

REPORT ON THE CONSULTATION ON THE PROPOSAL TO JOIN A MULTI ACADEMY TRUST, ALL SAINTS SCHOOLS TRUST

1. Background

The federated governing body of Charsfield CEVC and Dennington CEVC Primary Schools and the governing body of and Occold Primary Schools are both considering a proposal to join a newly formed multi-academy trust, All Saints Schools Trust, and to convert their schools to academy status.

The member schools of All Saints Schools Trust are listed below:

- All Saints Church of England Primary School, Laxfield
- Stradbroke Church of England Primary School
- Fressingfield Church of England Primary School
- St Peter and St Paul Church of England Primary School, Eye
- Wortham Primary School

The two governing bodies each agreed in February 2018 to consult upon the proposal for the schools to join the multi-academy trust.

The Academies Act 2010 requires the governing body of a Local Authority maintained school to carry out a formal consultation on this proposal.

A working group of governors from the two governing bodies recognised that it was important for the consultation to be managed consistently and cohesively so agreed to run a coordinated consultation.

This report describes the consultation activities undertaken by each governing body, the feedback from this activity and makes a recommendation about the outcome of consultation.

2. Purpose of Consultation

It is recognised by the Secretary of State for Education and the DfE that the governing body and leadership team of a school is best placed to assess the benefits of academy status and to decide whether it is appropriate for their school. Therefore, the purpose of consultation is for each governing body to present the proposal to stakeholders, to gather feedback on the proposal and to understand the level of stakeholder interest, support and objection. Each governing body can then determine whether there is any significant stakeholder objection to the proposal that would cause them to reconsider.

3. Consultation proposal

To join the multi academy trust, All Saints Schools Trust and for Charsfield CEVC, Dennington CEVC and Occold Primary Schools to convert to academy status.

4. Consultation Process

The academy consultation ran from Wednesday, April 18th until Monday, May 21st, a period of over four (4) academic weeks.

A summary of the consultation plan identifying the different stakeholders, how those stakeholders were consulted and what information was to be provided, is overleaf.

The range of documents and information were published on the individual school websites with the URLs detailed below:

<http://www.greatsmallschools.co.uk/joint-info/academy-consultation-1/>

<http://www.occoldprimaryschool.org/school-information/academy-consultation>

Stakeholder	Approach	Information
Parents and carers of pupils attending the schools	<ul style="list-style-type: none"> • Letter and Consultation proposal sent to all parents on Wednesday, April 18th • Individual consultation meetings were held at each of the schools: <ul style="list-style-type: none"> ○ Occold: 6pm Tuesday, May 8th ○ Dennington: 2pm Wednesday, May 9th ○ Charsfield: 6pm Wednesday, May 9th • On line Survey went live after the consultation meetings on May 9th • Meeting Q&A summary published Tuesday, May 22nd 	<ul style="list-style-type: none"> • Parent & Carer Letter • Consultation Document • Consultation presentation • On line survey (paper copies made available) • Meeting Q&A summary
Staff employed by the schools	<ul style="list-style-type: none"> • Letter. Consultation Document and FAQs sent to all staff on Wednesday, April 18th • Joint consultation meeting held 4pm Tuesday, May 8th at Dennington CEVC Primary School • On line Survey went live after the consultation meetings • Meeting Q&A summary published Tuesday, May 22nd 	<ul style="list-style-type: none"> • Staff letter • Staff Consultation Document • Staff FAQs • Consultation presentation • On line survey (paper copies made available) • Meeting Q&A summary
Unions & professional associations for staff	<ul style="list-style-type: none"> • Consultation proposal and FAQs sent to representatives on Wednesday, April 18th for information only 	<ul style="list-style-type: none"> • Consultation Document • Staff Consultation FAQs
Other local schools	<ul style="list-style-type: none"> • Letter sent to Headteachers of local schools on Wednesday, April 18th 	<ul style="list-style-type: none"> • Community letter
Local MPs and Councillors	<ul style="list-style-type: none"> • Letter sent to local politicians on Wednesday, April 18th 	<ul style="list-style-type: none"> • Community letter

5. Consultation meetings

5.1 Parent/carer consultation meetings

A total of 9 parents/carers from across the three schools attended the meetings. Attendance at each of the meetings was as follows: Charsfield, 4 parents and two Charsfield Parish Councillors, Dennington, 3 parents and Occold 2 parents and a representative from Occold Parish Council.

The format of the meeting was that the Chair of the school's governing body welcomed everyone to the meeting. The school's Headteacher of the host then presented the reasons for and benefits of the proposal. James Hargrave, as Chair of Trustees for All Saints Schools Trust, and Melanie Barrow, as CEO, explained the multi academy trust's governance, leadership and management principles. Parents were then given the chance to ask questions and a summary of the Questions & Answers is attached as appendix A.

5.2 Staff consultation meeting

The joint staff meeting was well attended by approximately 30 members of staff from across the three schools.

The Headteachers welcomed everyone to the meeting and then presented the reasons for and benefits of the proposal. James Hargrave, as Chair of Trustees for All Saints Schools Trust, and Melanie Barrow and Mark Carlyle, as Co-Principals, explained the multi academy trust's governance, leadership and management principles. An advisor, Philip Cranwell, then explained how staff would be affected by the proposal and outlined the trust's employment principles. Staff were then given the chance to ask questions and a summary of the Questions & Answers is attached as appendix B.

The staff meeting was attended by Graham White from Union. Although other unions were made aware of the proposal, no other union representatives were in attendance at the meeting.

5.3 Combined Parochial Church Councils Meeting

The format of the meeting was that Reverend Stephen Brian opened the meeting and introduced everyone. The Chair of the LGB explained the rationale behind the proposal and then James Hargrave, as Chair of Trustees for All Saints Schools Trust, and Melanie Barrow, as CEO, explained the multi academy trust's governance, leadership and management principles.

Participants were then given the chance to ask questions and a summary of the Questions & Answers is attached as appendix C.

In response to the Diocesan Board of Education's wish to know PCC views, the members present were then asked to vote on the consultation proposal.

5.4 Community meeting

An additional meeting was arranged at Charsfield Primary School for the wider community, in response to a request from local residents. The meeting was held on Thursday, May 17th at 3.30pm.

The meeting was attended by approximately 10 local residents, including one parent and three parish councillors.

The format of the meeting was that the Chair of the LGB welcomed everyone to the meeting and explained the rationale behind the proposal. The Headteacher elaborated on the reasons for and the benefits of the proposal. James Hargrave, as Chair of Trustees for All Saints Schools Trust, and Melanie Barrow, as CEO, explained the multi academy trust's governance, leadership and management principles. Participants were then given the chance to ask questions and a summary of the Questions & Answers is attached as appendix D.

6. Consultation surveys

An online survey was created to enable stakeholders to respond to the proposal. The survey went live after the consultation meetings on Wednesday, May 9th.

The survey contained the following questions:

Q1. Which school applies to you? (Please tick all that apply to you)

- Charsfield CEVC Primary School
- Dennington CEVC Primary School
- Occold Primary School

Q2. About you (Please tick one that applies to you)

- Parent/Carer
- Teacher
- Support staff

Member of local community
Other (please specify)

Q3 What do you like about your school?

