

Formal Proposal for the  
**FST Primary Schools Federation**

**Schools:**

**Foston Church of England Voluntary Controlled Primary School**  
**Terrington Church of England Voluntary Aided Primary School**  
**Stillington Community Primary School**

**4<sup>th</sup> January 2023**

# **Formal Proposal of the Governing Bodies of Foston and Terrington Church of England Federation and Stillington Community Primary School (together “the schools”)**

## **INTRODUCTION**

This proposal has been drafted after individual Governing Body discussion and consideration by a joint working party comprising governors from each of the Governing Bodies.

At each of the separate full Governing Body meetings on 30<sup>th</sup> November 2022 and 5<sup>th</sup> December 2022, each of the Governing Bodies supported the proposal to enter formal consultation around the potential for the schools to become a federation to be known as **FST Primary Schools Federation**.

## **CONTEXT OF THE SCHOOLS**

### **Foston Church of England Voluntary Controlled Primary School**

Foston CE Primary School is a very small, rural Church of England primary school in the Diocese of York serving the villages of Foston and Thornton-le-Clay, and the surrounding areas. It caters for children between the ages of 3 and 11 years. The school currently has 66 children on roll.

At the last Ofsted (Office for Standards in Education) inspection on 15<sup>th</sup> January 2020, the school was judged to have been a GOOD school. At the last SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection on 7<sup>th</sup> July 2016 the school was judged to have been OUTSTANDING.

In February 2017, the school federated with Terrington Church of England Voluntary Aided Primary School, forming Foston and Terrington Church of England Federation. Since August 2020, the Federation has been working in close collaboration with Stillington Community Primary School. The current Headteacher has been leading the Federation since February 2017 and the three schools since August 2020.

### **Terrington Church of England Voluntary Aided Primary School**

Terrington CE Primary School is a very small, rural Church of England primary school in the Diocese of York serving the village of Terrington and the surrounding area. It caters for children between the ages of 3 and 11 years. The school currently has 29 children on roll.

At the last Ofsted inspection on 5<sup>th</sup> June 2018, the school was judged to have been a GOOD school. At the last SIAMS inspection on 11<sup>th</sup> March 2019, the school was judged to have been GOOD.

In February 2017, the school federated with Foston Church of England Voluntary Controlled Primary School, forming Foston and Terrington Church of England Federation. Since August 2020, the Federation has been working in close collaboration with Stillington Community Primary School. The current Headteacher has been leading the Federation since February 2017 and the three schools since August 2020.

### **Stillington Community Primary School**

Stillington Primary School is a very small, rural community primary school, serving the village of Stillington and the surrounding area. It caters for children between the ages of 3 and 11 years. The school currently has 31 children on roll.

At the last Ofsted inspection on 15<sup>th</sup> June 2021, the school was judged overall to have been REQUIRES IMPROVEMENT, with GOOD for the areas of Leadership and Management, Early Years Provision, and Behaviour and Attitudes.

Since August 2020, Stillington Primary School has been working in close collaboration with Foston and Terrington Church of England Federation. The current Headteacher has been leading the Federation since February 2017 and the three schools since August 2020.

### **CONTEXT OF THE FEDERATION PROPOSAL**

The opportunity to consider the option of federation has resulted from the successful and mutually beneficial collaboration – facilitated through shared Leadership arrangements – between the schools.

The Governing Bodies of the schools have been looking at ways of working more closely together to maximise the impact of the collaboration on educational provision for children in each of the schools. Both Governing Bodies believe that building upon this existing close working relationship will ensure continuity and stability, providing the best education for our children whilst maintaining each school's distinctive culture and ethos.

The Foston and Terrington Church of England Federation has been collaborating with Stillington Primary School since August 2020. The collaboration was established when Stillington Primary School requested support to enable them to improve standards following two subsequent Ofsted judgements of "INADEQUATE" (2016 and 2019). The Foston and Terrington Church of England Federation felt it had the capacity to offer support to rapidly improve the school and is keen to see rural schools flourish.

Stillington School is subject to a Directive Academy Order but with no identified multi-academy trust sponsor.

All three schools now share the same Senior Leadership Team of Headteacher, Assistant Headteacher and Business Manager. Middle leaders too are working across the three schools providing leadership in areas of the curriculum and other responsibilities such as school lead-teacher. This has benefited staff at all three schools by providing career development opportunities and peer support. The children too have shared activities together to maximise learning opportunities and wider social and sporting experiences. The Chairs of both Governing Bodies have collaborated closely and are Associate Governors on each other's Board and all governors have shared joint training and development.

