

Your Step Guide to 'Hard Governance Federation'

STEP

8

Notification of local authority and appointment/election of new GB of federation

- GBs wishing to federate must notify their local authority [see Regulation 9(3)].
- Helpful to schedule a timetable for election and appointment in the original proposal to facilitate progress at this stage.
- Helpful to make arrangements for governor support for the federating schools in the interregnum before the joint GB is in place.

STEP

7

Individual GBs meet to make the final decision on whether they wish to proceed

- One option may be for the individual GBs to meet at the same time in separate rooms of a neutral venue then come together if both agree to proceed.

STEP

6

Joint meeting of GBs to consider responses

- Plan a meeting at the start of consultation process so that it can take place with full attendance ASAP thereafter.

STEP

5

Formal proposal circulated to all relevant persons – minimum 6 weeks to comment

- See Regulation 8(3) for details of consultees: LA, parents, staff for all schools; diocese or other relevant body if religious character; foundation governors or trustees where relevant - the wider the circulation the better (for example local schools not in the federation) so that the community is involved in the exercise.
- Full details of the proposal (size/composition of single GB [see regulations 21-27], staffing arrangements, admissions authority(ies), deadline comments).
- Explain reasons and benefits (and how potential challenges would be met).
- Though not explicit in Regulations, it is good practice to exclude holidays from 6 weeks, so could extend to 13 weeks.

STEP

4

GBs wishing to proceed must prepare a formal proposal to be used in consultation

- Consultees will include parents and staff so the report should be accessible to all.

STEP

3

Reports to be considered by GBs at their next meeting

- Must be an agenda item at a meeting for which at least 7 days notice has been given - you may wish an extraordinary meeting on this issue alone.
- Each GB must decide if it wishes to proceed.

STEP

2

Write or get written a report for Governing Bodies

- For consistency, you may want the same report for each school, with sections covering school-specific issues.

STEP

1

Schools agree informally to investigate the option of federation

- Though this is shown as 0 weeks, we would expect there to have been earlier discussions between headteachers and their chairs of governors, and possibly initial discussions in GBs.

WEEKS

This step - 0
Cumulative - 0

WEEKS

This step - 4 to 6
Cumulative - 4 to 6

WEEKS

This step - 1 to 15*
Cumulative - 5 to 21

WEEKS

This step - 2 to 6
Cumulative - 7 to 21

WEEKS

This step - 6 to 13
Cumulative - 13 to 40

WEEKS

This step - 2
Cumulative - 15 to 42

WEEKS

This step - 2
Cumulative - 17 to 44

WEEKS

This step - 8 to 12
Cumulative - 25 to 56

* if waiting for regular meeting next term