Q4 Do you support the proposal of your school converting to academy status and joining All Saints Schools Trust?

Q5 Please explain your response to question 4.

Q6 Is there anything else you would like to say about the proposal?

By the close of consultation on Monday, May 18th, a total of 40 survey responses had been received.

A summary table of all the survey data can be found in Appendix E.

6.1 Breakdown of survey response rates

The response rates for each of the three schools consulted are detailed in the table below.

For Charsfield and Occold, the response rate for parent/carers was higher than average for primary school academy consultations, with 12% and 13% respectively. Dennington's response rate was slightly below average. (Note: the number of pupils is used as the universe for parent responses.)

The response rates for teaching staff at all three schools were above the averages for primary school academy consultations. The response rates from Dennington and Occold were 100%.

The response rates for support staff at all three schools were at or above the average for primary school academy consultations.

Low response rates and absolute number of responses means interpretation of the survey results can be statistically difficult.

Survey number of responses and as % of universe.

SURVEY	Charsfield	Dennington	Occold	Total
Parents	5 (12%)	3 (5%)	8 (13%)	16 (10%)
Teachers	3 (75%)	4 (100%)	4 (100%)	11 (92%)
Support Staff	3 (75%)	2 (50%)	3 (33%)	8 (47%)

7. Analysis of survey responses

7.1 Overview of trust responses

- Of the **10%** of parents/carers that responded trust wide, the YES/NO responses, as a proportion of the total number of parent and carer responses, were **63%** and **6%** respectively. As a proportion of the total universe those in support of the proposal represent **6%** and those not supporting the proposal are **1%**. At each school there were at least twice as many YES responses as NO responses.
- Of the **92%** of teachers that responded to the survey, most (**91%**) were YES responses. The remaining responses were MAYBE.
- Of the **47%** of support staff that responded, most (**75%**) were YES responses and the remaining responses were MAYBE.

- In addition, there were 5 survey responses from local members of the community. Of these responses, 2 were NO responses and 2 were YES responses, with 1 MAYBE.

Comments in support of the proposal included:

- The Trust is made up of well-respected schools with visionary leaders and the values of the Trust align closely with the schools.
- It is in the school's best interest financially.
- It is important to keep our village school and as county support dwindles, the best way to ensure the future of the school is to become part of a MAT of like-minded schools.

Comments against the proposal included:

- I don't think we should become part of a Church MAT. I specifically chose Occold because it didn't have church links.
- Loss of control over the school's governance and future.
- I don't feel that ASST has been in existence long enough to judge its track record.

7.2 Charsfield CEVC Primary School

The survey responses are summarised in the table below.

Of the 12% of the parent universe that responded, there were no NO responses. There responses were all YES, MAYBE and DON'T KNOW.

From the high number of teachers (75%) and support staff (75%) that responded, the responses were all YES responses.

Audience	Data	YES	MAYBE	NO	DON'T KNOW
Parents	Number	2	1	0	2
	% of Universe	5%	3%	0%	5%
	% of Responses	40%	20%	0%	40%
Teachers	Number	3	0	0	0
	% of Universe	75%	0%	0%	0%
	% of Responses	100%	0%	0%	0%
Support Staff	Number	3	0	0	0
	% of Universe	75%	0%	0%	0%
	% of Responses	100%	0%	0%	0%

7.3 Dennington CEVC Primary School

The survey responses are summarised in the table below.

Of the 5% of the parent universe that responded, there were no NO responses. The responses were YES and DON'T KNOW.

Of the 75% of the teaching staff universe that responded, there were no NO responses. The responses were YES and MAYBE.

Of the 50% of the support staff universe that responded, there were no NO responses. The responses were MAYBE.

Audience	Data	YES	MAYBE	NO	DON'T KNOW
Parents	Number	2	0	0	1
	% of Universe	3%	0%	0%	2%
	% of Responses	67%	0%	0%	33%
Teachers	Number	3	1	0	0
	% of Universe	75%	25%	0%	0%
	% of Responses	75%	25%	0%	0%
Support Staff	Number	0	2	0	0
	% of Universe	0%	50%	0%	0%
	% of Responses	0%	100%	0%	0%

7.4 Occold Primary School

The survey responses are summarised in the table below.

Of the 13% of the parent universe that responded, there were six times as many YES responses as NO responses.

Of the 100% of the teaching staff universe that responded, all the responses were YES.

Of the 33% of the support staff that responded, all the responses were YES.

Audience	Data	YES	MAYBE	NO	DON'T KNOW
Parents	Number	6	1	1	0
	% of Universe	10%	2%	2%	0%
	% of Responses	75%	13%	13%	0%
Teachers	Number	4	0	0	0
	% of Universe	100%	0%	0%	0%
	% of Responses	100%	0%	0%	0%
Support Staff	Number	3	0	0	0
	% of Universe	33%	0%	0%	0%
	% of Responses	100%	0%	0%	0%

8. Consultation summary and recommendation

The consultation with the key stakeholders of all three schools has been comprehensive.

The outcome of consultation is that in all of the schools, there was little objection to the proposal among any stakeholder group.

The Parochial Church Councils of Charsfield and Dennington voted in favour of supporting the proposal.

Concerns raised by local residents and other members of the community were addressed at an additional community consultation meeting.

Charsfield Parish Council subsequently provided a written response saying that they supported the proposal, on the condition that the Trust is willing to enter into an agreement with the Parish Council to ensure that there is no dilution in the powers of the LGB which would affect the ethos of the school. Trustees considered this request but were not able to agree to it as it would impinge on their responsibilities as stated in the Trust Articles and the Funding Agreements. The Trust have however agreed to produce a Trust Charter that Members, Trustees and Governors will all sign. This will be published on the Trust website.

Therefore, the Governing Bodies of Charsfield CEVC, Dennington CEVC, and Occold Primary Schools are advised that the consultation has not demonstrated any significant objection that should cause them to reconsider the proposal for the schools to become an academy and join All Saints Schools Trust.

APPENDIX A: Q&A from the parent consultation meetings

APPENDIX B: Q&A from the staff consultation meeting

APPENDIX C: Q&A from the combined parochial church councils meeting (provided as separate pdf)

APPENDIX D: Q&A from community consultation meeting

APPENDIX E: Survey data table

APPENDIX A
SUMMARY OF PARENT CONSULTATION MEETINGS
QUESTIONS & ANSWERS

A1.

A Meeting was held at Dennington Primary School on Wednesday 9th May 2018 at 2pm. The minutes are provided below:

Present:	Steve Lovett	Chair of Charsfield & Dennington Governing Body
	Lucy Long	Governor of Charsfield & Dennington
	James Hargrave	Chair of All Saints Schools Trust
	Melanie Barrow	CEO of All Saints Schools Trust/Co-Principal
	Mark Carlyle	Co-Principal
	Jeni Smith	Governor of Occold Primary School
	Ian Page	Headteacher of Charsfield & Dennington
	Philip Cranwell	Project Manager - Consultant
	Paul Parslow-Williams	Head of Occold Primary School
Visitors:	3 x parents	
Clerk:	Pam Pickard	

Steve Lovett (SL) as Chair of Charsfield & Dennington Primary School Governing Body welcomed everyone to the meeting and mentioned that he had spoken to parents prior to the meeting starting to introduce everyone present.