Each school has retained its own unique individual distinctiveness within its own community. This has been, and remains, of paramount importance to each school.

The success of the collaboration is evidenced in Stillington Primary School's improved Ofsted judgment of "REQUIRES IMPROVEMENT" at an inspection in June 2021, which reported "GOOD" ratings in 3 out of the 5 Ofsted categories, including Leadership and Management and Early Years. The increasing confidence of the Stillington community in the school is reflected in rising pupil numbers.

### **WHAT IS FEDERATION?**

Firstly, we can reassure you that:

- It is NOT an amalgamation of the schools
- It is NOT a closure of any of the schools

When two or more schools work together under a single Governing Body, this is called a federation. A federation is a formal arrangement, governed by regulations, between two or more Local Authority Maintained Schools which enables them to work in partnership with a view to raising standards, finding new ways of improving teaching and learning, and building on the strengths of each school.

The three schools will remain legally separate, each with their own allocated budget, premises and policy for admissions, and will continue to share one Headteacher. Governance arrangements will be set out in a new “Instrument of Government” agreed with the Diocese of York and approved by North Yorkshire County Council.

### **WHY FEDERATE?**

The Governing Bodies of Foston and Terrington Church of England Federation and Stillington Community Primary School have judged it is the right time to move from our current collaboration to a federation.

Federation will involve a change in governance to one single Governing Body for all three schools. We believe that governing together in a formal partnership will embed and formalise the work of the collaboration to the benefit of all the children. The change will confirm and embody the commitment of staff and governors to work together, building on the success of the collaboration both now and in the future.

Importantly, it will strengthen the sustainability of our three small rural schools so they can continue to provide a good service to children and families locally. Should the federation, in the future, opt to join a Multi-Academy Trust, as is the policy of the current national government, we will be in a stronger position to negotiate this change.

The proposed federation will enjoy shared benefits including:

- Remaining viable on separate sites, sharing management systems, resources, administration and governance responsibilities to create long term sustainability
- Removing the duplication of governance tasks
- Shared expertise and efficient working of a joint Governing Body
- Financial economies of scale and value for money, e.g. through joint purchasing and the option to run a merged budget and bank accounts
- Reduction of duplication and promotion of time-saving efficient practices across the three schools whilst not compromising quality, personal relationships or communication
- Ability of teaching staff to share best ideas, knowledge, research and training opportunities to ensure further development of high standards across a broad and balanced curriculum
- An Executive Headship role across the three schools that is secure, sustainable and an attractive proposition to potential future candidates. This is particularly important for small rural primary schools like ours which often struggle to appoint high quality Headteachers
- Senior Leadership Team posts to provide career progression and management experience to grow future school leaders
- Career development opportunities for all staff through joint staffing structures across the schools in subject leadership and other areas
- Extra capacity to offer a broad and balanced curriculum to children from the schools, sharing facilities whilst effectively utilising the skills of all staff
- Further joint working together, of children and staff, bringing positive benefits to all
- Strengthening the sustainability of all three schools as individual entities into the future in a changing national picture of education arrangements

### **NEXT STEPS**

The current Governing Bodies of Foston and Terrington Church of England Federation and Stillington Primary School, with the support of NYCC and York Diocese, have given considerable thought to this

proposal. We are now asking children, parents, staff and our local communities to consider our proposal and share their views with us.

**The closing date for responses is 6pm on Wednesday 22<sup>nd</sup> February 2023.**

Both Governing Bodies will meet on Wednesday 1<sup>st</sup> March 2023 to consider the Consultation responses received and will then make separate decisions as to whether to move to a federation.

The decision will be announced by email (for Staff and Parents) and published on the schools' websites.

## **PROPOSAL**

The individual Governing Bodies have considered each school's strengths and weaknesses. They have had ongoing discussions as part of the earlier steps of the process and are confident that the vision of a federation will be successful for each of the schools.

This proposal covers the following key areas:

1. The names of all the Governing Bodies wishing to federate and the proposed federation date
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 six weeks after the publication of the consultation proposal, by which written representations must be returned to the relevant 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 a Federated Governing Body
8. The proposed governance structure for the federation
9. The proposed leadership structure for the federation and its impact on the schools (including key Human Resources issues arising from this)
10. The nature of the engagement with the local authority
11. The financial implications of federating

### **1. Governing Bodies wishing to federate**

The governing bodies of Foston and Terrington Church of England Federation and Stillington Community Primary School are proposing to form a federation following a period of formal consultation as outlined in the sections that follow, to take effect from 28<sup>th</sup> March 2023.

