



CONSULTATION DOCUMENT

Proposed Federation of Kymin View
Primary School and Llandogo Primary
School

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Dear Consultee

Proposed Federation of the Governing Bodies of Kymin View Primary School and Llandogo Primary School

Monmouthshire County Council are proposing the federation of the Governing Bodies of Kymin View Primary School and Llandogo Primary with effect from September 2021 and are therefore required to consult staff, parents/ carers and stakeholders on the proposal.

We are required to provide consultees with at least 6 weeks (excluding school holidays) in which to respond to the consultation document and provide the Local Authority with feedback on the proposal. Taking this into account consultation will commence on the 30th November 2020 and will end on 24th January 2021. It is important to provide comments if you support or object to the proposal.

Any comments or observations on the proposal can be made:

- In writing using the pro forma at Appendix 5 to , Sharon Randall-Smith, Monmouthshire County Council, County Hall, The Rhadyr, Usk. NP15 1GA
- By Email strategicreview@monmouthshire.gov.uk
- By attending a drop-in session at Kymin View Primary School on **Tuesday 12th January from 3:30pm - 6:30pm**, or Llandogo Primary School on the **Thursday 14th January from 3:30pm - 6:30pm**. Officers will be there to answer any questions on the proposal and any comments received will be recorded and included as part of the documentation examined by the council in order to make an informed decision.

Further information regarding this proposal including the consultation document can be found at www.monmouthshire.gov.uk/schoolreorganisation however if you would prefer a hard copy of the document then please contact Kymin View or Llandogo school directly.

Appendix 4 of the consultation document provides the responses to some Frequently Asked Questions

Yours sincerely

Will McLean
Chief Officer
Children and Young People Directorate

1. Introduction

As part of its school reorganisation programme and to improve outcomes the Local Authority (LA) wishes to promote collaboration between schools. School federation is a more formal way of extending collaboration and promoting closer working relationships and is the principal initiative for achieving formal partnership working amongst schools thus helping to improve performance and narrow the attainment gap.

The Federation of Maintained Schools (Wales) Regulations 2014 revoke and replace the 2010 Federation Regulations and additionally provides LAs with a mechanism to federate schools. The 2014 Federation Regulations set out how the governing bodies of between two and six maintained schools can federate. In addition, they set out how LAs can federate schools. The regulations prescribe how federation may be proposed, established, constituted and how one or all schools may leave it.

The purpose of this consultation is to federate Kymin View Primary School with Llandogo Primary School.

The Education (Small Schools) (Wales) Order 2014 defines a small school as one that contains fewer than 91 registered pupils. Llandogo Primary School is by definition a small school and currently has 83 pupils on roll.

As of the 1st June 2020, Llandogo Primary School did not have a Headteacher or a Deputy Headteacher to act up whilst a new Headteacher could be appointed. It is widely known that Headteacher recruitment is currently challenging and finding a Headteacher for a small school such as Llandogo would be particularly difficult. Therefore, in the short term the Governing Body of Llandogo School in conjunction with the Local Authority looked to appoint an Executive Headteacher for the remainder of the academic year 2019/20 and the academic year 2020/21.

In June 2020, the Governing Body of Kymin View Primary School agreed to release their Headteacher to undertake the role of Executive Headteacher of Kymin View Primary School and Llandogo Primary School for the remainder of the academic year 2019/20 and the academic year 2020/21. In addition to this, there was an agreement to commence the process to federate the two schools from September 1st 2021.

2. Background to Kymin View and Llandogo Primary School

Kymin View Primary School

Situated in one of the most beautiful parts of the Wye Valley, in the community of Wyesham, Kymin View Primary School was opened in September 2007.

The School values every individual and promotes the highest standards of achievement by all pupils regardless of ability, religion, ethnic origin or gender. All children are encouraged to think for themselves, placing emphasis on problem solving, decision making and becoming independent learners.

The Schools mission statement is that 'Today matters for tomorrow's success'. The school will provide a learning environment where potential is maximised. It will nurture confident individuals who value themselves and provide each child with the opportunity to develop socially as well as academically.

Llandogo Primary School

Llandogo School is a Community Primary School situated in the heart of the Wye Valley, one of the most picturesque places in Great Britain. The School caters for children from the ages of 4 to 11.

At Llandogo School, in conjunction with the parents, the staff and Governing Body strive to offer all pupils a broad, balanced, creative education regardless of their ability, gender, race, culture, or religion. All learners are given equal opportunities to develop their basic skills of literacy and numeracy along with skills in thinking, information communication technology and personal and social education, thus enabling them to access the wider world of learning.

The school is at the centre of the community and ensures it remains at the heart of the community by fostering links with local people and organisations.

3. Schools Aims and Policies

AIMS:

Kymin View Primary School

The staff and governors at Kymin View Primary School work in partnership with parents to

- provide a learning environment where potential is maximised. nurture confident individuals who value themselves and others.
- provide each child with the opportunity to develop socially as well as academically.

Llandogo Primary School

The staff and governors at Llandogo Primary School work in partnership with parents to ensure that children:

- Operate as independent learners and thinkers
- To inspire a love for learning
- Are provide a relevant curriculum for all
- For children to value themselves
- To foster a sense of belonging to a community

POLICIES:

Both governing bodies have the required statutory and recommended policies in place. A list of these policies may be obtained from the school office in each school .

4. Pupil Attainment

Kymin View is a self-improving school that has secured a strong position in the wider schooling system in Monmouthshire. It is a stable and well-run school.

Llandogo is an improving school and has made suitable progress over the past period. It is a stable school.