Ian Page (IP) continued by advising those present that he is really grateful for everyone taking the time to come to the meeting. He stated that he wished to share powerpoint slides but this is also an opportunity for parents to ask questions.

IP informed the audience about the proposal sent out to Charsfield and Dennington to join with Occold Primary School into the All Saints Schools Trust as part of Wave 2.

IP suggested that there are two key reasons to consider joining the All Saints Schools Trust (ASST). The first being that we are fortunate in being in control of our own destiny and that are able to have a clear vision without having a trust imposed upon us.

The Governors have been on a journey and have come to the collective view that ASST is their preferred option which shares our (Charsfield & Dennington) vision, with similar Christian ethos, to provide for our small community school and yet still allow us to keep our own identity whilst building on a basis of collaboration.

We are currently operating in a climate of flux of both restraints and financial sustainability. We are a small popular school with a rising roll but funding is always going to be a challenge.

We want to retain our staff who will be looking for promotion and need help to support professional growth. We welcome school to school support to allow us to share good practice which we are already doing on a smaller scale. ASST will enable us to share more. We want to develop and prepare our children for life.

There is a big challenge, a national agenda for all schools to become academies - whether we like it or not.

Staff will continue to benefit from resource sharing and gain job security whilst taking control of our own destiny. Children will benefit from learning opportunities and this really excites us.

The schools in Wave 2 have a lot of similarities and almost seem perfectly aligned with lots of involvement with local Churches.

We know that there is an interest in our schools as our recent OfSTED inspection at Charsfield demonstrates.

James Hargrave (JH) advised the audience that the Trust opened on 1st April 2018 after spending nearly a year setting up and demonstrated through the powerpoint presentation a map highlighting the location of the schools within Wave One and Two and their close proximity.

JH clarified the point that under the Articles of Association, ASST are required to keep Local Governing Bodies and it is noted that Charsfield and Dennington already have a joint governing body.

James Hargrave (JH) explained that the ASST is unusual as the schools within it are a mixture of community, voluntary aided and voluntary controlled. It is envisaged that the trust will grow sustainably and they are not looking for hundreds of schools to join.

JH discussed several slides providing information regarding the Trust Governance Structure, explaining that the MAT Members meet once a year and that the board of trustees are accountable for performance of all schools and pupil outcomes. The majority of membership has been chosen from existing governing bodies for their relevant skills and expertise.

Melanie Barrow is the CEO and she also has the position of Co-Principal along with Mark Carlyle. Headteachers will run the day-to-day business of schools and the Local Governing Bodies oversee and ensure they retain their current character of VA, VC or Community. Therefore, only those schools connected to the Church will retain representatives from the Church on their Governing Body.

JH provided a brief resume of the Trustee Members:

Jill Wright was a headteacher of Occold Primary School and Chair of Laxfield Governing Body.

Nancy Ford was a former lawyer.

Tom Jarrett is the School Business Manager of Sir Thomas Mills High School, Framlingham.

Isobel Hunter was a Senior HR Consultant of Heritage Trust.

Garry Deeks was the headteacher of Wilby Primary School and is now an area representative of the NEU (formerly the NUT and ATL).

Judi Bush has no connection with any of the schools but was formerly employed as the headteacher of First Base.

By virtue of being the CEO Melanie Barrow is also a Trustee along with James Hargrave who is a Senior IT Manager at Cambridge University.

Steve Lovett informed everyone present that it is well known that staffing is one of the biggest school expense. Charsfield and Dennington have had their fair share of challenges and have advertised for a headteacher twice, the first time with no applicants coming forward at all. We have had an County Interim Headteacher working with us and now we need to give him back! Moving to be part of the Multi Academy Trust will give us the opportunity of sharing a Headteacher and Paul Parslow-Williams has the capacity to take on more than just Occold Primary School. Last week we held interviews across both sites with Governors agreeing that he is the best candidate for the job.

Amie Reeve will be employed as Head of School for Charsfield and Charys Rushbrook as Head of School for Dennington with Gemma Watts as the Head of School for Occold.

Melanie Barrow guided the audience through further slides adding that Karen Preece as Chief Finance Officer (CFO) is only working out of Laxfield Primary School as it has the biggest office space.

Ian Page advised everyone present that virtually everything will remain the same for most members of staff. They will not be pushed from pillar to post but relationships will continue to be built across the schools.

We are not planning on changing the school uniform, it will stay the same. The local governing body will remain the same as will the admission policy. Likewise, children will not notice any differences as it will not be immediately obvious as the three schools share many key aims and values.

Philip Cranwell (PC) added that the Governing Body will make the final decision after taking into consideration any recommendations and the decision will be made on what is best for the children.

PC advised everyone that the survey will be open later this evening as an opportunity for parents and staff to voice their opinions and then he will share a report with the Governing Body at the meeting scheduled for May 24th 2018.

PC urged parents attending to complete the online survey which is anonymous and then encourage other parents to do the same. He asked the audience for any further questions:

Question: How many schools is too many?

Answer :

Melanie Barrow suggested that the MAT will be as many as we want it to be and the aim is to grow organically and sustainably. We are in talks with other schools almost on a weekly basis and don't want any school to be left behind, but we are not wishing to conquer England. We know where we are going and need to ensure that we remain viable and sustainable.

Mark Carlyle continued by stating that the number of children in All Saints Schools Trust is much smaller than perhaps other MATs in London with the same number of schools. Eye Primary School has an intake of 30 per year but this is likely to increase to possibly 45/60 with the new housing proposed. In Laxfield and Fressingfield numbers have boomed but they will be very careful to ensure they do not jeopardise any school which already is included in the trust.

Question: I'm not sure if we are doing the right thing....

Answer: Doing nothing is not sustainable. It would be better for schools to group together, use resources wisely which would not effect children's education. Small schools have an increased risk in being forced to close – that would not be a nice thing.

Philip Cranwell continued by saying that what makes MATs a great success is that whilst you are a small school it is a little like sharing the resources of a big school.

Question: We will need to collaborate ...

Answer: Philip Cranwell advised that it will be possible to buy and share materials across the schools. It may take more thinking but it will provide more cost savings.

Melanie Barrow continued by saying that children have just one chance at being 5, 6, 7 year olds and she does not want any child to suffer. Across the schools we can provide greater experiences particularly by sharing coaches making it much more cost effective.

Question: How many competitions will there be where children have to travel?

Answer: Melanie Barrow suggested that there is likely to be no more than currently on offer. Although she agreed that events held at Hartismere School sometimes feels like they take place almost every week.

Melanie continued by saying that staff currently have to travel to either Lowestoft or Ipswich to attend courses and we will be able to conduct our own workshops/training events locally.

Question: What will change?

Answer: As far as it is possible, on the ground level everything will stay the same. Headteachers will continue to make raising standards a priority and we will continue to use the same pedagogy that works in our individual schools. We will not be changing any uniforms.