### **2. Name of the proposed federation**

The proposed name of the new federation is FST Primary Schools Federation.

### 3. The size of the proposed federation's Governing Body

The proposed federation Governing Body consists of 14 governors as follows:

	Number
Headteacher of the Federation	1
Parent Governors elected from across the federation* <sup>1</sup>	2
Local Authority Governor	1
Foundation Governors* <sup>2</sup>	8
Staff Governor elected from across the federation* <sup>3</sup>	1
Co-opted Governor from across the federation* <sup>4</sup>	1

\*<sup>1</sup> *The number of Parent Governors is fixed at two by regulation*

\*<sup>2</sup> *Foundation Governor appointments are a key protection in Church of England schools. They are governors who, alongside their general role of being a governor, have special responsibility to secure that a Church of England school's religious character is preserved and developed and that the school is conducted in accordance with any trust deed for the school. There are different numbers of Foundation Governors on governing bodies depending on the type of Church school(s) the governing body oversees. For example, in a Voluntary Aided school, Foundation Governors must outnumber all other governors by two. Because the proposed federation includes a Voluntary Aided school (Terrington), the York Diocesan Board of Education (DBE) requires that any proposals will include the usual Voluntary Aided Foundation Governor majority to ensure that this key protection is carried across into the new structure.*

*Foundation Governor appointments include ex officio roles (e.g. the vicar serving the parish of a Church school), alongside specified numbers of appointments that are made by the DBE following consultation with the relevant Parochial Church Council (PCC). The DBE encourages a dialogue involving schools and the relevant PCC to make sure that potential appointments meet school needs and that interested individuals understand and are committed to carrying out the full responsibilities of being a governor. Like every type of school governor, this includes acting in the best interests of all the schools in the proposed federation.*

\*<sup>3</sup> *A federation can only have one Staff Governor under the regulations.*

\*<sup>4</sup> *Co-opted Governors can include parents of pupils at the schools, staff at the schools and other members of the community and are appointed on the skills required by the governing body.*

Elections will take place across the three schools for the Parent Governor and Staff Governor positions on the new federation Governing Board. Should there not be sufficient positions for governors from the current Governing Bodies who express an interest in serving on the new federated Governing Board, a skills audit will be used to identify those who have the most relevant skills to contribute to the effective governance and success of the federation, to make the strongest possible Governing Body to oversee the schools. The DBE will work with the schools in making Foundation Governor appointments to the new federation in line with the Instrument of Government and its appointment processes.

The Governing Body also has the ability to appoint associate members who may serve on committees and attend Governing Body meetings as required. Associate members are not governors and therefore do not have a vote in Governing Body decisions, but may be given a vote on decisions made by committees to which they are appointed. The federated Governing Body may seek to retain additional skills from current governors through the use of associate members.

#### **4. The admissions authority**

The proposed federated Governing Body would become the admissions authority for Terrington Church of England Voluntary Aided Primary School, in place of the current Governing Body.

North Yorkshire County Council (NYCC) will remain the admissions authority for Foston Church of England Voluntary Controlled Primary School and Stillington Community Primary School.

Admissions to each school would continue to be made separately in accordance with the published admissions arrangements for the relevant school and the local authority's coordinated admissions arrangements.

#### **5. The dates for formal consultation and how you can provide feedback**

This consultation will remain open for at least six weeks, to enable written representations to be made to the respective Governing Bodies.

Date(s)	Action
30.11.2022	Proposal / Consultation Approved at Foston and Terrington Federation Governing Body meeting
05.12.2022	Proposal / Consultation Approved at Stillington Governing Body meeting
By 04.01.2023	Obtain relevant Diocesan and site trustee consents
04.01.2023 to 22.02.2023	Public consultation on proposals to become a federation (minimum 6 weeks)
12.01.2023	TUPE consultation meeting with staff (change of employer)
w/c 06.01.2023	Parent / Community Consultation evening meeting at each school
01.03.2023	Separate Governing Body meetings to consider consultation responses and make a formal individual decision whether to enter federation
01.03.2023 to 27.03.2023	Governing Body proceed to implementation, including: <ul style="list-style-type: none"><li>• Draw up and obtain approvals for federation Instrument of Government</li><li>• Form new federated Governing Body</li></ul>
28.03.2023	Federation commences and federated Governing Body meets

To make your views on our proposal known, we have provided a Consultation Response Form (Appendix 2). Paper copies of the Consultation Document and Consultation Response Form are available, on request, from each school office.

