authority and the Secretary of State of the federation within one week of determination, whether they will or will not be proceeding with the proposals.
- 6) The Governing bodies must prepare a new instrument of government.
- 7) The Governing bodies must prepare a report immediately before the federation date of the action taken by the governing body in discharge of their functions.
- 8) The Governing Bodies must make available to the Governing Body of the federation all minutes and papers of the governing body, including the above report.
- 9) The existing governing bodies are dissolved.
- 10) The Governing Body of the federation is created.
- 11) All land and property, which immediately before the federation date was held by the governing body of a federated school, is transferred to the Governing Body of the federation.
- 12) All rights and liabilities that existed before the federation date which were acquired or incurred by the Governing Body of a federated school are transferred to the governing body of the federation.

It is important to note that if a new school is incorporated into the federation the Instrument of Governance has to be rewritten to include another parent governor and possibly the headteacher of the new school.

Next Steps

Responses

We welcome comments on our proposal and we will consider any objections or expressions of support received. **Responses must be received by 5.00pm Friday 19th October 2018 when the consultation will close.**

There are a number of ways in which you can make your views known or have your questions answered.

a) You can send any comments or responses to these proposals to:

Mr Neil Harper Chair of Governors The Collett School Lockers Park lane Hemel Hempstead Hertfordshire HP1 1TQ	Mrs Ros Wood Chair of Governors St Luke's School Crouch Hall Road Redbourn Hertfordshire AL3 7ET	Mrs Ros Wood Chair of Governors Forest House Education Centre 9 Kingsley Green Harper Lane Radlett Hertfordshire WD7 9HQ
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b) Request a meeting

We also welcome any requests to meet with parents and carers. We have set aside 24 September 2018 when representatives from the governing body can make themselves available for face to face meetings. If you wish to attend a face to face meeting, please contact the Governors detailed above.

c) If you have specific questions or if you require any clarification on this proposal, you can contact:

Mr Stephen Hoult-Allen, Executive Headteacher at:

Mr Stephen Hoult-Allen Executive Headteacher The Collett School Lockers Park lane Hemel Hempstead Hertfordshire HP1 1TQ admin@collett.herts.sch.uk 01442 398988	Mr Stephen Hoult-Allen Executive Headteacher St Luke's School Crouch Hall Road Redbourn Hertfordshire AL3 7ET admin@stlukes.herts.sch.uk 01582 626727	Mr Stephen Hoult-Allen Executive Headteacher Forest House Education Centre 9 Kingsley Green Harper Lane Radlett Hertfordshire WD7 9HQ admin@foresthouse.herts.sch.uk 01923 633241
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Consultation with Staff

We will be holding staff consultation meetings with our staff and their trade unions.

Decision

The governing bodies will meet during the week beginning 22nd October 2018 to consider responses and make the final decision. A Governing Body may decide to:

- Approve the proposals without modification;
- Modify the proposals in the light of suggestions made during consultation and, if the changes are significant, re-consult on the changes; or
- Reject the proposals and decide to maintain The Collett School as a community schools and/or not federate The Collett School and St Luke's School (including Forest House Education Centre).

If the proposals are accepted by the Governing Body, then the proposed implementation date is 31st January 2019.

Paper copies of the consultation

Paper copies of the consultation are available from:

Mrs Mary Ellis
St Luke's School
Crouch Hall Road
Redbourn
Hertfordshire
AL3 7ET
admin@stlukes.herts.sch.uk
01582 626727

Paper copies are also available from each school reception desk.

Prepared with the support of Winkworth Sherwood, education law specialists.

Annex 1

Statutory notification

Statutory notice for The Governing Body of The Collett School to: change the school's category from community special to foundation special, acquiring foundation status under the School Standards and Framework Act 1998.

Statutory notice for The Governing Bodies of The Collett School and St Luke's School (including Forest House Education Centre) to federate together in accordance with the School Governance (Federations) (England) Regulations 2012.

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 and Part 2 of Schedule 1 to the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, that The Governing Body of The Collett School to proposes to change the schools' category from community special school to foundation special school; and

Notice is given in accordance with section 9 of the The School Governance (Federations) (England) Regulations 2012, that The Governing Bodies of The Collett School and St Luke's School (including Forest House Education Centre) propose to federate together to become The Blue Tangerine Federation

An electronic copy of the full proposals can be found at:-

www.collett.herts.sch.uk

www.stlukes.herts.sch.uk

www.foresthouse.herts.sch.uk

Within 6 weeks from the date of publication of this proposal, namely by 5.00pm **Friday 19th October 2018** any person may object to or make comments on the above governing bodies' proposals by sending them to:

Mr Neil Harper Chair of Governors The Collett School Lockers Park lane Hemel Hempstead Hertfordshire HP1 1TQ Mr Neil Harper admin@collett.herts.sch.uk	Mrs Ros Wood Chair of Governors St Luke's School Crouch Hall Road Redbourn Hertfordshire AL3 7ET Mrs Ros Wood admin@stlukes.herts.sch.uk	Mrs Ros Wood Chair of Governors Forest House Education Centre 9 Kingsley Green Harper Lane Radlett Hertfordshire WD7 9HQ Mrs Ros Wood admin@foresthouse.herts.sch.uk
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Governing bodies of The Collett School and St Luke's School (including Forest House Education Centre).

Publication Date: Monday 10th September 2018