James Hargrave pointed out that cheques will become payable to All Schools Saints Trust (ASST) instead of Suffolk County Council and he has found that since conversion he can make payments using an online system.

He continued by saying that the biggest change for staff will be instead of Suffolk County Council terms and Conditions it will be All Saints Schools Trust.

Question: I have been a Governor at a MAT and it all seemed to be about the big guys.

Answer: We have been trying to avoid coming over as the 'big guys' and have spent a lot of time listening to leaders.

Question: What happens if we have an individual concern?

Answer: Staff will be keen to address the issue and get it resolved. They are all very accessible and a situation may just need a quick conversation. We feel communication is very important and we will all do our best to resolve any issues or misunderstanding.

Mark Carlyle advised everyone that we will not be synchronising the timetable as we wish each school to maintain their individual identity and just share core values and principles.

PC advised everyone about the next steps within the consultation and suggested that he will publish the report after it was reviewed by Governors.

Meeting closed 2.55pm.

A2.

A Meeting was held at Occold Primary School on Tuesday 8th May 2018 at 6pm. The minutes are provided below:

Present:	Steve Lovett	Chair of Charsfield & Dennington Governing Body
	James Hargrave	Chair of All Saints Schools Trust
	Melanie Barrow	CEO of All Saints Schools Trust/Co-Principal
	Mark Carlyle	Co-Principal
	Carol Peters	Chair of Occold Governing Body
	Jeni Smith	Governor of Occold Primary School
	Ian Page	Headteacher of Charsfield & Dennington
	Philip Cranwell	Project Manager - Consultant
	Gemma Watt	Occold Primary School
	Paul Parslow-Williams	Head of Occold Primary School
Visitors:	Brian Hull	Occold Parish Council Representative
	Rachel Westmancott	Parent Governor of Occold Primary
	Oliver Westmancott	Parent
Clerk:	Pam Pickard	

Carol Peters (CP) as Chair of Occold Primary School Governing Body welcomed everyone to the meeting and started by introducing everyone present.

Paul Parslow-Williams (PPW) continued by advising those present that tonight's meeting is part of the consultation process to discuss and inform parents and stakeholders what Occold Primary Schools intentions are.

He apologised to All Saints Schools Trust (ASST) and stated that they were not the first academy trust that Governors had discussed in joining. A small working party had investigated the 'big players' but they had passionately decided that ASST was the academy that offered the most to Occold Primary School. Some multi academy trusts (MAT) were High Schools and we had looked at these but had decided that we preferred the primary pedagogy.

By joining the ASST we will have the best opportunity to preserve and enhance the education of our children. We will be joining at an exciting time to shape the future and we are in a very fortunate position to be able to choose which MAT we wish to join instead of having the decision forced upon us.

The All Saints Schools Trust Wave 2 Schools consultation presentation informed the audience that the ASST is a group of individuals who think like us (Occold) and have leaders who value small schools. It is not the MAT's intention to dictate how lessons are taught as they fully understand the challenges that small rural schools face.

The education landscape is changing and whilst some may say that funding is increasing these funds are needed for additional contributions to pensions etc.

6.10pm Janet Erhorn (Occold Governor) arrived.

Recruitment of staff and retaining them can be difficult in small rural schools but within a MAT it is possible to promote from within and allow staff to gain expertise. We are fully aware that the Local Authority no longer has Maths or English Advisors and it is common knowledge that there is no one left to provide any curriculum support. The overarching agenda for schools to convert to academies has perhaps now tipped the point and the Local Authority no longer has the capacity to provide any support.

The All Saints Schools Trust is made up of small schools, we are all on the same team and we have some real subject expertise across the trust. Links between schools have been evident for some time with moderation and the sharing of good practice. It will be possible to work together to share resources which will give us more security and enable better sustainability. An example of this is when a school invites a visiting speaker which costs a substantial amount but for a small number of children. Children from other schools who could be learning about the same topic could also benefit from the visiting speaker and thus reducing costs.

Fressingfield, Laxfield, Stradbroke, Worthan and St Peter & St Paul were all part of Wave One and Charsfield, Dennington and Occold are invited to join as part of Wave Two.

Question: How long as Wave One been in operation?

Answer: The schools have been working together drafting the academy proposal for almost a year but officially have converted to the All Saints Schools Trust on the 1st April 2018. The schools have worked together less formally for quite some time as Family of Schools, through moderation and trips to Aylmerton.

JH added: The first five schools took around a year to establish the academy trust and convert. It is hoped that the academy will become slightly larger but there is no intention to become big.

James Hargrave (JH) explained that the ASST is unusual as the schools within it are a mixture of community, voluntary aided and voluntary controlled. It is envisaged that the trust will grow sustainably and they are not looking for hundreds of schools to join.

JH discussed several slides providing information regarding the Trust Governance Structure, explaining that the MAT Members meet once a year and that the board of trustees are accountable for performance of all schools and pupil outcomes. The majority of membership has been chosen from existing governing bodies for their relevant skills and expertise.

Melanie Barrow is the CEO and she also has the position of Co-Principal along with Mark Carlyle. Headteachers run the day-to-day business of schools and the local governing bodies oversee and ensure they retain their current character of VA, VC or Community schools. Therefore, only those schools connected to the Church will retain representatives from the Church on their Governing Body.

JH provided a brief resume of the Trustee Members:

Jill Wright was a headteacher of Occold Primary School and Chair of Laxfield Governing Body.

Nancy Ford was a former lawyer.

Tom Jarrett is the School Business Manager of Sir Thomas Mills High School in Framlingham.

Isobel Hunter was a Senior HR Consultant of Heritage Trust.

Garry Deeks was the headteacher of Wilby Primary School and is now an area representative of the NEU (formerly the NUT and ATL).

Judi Bush has no connection with any of the schools but was formerly employed as the Headteacher of First Base.

By virtue of being the CEO Melanie Barrow is also a Trustee along with James Hargrave who is a Senior IT Manager at Cambridge University.

Carol Peters informed everyone present that Paul Parslow-Williams has been appointed as the Executive Headteacher of Charsfield, Dennington and Occold Primary Schools subject to the academy conversion. Gemma Watts will be Head of School for Occold with Amie Reeve working as Head of School for Charsfield and Charys Rushbrook as Head of School for Dennington.

Steve Lovett added that the both Charsfield and Dennington had put Paul through his paces and were delighted with the result. As far as they were concerned - it is good news.

Melanie Barrow guided the audience through further slides adding that Karen Preece as Chief Finance Officer (CFO) is only working out of Laxfield Primary School as it has the biggest office space.

Paul Parslow-Williams advised everyone present that children will not notice any differences as it will not be immediately obvious as the three schools share many key aims and values.

Philip Cranwell (PC) added that the Governing Body will make the final decision after taking into consideration any recommendations and the decision will be made on what is best for the children.

PC advised everyone that the survey will be opened later this evening as an opportunity for parents and staff to voice their opinion and then he will write a report to share with the Governing Body at the meeting scheduled for May 24th 2018.

PC urged the parents attending to complete the online survey which is anonymous and then encourage other parents to do the same. He asked the audience for any further questions:

Question: How is money allocated to the budget and how much does the Trust take?