Completed Consultation Response Forms can be returned to the relevant school by:

- a) Handing the form in at the school office
- b) Posting a paper copy to the school

c) E-mailing a copy to:

Foston - fostonconsultation@foston.n-yorks.sch.uk  
Terrington - terringtonconsultation@foston.n-yorks.sch.uk  
Stillington - consultation@stillington.n-yorks.sch.uk

d) Alternatively, if it is more convenient to respond electronically, you can do so here:

<https://forms.office.com/e/1UEs1YpX9u>

The local authority and Diocese can also provide further information. Please contact:

- Mark Ashton, Strategic Planning Officer - mark.ashton@northyorks.gov.uk
- Claire Graham-Brown, Deputy Director of Education - claire.graham-brown@yorkdiocese.org.

## 6. Nature and scope of formal consultation

Each Governing Body is committed to meaningful stakeholder engagement throughout their respective consultation periods. The consultation process is supported by the York Diocesan Board of Education and the local authority (NYCC).

Although the timing of the formal consultation is synchronised between the schools, each consultation is discrete to each school. As such, any written representations should be made to the relevant Governing Body and will be considered at this local level in order to maintain impartiality and reach a decision that is right for each school community.

In each school, the formal consultation will consist of:

- Publication of this proposal on the website of each school.
- Emailed 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).
- Hard copies of this proposal document and covering letter sent to all staff employed to work at the schools.
- A scheduled parents' consultation evening for each school (as tabled below). Parents of each school will be welcome at any parent's consultation evening but we will need to ensure it is clear whether any questions are addressing a particular school. The parents' consultation evenings are also open to members of the community.

School	Date	Time	Venue
Foston CE School	Monday 16.1.23	7pm	Foston Village Hall
Terrington CE School	Monday 16.1.23	4.30pm	Terrington Village Hall
Stillington CP School	Thursday 19.1.23	6pm	Stillington CP School

- A scheduled staff consultation meeting for staff from Foston, Terrington and Stillington Schools at 5pm on Thursday 12<sup>th</sup> January 2023, at Stillington School or via Teams. Additional detail surrounding this will be provided separately.
- Copy of this proposal document and covering letter forwarded to all main teaching and support staff trade unions, and trade union representatives invited to the scheduled staff meeting.

- Copy of this proposal document and covering letter sent to the Secretary of State, the Regional Director for Yorkshire and Humber, the local authority, the Diocesan Authority, site trustees, the Parochial Church Councils, local Parish Councils and the local District and County Councillors, at the start of the consultation period (4<sup>th</sup> January 2023).
- Carefully planned pupil involvement to involve children in the rationale and impact on them.

## **7. Draft instrument of Government**

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**

The federation shall have one overarching Governing Body with governance responsibility and accountability across the schools.

The Governing Body is expected to have at least one sub-committee (Finance and Resources (F&R) Sub-Committee) which shall have delegated responsibility and accountability across the schools.

The Church of England schools will maintain their existing Church of England designated school status.

Each School will continue to be inspected by Ofsted on an individual basis and each Church school will continue to have their own SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection.

## **9. Proposed leadership structure**

The federation shall have one Headteacher who works across all schools. The Headteacher will be employed by the Governing Body of the federation. The Headteacher will have full time responsibility for each of the schools, working part of each week at each site to oversee the running of day-to-day operations.

On federation, staff employed at Foston and Terrington Church of England Federation will automatically transfer from the former Foston and Terrington Church of England Federation Governing Body to the new federated Governing Body under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Staff at Stillington Primary School will continue to be employed by North Yorkshire County Council under the direction of the federated Governing Body and the Headteacher. There will be no change to employment conditions of service for staff at any school without the normal consultation process.

Current staff will continue to work at their present site, though they will, on occasion, have the opportunity to work across the schools for their own development or to share expertise. However, where it provides opportunity for improved outcomes for pupils or improved efficiency, future staff appointments will be to the federation, so that staff can readily work in either or across all schools.

All staff, teaching and non-teaching, will benefit from shared training opportunities and open, professional dialogue in sharing best practice.

## **10. Engagement with the local authority and diocese**

The schools have worked closely with appropriate representatives from North Yorkshire County Council (the LA) and the York Diocesan Board of Education (the YDBE) throughout the informal consultation process.

