

## **Step 2: After the decision to pursue federation has been made but before formal consultation**

- The governing bodies of the schools involved set up a joint strategic governance committee (this is not a legal requirement but is good practice) that includes at least one governor from each of the schools in the potential federation;
- Task the joint strategic governance committee with planning and managing the formal consultation process and keeping all parties informed about progress by:
  - presenting a report on the proposal to federate as an agenda item at a meeting of each full governing body which decides whether it wishes to proceed\*
  - designing a new governance structure for the federation (applying The School Governance Constitution Regulations)
  - drawing up a leadership structure that identifies key roles and responsibilities and gives careful thought to all the implications of the changes
  - engaging in discussions with the LA and Diocese (if required)
  - examining the financial implications of federating (while each school will continue to receive its own budget, the federation will have to consider the extent to which funds will be pooled)
  - planning a strategy and a timeline for conducting the formal consultation
  - if schools are from more than one LA, deciding which LA will make the Instrument of Government of the federation.

### **\* Suggested information to include in a short report from the joint strategic committee.**

A short report will be considered at a meeting of each governing body. For consistency the same report for each school, with sections covering school specific issues. Points to consider including are:

Why the report is being presented – ie expected outcome of the item

From where has the idea to federate originated? What is the background?

Explain the role of the joint committee and at this stage details will need to be explored by the Committee however be clear about the reasons and benefits for pursuing federation governance and expected outcomes for children and the schools.

What will change? What will remain unaltered?

Explain the need to establish a new, single governing body. What is the process, the commitment required from the governing bodies and how long will the process take?

The short report will be considered by every governing body as an agenda item at their meeting for which at least 7 days notice has been given.

Each governing body must decide if it wishes to proceed and provide evidence in a minute of a decision.