Answer : PC advised that school funding is calculated on pupil numbers and is delivered straight to the Academy as it holds a single bank account. There's a central charge paid to ASST but this will be the minimum amount we need to spend. It is envisaged that in Years 2, 3, 4 onwards we will be able to secure better efficiencies and this central charge could be reduced further depending on growth and sustainability.

MB continued by suggesting that as a MAT we are able to become more cost effective by gaining best value and using local suppliers. For instance, we may be able to gain better quotes for mowing the fields etc.

MB also raised a concern over catering and how food is sourced for our children to eat, this is something she feels passionately about and will be conducting further research in due course.

MB concluded by stating that it still would be the headteacher and the governing body to decide on how the budget is spent.

Question: How will we manage to build, manage and improve our buildings?

Answer: MB informed everyone that schools received devolved capital based on a per pupil basis but now she has been recently successful in bidding for funds through the Condition Improvement Fund which only academies and local authorities can access.

Question: Is it true to say that schools are limited in choice of contractors?

Answer: The local authority maintenance contract now covers less and less and every job seems to cost in the region of £1,000. MB is hoping to use local people to support local schools especially with the little jobs.

Question: Will the Local Authority continue to do the grounds?

Answer: MB feels that other companies are offering cheaper deals and covering more.

Question: With regard to the Headteacher appointment - is it a done deal?

Answer: No not at all, Paul's appointment is subject to all three schools joining the All Saints Schools Trust.

PPW advised the audience that as far as Occold is concerned we have a strong leadership from the middle with staff skilled and passionate to take the school further. He admitted that he felt more like a facilitator and often gets in their way. Staff are ready to fly but just need his help to guide and support where necessary.

It should be noted that his salary is currently a hefty percentage of the schools budget and this could be reduced significantly if spread across three schools. He would still be leading the school but using middle management to cover the day-to-day tasks.

PPW informed the audience that admissions will remain the same and that it is hoped that within the trust there will be career opportunities for staff to progress. Teachers and support staff are sharing good practice already across the schools and this will continue.

PC advised everyone about the next steps within the consultation and that he will publish the questions asked shortly.

Meeting closed 6.50pm.

A3.

A Meeting was held at Charsfield Primary School on Wednesday 9th May 2018 at 6pm. The minutes are provided below:

Present:	Steve Lovett	Chair of Charsfield & Dennington Governing Body
	Lucy Long	Governor of Charsfield & Dennington
	James Hargrave	Chair of All Saints Schools Trust
	Melanie Barrow	CEO of All Saints Schools Trust/Co-Principal
	Mark Carlyle	Co-Principal
	Ian Page	Headteacher of Charsfield & Dennington
	Philip Cranwell	Project Manager - Consultant

Visitors: Paul Parslow-Williams Head of Occold Primary School
3 x Governors
Chair of local Parish Council
Parish Councillor
4 x parents

Clerk: Philip Cranwell

Steve Lovett (SL) as Chair of Charsfield & Dennington Primary School Governing Body welcomed everyone to the meeting. He outlined the challenges of recruiting a headteacher due to financial pressures which led to the investigation of academy status. The purpose of this meeting is to gather stakeholder feedback on the proposal to join All Saints Schools Trust.

Ian Page (IP) informed the audience about the proposal for Charsfield and Dennington to join with Occold Primary School into the All Saints Schools Trust as part of Wave 2. He stated that the schools share the same values and in this current, challenging educational landscape what benefits the school will see upon joining a MAT.

James Hargrave (JH) advised the audience that the Trust opened on 1st April 2018 after spending nearly a year setting up and demonstrated through a powerpoint presentation a map highlighting the location of the schools within Wave One and Two and their close proximity.

JH clarified the point that under the Articles of Association, ASST are required to keep Local Governing Bodies and it is noted that Charsfield and Dennington already have a joint governing body.

James Hargrave (JH) explained that the ASST is unusual as the schools within it are a mixture of community, voluntary aided and voluntary controlled. It is envisaged that the trust will grow sustainably and they are not looking for hundreds of schools to join.

JH discussed several slides providing information regarding the Trust Governance Structure, explaining that the MAT Members meet once a year and that the board of trustees are accountable for performance of all schools and pupil outcomes. The majority of membership has been chosen from existing governing bodies for their relevant skills and expertise.

Melanie Barrow is the CEO and she also has the position of Co-Principal along with Mark Carlyle. Headteachers will run the day-to-day business of schools and the Local Governing Bodies oversee and ensure they retain their current character of VA, VC or Community. Therefore, only those schools connected to the Church will retain representatives from the Church on their Governing Body.

JH provided a brief resume of the Trustee Members:

Jill Wright was a headteacher of Occold Primary School and Chair of Laxfield Governing Body.

Nancy Ford was a former lawyer.

Tom Jarrett is the School Business Manager of Sir Thomas Mills High School, Framlingham.

Isobel Hunter was a Senior HR Consultant of Heritage Trust.

Garry Deeks was the Headteacher of Wilby Primary School and is now an area representative of the NEU (formerly the NUT and ATL).

Judi Bush has no connection with any of the schools but was formerly employed as the Headteacher of First Base.

By virtue of being the CEO Melanie Barrow is also a Trustee along with James Hargrave who is a Senior IT Manager at Cambridge University.

Steve Lovett informed everyone present that it is well known that staffing is one of the biggest school expense. Charsfield and Dennington have had their fair share of challenges and have advertised for a headteacher twice, the first time with no applicants coming forward at all. We have had an County Interim Headteacher working with us and now we need to give him back! Moving to be part of the Multi Academy Trust will give us the opportunity of sharing a headteacher and Paul Parslow-Williams has the capacity to take on more than just Occold Primary School. Last week we held interviews across both sites with Governors agreeing that he is the best candidate for the job.

Melanie Barrow (MB) explained the proposed leadership for the three schools; Amie Reeve will be employed as Head of School for Charsfield and Charys Rushbrook as Head of School for Dennington with Gemma Watts as the Head of School for Occold.

Melanie Barrow guided the audience through further slides adding that Karen Preece as Chief Finance Officer (CFO) is only working out of Laxfield Primary School as it has the biggest office space.

Ian Page advised everyone present that virtually everything will remain the same for most members of staff. They will not be pushed from pillar to post but relationships will continue to be built across the schools.

We are not planning on changing the school uniform, it will stay the same. The local governing body will remain the same as will the admission policy. Likewise, children will not notice any differences as it will not be immediately obvious as the three schools share many key aims and values.

Philip Cranwell (PC) added that the Governing Body will make the final decision after taking into consideration any recommendations and the decision will be made on what is best for the children.

PC advised everyone that the survey will be open this evening as an opportunity for parents, staff and stakeholders to voice their opinions and then he will share a report with the Governing Body at the meeting scheduled for May 24th 2018.

PC urged parents attending to complete the online survey which is anonymous and then encourage other parents to do the same. He asked the audience for any further questions:

Question: How does becoming an academy secure financial stability?

Answer: Small schools are facing increasing financial pressures. Local Authority schools are often locked into contracts and can only buy as one school. MATs have freedom to procure contracts and secure economies of scale. MATs can also access new sources of funding such as CIF and MFID. The MAT has a commitment to keep small schools open through the peaks and troughs of pupil numbers.