The LA and the YDBE have provided advice and guidance on the federation process itself as well as contributing to the discussions around the potential school improvement benefits that such federation could bring. The YDBE must approve any plans for a Church of England school to join a federation and will do so only where the necessary protections for the school's foundation are protected.

The Department for Education (DfE) Regional Director has been informed of the proposal to federate and is formally included in the consultation.

The Governing Bodies have brokered specialist HR and pay advice and will continue to do so if the proposal progresses towards implementation following consultation.

#### **11. The financial implications of federating**

Although federation will mean a single governance structure across the schools, each school will remain separate in terms of funding allocation from the LA.

The new federation may seek to manage the budgets as a single budget going forward, if this approach is expected to yield significant benefits. The new federation Governing Body would be responsible for ensuring that the budget for each school would balance and would not use the budget of one school to disadvantage another.

It is anticipated that there will be some cost savings achieved through joint procurement of services, goods and training. In this case, savings made will be reinvested in the schools.

As LA Maintained Schools, the LA retains overall responsibility for the financial viability of each school.

In-year and carry-forward deficits or surpluses remain with the individual Schools.

The current Governing Bodies of Foston & Terrington Church of England Federation and Stillington Community Primary School, with the support of NYCC and York Diocese, have given considerable thought to this proposal. We are now asking parents, staff, and our local communities to consider this Proposal Consultation Document and share their views with us.

**Thank you for your support in considering this important decision for our schools.**

**NORTH YORKSHIRE COUNTY COUNCIL**

The School Governance (Federations) (England) Regulations 2012 (as amended by The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016)

**INSTRUMENT OF GOVERNMENT**

1. The name of the federation is: FST Primary Schools Federation
2. The names and categories of the schools in the federation are:

Name	Category
Foston Church of England Voluntary Controlled Primary School	Voluntary Controlled
Terrington Church of England Voluntary Aided Primary School	Voluntary Aided
Stillington Primary School	Community

3. The name of the governing body is: The Governing Body of FST Primary Schools Federation
4. The governing body shall consist of the following:

Category of Governor	Number of Governors in each category
Headteacher	1
Parent governors	2
Local Authority Governor	1
Foundation Governors	8
Staff Governor	1
Co-opted governors	1

5. Total number of governors is fourteen (14).
6. Foundation governors are appointed by The York Diocesan Board of Education after consultation with: -
  - (i) The Parochial Church Council of the parish in which Foston Church of England Voluntary Controlled Primary School is situated (3).

- (ii) The Parochial Church Council of the parish in which Terrington Church of England Voluntary Aided Primary School is situated (3).
  - a. The holders of the following offices shall be foundation governors ex-officio;
    - (i) The Principal Officiating Minister of the Parish in which Foston Church of England Voluntary Controlled Primary School is situated.
    - (ii) The Principal Officiating Minister of the Parish in which Terrington Church of England Voluntary Aided Primary School is situated.
  - b. The Archdeacon of York shall be entitled to appoint a foundation governor to act in place of an 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 where there is a vacancy in the office by virtue of which his or her governorship exists.
7. The Archdeacon of York is entitled to request the removal of any ex-officio foundation governor and to appoint a substitute governor.
8. There is a record of a Trust Deed for Foston Church of England Voluntary Controlled Primary School, dated 28 March 1844.
9. The ethos of the schools is as follows:

“Recognising its historic foundation, the 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.

The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils”.

10. This instrument of Government comes into effect on the 28.3.2023

11. This instrument was made by order of North Yorkshire Local Authority on

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12. A copy of the instrument must be supplied to every member of the governing body (and the Headteacher if not a governor), any trustees and to the appropriate religious body.

## Appendix 2

## **Consultation Response Form**

# **CONSULTATION ON THE PROPOSAL TO FORM A NEW FEDERATION OF FOSTON CHURCH OF ENGLAND VOLUNTARY CONTROLLED PRIMARY SCHOOL, TERRINGTON CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL, AND STILLINGTON COMMUNITY PRIMARY SCHOOL.**

Do you support the proposal? Yes / No

*Any comments you would like to make:*

<p><i>It is helpful if you let us know below in what capacity you are responding, and from which community. E.g. "parent from Foston"; "Stillington resident", etc:</i></p>	<p><i>Please add your name and address below: (optional)</i></p>
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Please return this form to the relevant school, marked 'FEDERATION CONSULTATION' by:

**6pm on Wednesday 22<sup>nd</sup> February 2023**

Foston CE Primary School  
Foston  
York  
YO60 7QB

Terrington CE Primary School  
Back Lane  
Terrington  
York  
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