Question: What facilities will Charsfield pupils be able to access?

Answer: The MAT has high level expertise in Arts and also has a strong track record in music. Sports provision will be enhanced.

Question: How are the Members and Trustees appointed?

Answer: The Diocese is a corporate member and send a representative plus two further nominees. The Chair of Trustees is ex-officio.

Five Trustees are appointed by DBE and three Trustees are appointed by Members.

Question: Where does the power sit?

Answer: The Scheme of Delegation sets out the responsibilities of the Board of Trustees and Local Governing Bodies.

Question: Does the school retain its budget control?

Answer: The Local Governing Body along with the headteacher sets the school budget based on its funding allocation. The budget must balance. Trustees meet to approve the budgets.

Question: Are Trustees paid?

Answer: No – they are volunteers.

Question: What happens if parents do not support the proposal? It feels like a done deal.

Answer: The Governing Body has done its research and is recommending ASST. It is providing full information to help stakeholders understand why. Parents views will be considered by Governors alongside those of staff and other members of the school community.

Question: Will Charsfield be a poor relation as we are smallest and furthest away?

Answer: No, the school has tremendous potential and can play a big role in the MAT. The MAT has plans to grow and hopes that schools closer to Charsfield will join. The plan is not to bus children around except where the benefit makes it worthwhile.

Question: Why not federate with Occold?

Answer: It is difficult to federate Community schools with Church schools. Federations only have one Governing Body, which reduces community representation.

Question: Will the leadership structure put pressure on Charsfield HoS as she will have more responsibility and less access to a headteacher, now shared across three schools?

Answer: The HoS has been supported to develop into the role. The leadership savings will allow investment in teaching capacity in the classroom. The Executive Headteacher has the support of the CEO and Co-Principals.

Question: Is there a risk of dilution of the Charsfield unique ethos and values?

Answer: No, because the MAT has been founded on the principle to protect each school's character. There is no one size fits all, hence the Local Governing Body playing an important role in determining what happens in their school.

Question: How will SEN children at Charsfield benefit as it is an area of weakness?

Answer: Charsfield is passionate about SEND provision but is limited by funding for training and staff capacity. By joining the MAT, this will open up access to greater expertise (such as Members and Trustees with specific experience) and training.

Question: Can I have a copy of the slides?

Answer: Yes, the presentation will be uploaded to the website.

Question: What are the local MAT options for Church schools?

Answer: There are four local trusts for Church Schools: Thedwastre, Tilian, Diocesan MAT and ASST. 4 consents are required (DfE, DBE, GB and the Trust themselves).

The Diocesan MAT was the second choice but it is county wide and does not have quite the same values.

Question: What happens if Charsfield does not join?

Answer: We have not been able to recruit a headteacher on the salary within the balanced budget. This makes the school vulnerable to closure either because it is not financially sustainable or does not have a headteacher.

Question: How big will the MAT be?

Answer: The MAT focuses on growing sustainably without impacting on the early schools joining and seeks to secure further economies of scale. There are no aspiration is for it to become too big. We currently have 600 pupils growing to 750 with Wave 2 schools. Local Governing Bodies will be consulted upon schools joining but it is a decision for Trustees.

DfE have provided guidance on optimum size based on pupil numbers.

APPENDIX B
SUMMARY OF STAFF CONSULTATION MEETING
QUESTIONS & ANSWERS

A combined Staff Meeting was held on Tuesday 8th May at 4.00pm at Dennington Primary School. The minutes are provided below:

Present:	James Hargrave	Chair of ASST
	Melanie Barrow	Headteacher of Laxfield & Stradbroke, CEO
	Mark Carlyle	Co-Principal
	Ian Page	Headteacher of Charsfield & Dennington
	Paul Parslow-Williams	Headteacher of Occold
	Steve Lovett	Chair of Charsfield & Dennington
	Jeni Smith	Occold Governor
	Lucy Long	Charsfield & Dennington Governor
	Philip Cranwell	Project Manager - Consultant
	Rev. Stephen Brian	Charsfield & Dennington Governor
	Staff from Occold, Dennington and Charsfield schools	
	Graham White	Union Representative

Ian Page welcomed everyone to Dennington Primary School at the first staff consultation meeting of Wave 2.

James Hargrave empathised that this is the first of two meetings to discuss the proposal of joining the All Saints Schools Trust. The question is whether you all should become an academy and to discuss what happens when schools convert to academy status. The second consultation meeting will be all about TUPE.

James welcomed Graham Whiting, who is a local Union representative and it was noted that he will be asking all the right questions but you are still welcome to ask some too.

James continued by suggesting this is an exciting time as the next wave of schools could be joining the All Saints Schools Trust.

Melanie Barrow added that not all trusts are the same and it is not their intention to make all schools have the same school uniform. Melanie confirmed that most school budgets are constrained and it is time to try and find better deals. She advised that whichever trust schools join, it is a good idea to consult very thoroughly and reach out to ensure people know exactly what they are getting into. Melanie acknowledged that when staff reach the top of their grades, currently there is often no further career advancement route. The local authority has reduced capacity making it difficult to gain access to advice and information.

Mark Carlyle admitted that he is walking/standing a little oddly due to having just accomplished his second marathon in a couple of weeks. He advised staff that by joining ASST we could gain benefits of:-

- add value to joint planning
- talk with colleagues
- reading groups across the schools

- combined sports day
- cpd
- use of swimming pool
- organise groups of workshops and support colleagues

In addition, there is likely to be further career progression as it will be possible to grow staff internally whilst sharing resources and harnessing an enriched curriculum.

Philip Cranwell stated that Charsfield, Dennington and Occold are very similar and respectively have 43, 59 and 63 children on roll currently.

James provided details as to when the All Saints Schools Trust converted to academy status (1st April 2018) and how the mix of Community, Voluntary Aided and Voluntary Controlled schools all work together as part of ASST. He continued by stating that they have no aspirations to become a 'national trust' and that they wished to stay local.

James illustrated the leadership structure by powerpoint slide and acknowledged Paul Parslow-Williams as the Executive Headteacher of Occold, Charsfield and Dennington and furthermore Charys, Amie and Gemma as Heads of School within their own respective schools.

All staff contracts will be transferred over to All Saint Schools Trust as part of TUPE (Transfer of Undertaking (Protection of Employment)). ASST will issue new Teachers Pay and Conditions and implement pay awards as agreed.

Likewise, support staff will have a new pay structure linked to national pay awards supported by unions.

Some trusts implement mobility across all schools within the MAT and ASST does not envisage this happening unless under exceptional circumstances. However, staff could gain experience either working on a secondment or take on additional areas of responsibility. As positions become available, staff members will be able to apply and it is hoped that many staff will be able to consider leading roles across trust in due course.

All staff were urged to complete the survey.

Questions were invited from the audience.

Question: I note from the proposal that discussion has been towards an academy route, has a partnership or federation been considered?

Answer: Melanie Barrow suggested that the difference is rather like "Being together or being married". An academy is a commitment and you have to work together to make it all work. There are lots of benefits of working together but crucially if schools become a federation then there is just one governing body.

Question: What about funding?

Answer: Melanie Barrow informed everyone that whilst funding is not as good as we would all like, there are pots of funding to bid for which currently exclude maintained schools.

The ASST has already been successful and gained £35,000 to enable schools to work together and this has been used for essential finance training.

Question: With regard to OfSTED – what will happen?

Answer: James Hargrave advised the audience that academies are not schools and at the point of conversion there is a period of time before schools will be inspected again – unless there is dips in data. Individual outcomes will not affect other schools in the MAT.

Question: Graham White advised that he is personally against Multi-Academy Trusts and wondered what will happen next.

Answer: It is necessary to look forward and ask lots of questions.

Question: There are some implications for school staff a) when you leave the academy and b) sick pay.

Answer: Philip Cranwell stated that not all trusts will provide continuity of service when contracts transfer across. This does have an impact on sickness, pension, maternity and redundancy payments.

If you leave the academy to work somewhere else it would be useful to ask them to acknowledge your request to consider continuity of service. This could mean that the vast majority of MATs may seem unattractive but there are no guarantees!

Question: Do we plan to set up a negotiating body?

Answer: Garry Deeks of the Eastern Region of NEU is looking to set up a staff forum and we will talk about this at every meeting,

Question: Graham felt that the Staff Forum is very important and he would be keen to see this in action.

Answer: Staff are aware of the reduced number of Union membership but assurances were given that we will initially continue with policies issued by Schools Choice.

Question: Will the trust use their own pay policies and pay scales?

Answer: We are in discussions with Unions over national pay and conditions.

Question: Will staff have to re-apply for their jobs?

Answer: No – TUPE will just happen.

Question: What about supply teachers?

Answer: ASST will start a bank of supply teachers who are known to be good and when and if there is a short or long term vacancy we will be able to fill the post without the need to place an advertisement.

Staff members who retire could become part of the supply directory, they know how the school operates and have a clear idea of vision, aims and ethos of each school

Question: What is the optimum number of schools the trust wishes to have?

Answer: If we have too many we will not be able to function and we may lose some of our character. We need more than 1,000 children and with both Wave 1 and 2 we will have around 700 children. There is a need to grow more and it is envisaged that we will double in size over the next few years. We are already looking into building development as several villages are undergoing expansion.

If we do nothing – we are still likely to grow.

Question: Graham is aware that a lot of schools are asking questions about AST and the choice for them appears to be quite narrow. He suggested that schools choose carefully.

Answer: Melanie re-iterated that All Saints Schools Trust is keen for each school to keep their individual identities and quirks.

It is known that some trusts insist on national timetables i.e. Mass is said at the same time across all schools and we would prefer staff respond to the needs of their children and use the skills of the teachers to ascertain the right lesson at the right time.

Question: The three schools are to be structured with one headteacher, how might that work?

Answer: Heads of Schools will become day-to-day leaders and the executive headteacher will spend time in each school but not necessarily on a strict three way split. There will be certain routine jobs to do in each school and he will be available to touch base on a regular basis. Paul will be contactable by telephone in an emergency.

Ian Page explained that a natural pattern will emerge and it is important to remain flexible to meet the needs of the schools.

Question: Will staff meetings be held together?

Answer: This will vary according to what the meeting is about, we are keen to keep travelling to a minimum although joint PD days would be useful.

Melanie informed staff that there is an Inaugural Conference on Wednesday 5th September for all staff, Governors, Trustees and Members to attend. There will be training sessions for groups and valuable time to network together.

To re-cap staff were asked to complete the survey online by Tuesday May 15th.

Question: A final question was asked by Graham as to how certain are we that the academy conversion will take place on 1st September 2018.

Answer: That is the date for our time-line currently but as we all know things may change!

APPENDIX C

SUMMARY OF PAROCHIAL CHURCH COUNCILS CONSULTATION MEETING QUESTIONS & ANSWERS

PROVIDED AS SEPARATE PDF FILE.

APPENDIX D
SUMMARY OF COMMUNITY CONSULTATION MEETING
QUESTIONS & ANSWERS

A Community consultation meeting for All Saints Schools Trust Wave 2 Schools took place on Thursday 17th May 2018 at 3.30pm at Charsfield CEVC Primary School. The minutes are provided below:

Present and Apologies

James Hargrave	Chair of ASST Trustees	CF	Present
Melanie Barrow	CEO	GD	Present
Mark Carlyle	Co-Principal		
Isobel Hunter	ASST Trustee	IH	Present
Karen Preece	CFO and Clerk	KP	Present
Philip Cranwell	Project Manager	PC	Present
Steve Lovett	Chair of Governors - Dennington & Charsfield	SL	
Ian Page	Interim HT – Dennington & Charsfield	IP	
Paul Parslow-Williams	Exec HT Designate – Dennington & Charsfield	PP-W	
Parish Counsellors			
Parish Clerk			
Charsfield Parents			
Teachers			
Governors			
Charsfield Villagers			

Minutes

1	<p>Introduction</p> <p>IP introduced the agenda of the meeting and SL effected introductions around the room.</p>	
2	<p>Wave 2 Rationale</p> <p>SL presented:</p> <ul style="list-style-type: none"> - The head sharing arrangement between Dennington and Charsfield (D&C) began 6 years ago due to the need to save costs and general recruitment issues. A formal federation was formed 4 years ago to enable financial savings and to support each other. Financial pressures 	

	<p>have continued since this time.</p> <ul style="list-style-type: none"> - Val Jones (Headteacher of D&C) retired in summer 2017 – advertised for a replacement HT but no candidates applied leaving D&C very vulnerable as very small schools. SCC provided IP for 2 terms as interim HT – thanks is given to IP for leading the schools well. There is now a need to move on to the next stage – options: <ul style="list-style-type: none"> o Federate with other schools but concerns remain although D&C continue to work well as a federation. o Join a MAT – looked around but only 4 to choose from as church school. The realistic choices are 1) Diocese MAT but this MAT is felt to be too large and too geographically distant, or 2) ASST. ASST values align with D&C, are relatively local and represent small rural primary schools. Decision was made to pursue joining ASST. 	
<p>3</p>	<p>Interim Headteacher Report</p> <p>IP commented:</p> <ul style="list-style-type: none"> - The need remains to secure small village schools, not change the identities, preserve unique qualities, preserve quality of education, want to control own destiny. There remains fragility despite recent C Ofsted inspection of good (March’18). Shared values of core Christian values so seeking best fit partnership for schools. Our values are aligned with Occold (O) and ASST and it is good to recognise different identities of each school. Challenges remain: <ul style="list-style-type: none"> o financial sustainability (National Funding Formula has resulted in loss to D&C and this risk remains), o retaining and recruiting staff (challenge for small rural settings), o securing support for school development, o maintaining school performance (central SCC services are declining) and pupil outcomes. - Staff will benefit from joining ASST and pupils will benefit too. - Presented how Wave2 schools will fit with O. - Reception class’18 is fully subscribed but future years may not be. Dynamic is different with intake as many non-catchment pupils. - Emphasized keeping D&C identity. 	
<p>4</p>	<p>JH explained the ASST ethos:</p> <ul style="list-style-type: none"> - Discussed why ASST was established. Small, rural schools not wanting to be taken over by large MATs nor would they be wanted as they have low pupil numbers. No other MAT exists that shares these values. Five schools came together and were mix of church and community. Schools fit together geographically. Want ASST to remain local and viable with enough schools and pupils to sustain the MAT. Also need critical mass to enable effective buying of services to enable cost savings. Discussed ASST governance structure and emphasised that LGB remain valuable in the structure and will remain. Members and Trustee were introduced together with their relevant skills and experience. - Q who appoints Trust Board Members – 3x Diocese, Chair by Members and elected. 5x Trustee appointed by Diocese, 3x members elected. - Q – how did MB become CEO – appointment process to appoint leaders from the schools. 	

	<ul style="list-style-type: none"> - Q – are Members and Trustees paid – no as ASST is a charity and works the same as LGB. CEO/MB is salaried. 	
5	<p>Wave 2 Leadership Structure</p> <p>SL explained that the Wave 2 leadership is to share Exec HT (PP-W) with Head of School (HoS) in each school. Equal representatives in appointment process for Exec HT and there was a unanimous decision to appoint PP-W.</p> <p>MB added:</p> <ul style="list-style-type: none"> - Expanded upon the ASST leadership structure and how each HoS interacts with Exec HT and has responsibility for daily functioning of school (Q). Q – how much time spent in each school? ASST acts like SCC but visits to school do exist. School support is often now provided by Teaching School Alliance (used to be through SCC). Q –what is local decision making at school level. Delegation exists to LGB and HT eg budget setting at LGB level and only HT appointments are made by ASST. Q - how will small schools manage with a small budget – with cost savings eg sharing HT. Q - will we have same control over school finance – DfE provides direct funding for schools and is the same for LA maintained schools. JH explained funding central cost, top slice from GAG funding only, SEN funding continues to come from SCC. Fundraising in schools remains separate to ASST and is for the sole use of each school and is accounted for as such. - IP explains how HoS positions work – investment has been made to progress these roles. Creating more out of less money is key. There is a need to be innovative. Q – are capital budgets important – these are ringfenced for each school but it doesn't represent much funding as is approximately £5000 pa for the use of each school. - IP explained that much will stay the same as it remains important to retain identity, ethos and values. 	
6	<p>Consultation Process</p> <p>PC explained the consultation process which has now been extended to include this meeting to May 21st. Will prepare a report for LGB to make its decision particularly noting if there is any significant objection not to proceed to join ASST. LGB decision to be published on school websites.</p>	
7	<p>Questions</p> <ul style="list-style-type: none"> - Will there be Wave 3. Yes as there is a need to grow ASST. - How much time PP-W will spend at C? As much as is needed. He will always be contactable even if not physically in the schools. - Will travelling between schools cost more in travelling time and money? No as training can be provided more locally at ASST level. Staff will not be moved around – local staff will remain at local schools and there are no mobility clauses in employment contracts. For example, the ASST conference will be on a PD day to provide CPD and there is benefit to visiting other schools; it can be isolating in a small school so good to 	

	<p>work with other schools to share good practice.</p> <ul style="list-style-type: none"> - (David Wolfe) What will happen when people in the ASST senior positions change in the future? Suggestion to put together a formal agreement between D&C LGB and Charsfield parish council to maintain the principles of ASST. JH commented that a great effort was made to change ASST Articles to ensure this doesn't happen. PC - Can draw up a charter/Memo of Understanding but can't be binding on LGB as can't be enforced. Also added that a DfE agreement would be required for any agreement that binds ASST. Such an Agreement would also need the consent of ASST Trustees. Deadline for signing Funding Agreements is early Aug'18 and although deadlines can be moved, SL emphasised the need to convert on 01.09.18 as D&C is financially vulnerable without HT in Sept'18. Also there is a need to present leadership structure for new academic year. - Who owns school and land? Church trust owns school, fields owned by SCC. All will be transferred onto leases, no rent payable. - Are facilities shared between schools? Yes eg inter-school sports event, opportunities for pupils and staff to come together. ASST wants to explore sharing opportunities. MB has access to grants which may improve pupil experience in the future - it's about bring resources to the children rather than moving children to PC - How to increase pupil numbers? Lots of factors involved but consistency and continuity are important (MB). ASST understands small schools MC. - How will HT deal with issues if absent from site? Contingencies will be in place and available to deal with as necessary. MB added that there is strength in schools working together. - When will school have to close through lack of pupils? SL replied that there are no reserves so difficult financial decisions are required. Cannot afford to fund interim HT post beyond the summer. - Does federation continue? SL – will continue as it is now. O will retain own LGB. - PC asked if anyone wants to be a governor? Then they will have the opportunity to shape the future of the school. 	
8	<p>Any Other Business – none.</p> <p>Meeting closed at 5.30pm.</p>	

APPENDIX E: Consultation Survey Data

SCHOOL	STAKEHOLDER	UNIVERSE	RESPONSES (NO.)					RESPONSES (% OF UNIVERSE)			RESPONSES (% OF RESPONSES)				
			YES	MAYBE	NO	DK	TOTAL	TOTAL	YES	NO	YES	MAYBE	NO	DK	TOTAL
Charsfield CEVC Primary	PARENT	43	2	1	0	2	5	12%	5%	0%	40%	20%	0%	40%	100%
	TEACHER	4	3	0	0	0	3	75%	75%	0%	100%	0%	0%	0%	100%
	SUPPORT STAFF	4	3	0	0	0	3	75%	75%	0%	100%	0%	0%	0%	100%
	TOTAL	51	8	1	0	2	11	22%	16%	0%	73%	9%	0%	18%	100%
Dennington CEVC Primary	PARENT	59	2	0	0	1	3	5%	3%	0%	67%	0%	0%	33%	100%
	TEACHER	4	3	1	0	0	4	100%	75%	0%	75%	25%	0%	0%	100%
	SUPPORT STAFF	4	0	2	0	0	2	50%	0%	0%	0%	100%	0%	0%	100%
	TOTAL	67	5	3	0	1	9	13%	7%	0%	56%	33%	0%	11%	100%
Occold Primary	PARENT	63	6	1	1	0	8	13%	10%	2%	75%	13%	13%	0%	100%
	TEACHER	4	4	0	0	0	4	100%	100%	0%	100%	0%	0%	0%	100%
	SUPPORT STAFF	9	3	0	0	0	3	33%	33%	0%	100%	0%	0%	0%	100%
	TOTAL	76	13	1	1	0	15	20%	17%	1%	87%	7%	7%	0%	100%
ASST Wave 2 Schools	PARENT	165	10	2	1	3	16	10%	6%	1%	63%	13%	6%	19%	100%
	TEACHER	12	10	1	0	0	11	92%	83%	0%	91%	9%	0%	0%	100%
	SUPPORT STAFF	17	6	2	0	0	8	47%	35%	0%	75%	25%	0%	0%	100%
	TOTAL	194	26	5	1	3	35	18%	13%	1%	74%	14%	3%	9%	100%