The following information provides the comparative performance of the two schools in 2018. Welsh Government changes to reporting regulations from 2019 mean that the Local Authority is unable to provide performance outcomes for individual schools from 2019 onwards*.

Foundation Phase Indicator O5+

	2018	2019*	2020*
Kymin View	91.7%	NA	NA
Llandogo	100%	NA	NA

Foundation Phase Indicator O6+

	2018	2019*	2020*
Kymin View	37.5%	NA	NA

Llandogo	20.0%	NA	NA
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Key Stage 2 Core Subject Indicator L4+

	2018	2019*	2020*
Kymin View	96.7%	NA	NA
Llandogo	90.0%	NA	NA

Key Stage 2 Core Subject Indicator L5+

	2018	2019*	2020*
Kymin View	37.9%	NA	NA
Llandogo	20.0%	NA	NA

5. School Budgets

Kymin View Primary School year end financial statement is shown in Appendix 1. For the year ended 31st March 2020 the school had a surplus budget of £37,795, the budget set for year ended 31st March 2021 indicates that this will decrease by £25,406 leaving a surplus balance of £12,389.

Llandogo Primary School year end financial statement is shown in Appendix 2. For the year ended 31st March 2020 the school has a deficit budget of £176,535. The school has prepared a budget recovery plan which has been agreed with the Governing Body, this will see the school return to a surplus budget in 2023-24. This recovery plan forecasts that the deficit will reduce by £32,420 in the current financial year taking the deficit to £144,115.

After federation the school budgets still remain as separate budgets with any costs and income attributed to each individual school.

Kymin View Primary School - Budget Statement Appendix 1

Llandogo Primary School - Budget Statement Appendix 2

6. Pupil Projections

The pupil projections for both schools are provided in the table below.

Numbers on roll are projected to decrease at both schools over the next 5 years.

School	Jan 2020	Jan 2021	Jan 2022	Jan 2023	Jan 2024	Jan 2025
Kymin View	164	162	151	151	143	137
Llandogo	79	84	75	70	57	54

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7. HR Compliance

Currently there are no staffing issues at either school, both schools obtain their HR advice from the Local Authority, and both Governing Bodies have adopted all HR policies recommended to them.

8. Premises

Kymin View Primary School is sited on Wyesham Avenue within the village of Wyesham

The school was built in 2006/2007, with a capacity for 210 children (excluding the nursery). The school has easily accessible facilities available for community use.

The building is constructed predominantly from timber and finished with cedar boarding and render and focuses heavily on the use of sustainable materials in its construction. The school has extensive grounds, a hard play area outside the classrooms and a 'multi use games area' at the front of the building. The outdoor area for learning shared by the nursery and reception classes has recently been updated and refurbished.

The building and site are well maintained and in a good state of repair.

Llandogo School was originally constructed in 1975 to provide two classrooms and remodelled in 1985 to accommodate five classrooms, together with a school hall and administrative facilities. The attractive and extensive grounds include a playing field and a community multi-purpose sports facility. There is a village hall adjacent to the school, which houses a playgroup. The school uses the village hall for various functions during the year.

9. Relationship with Community

Both Kymin View and Llandogo Primary Schools are at the heart of their local communities. To this end, both schools actively explore opportunities for children to learn in the local and wider community. This involves visiting different sites and people in their villages and beyond as well as inviting members of the community to work with pupils in school. By teaching children about their communities, they learn to become active members of it. As a result, both schools have very strong relationships with their respective communities.

10. Annual Report to Parents

Both Governing Bodies have discharged their duties in relation to providing an Annual Report to Parents for 2018/19 and are currently preparing an Annual Report for Parents for the academic year 2019/20.

The table below contains the information about the composition of each Governing Body and a list of current members with terms of office.

GOVERNOR TYPE	GOVERNOR	END DATE
KYMIN VIEW PRIMARY		
Community Governor	Ian Roberts	20/11/2023
Headteacher	Sally-Ann Wright	
LA Appointed	Hilary Moriarty	23/11/2020
LA Appointed	Kath Vickers	16/09/2023
LA Appointed	Liz Hacket Pain	16/09/2023
Minor Authority	Jane Gunter	09/06/2021
Parent Representative	Joanne Duffield	06/07/2024
Parent Representative	Craig Anderson	21/12/2021
Parent Representative	Ceri Smith	09/02/2021
Parent Representative	Ceri Tudor	27/11/2024
Staff Representative	Stacy Tobin	14/06/2022
Teacher Representative	Susan Lloyd	25/11/2022
LLANDOGO PRIMARY		
Community Governor	David Trippett	10/07/2023
Community Governor	Jamie Morrison	18/11/2024
Headteacher	Sally-Ann Wright	19/04/2024
LA Appointed	Ann Webb	28/11/2022
Minor Authority	Steve Evans	19/07/2021
Teacher Representative	Emma Merrett	29/11/2022
Staff Representative	Karen Williams	11/11/2024
Parent Representative	Ruth Parker	07/11/2022
Parent Representative	Nicola Jones	08/10/2024
Parent Representative	Helen Hough	08/10/2024

11. Proposed Instrument of Government

Attached at Appendix 3 is the proposed Instrument of Government for the Federation.

12 Timeline for proposal

The timeline for the process is as follows;

Process	Key dates
Publication of formal consultation document	30 th November 2020
Drop in Sessions for Kymin View Staff / parents / stakeholders	12 th January 2021 3:30pm - 6:30 pm
Drop in Sessions for Llandogo Staff / parents / stakeholders	14 th January 2021 3:30pm - 6:30 pm
Deadline for responses to consultation proposals	24 th January 2021
Council examines comments received and make a decision whether to proceed with proposal or not.	3 rd March 2021
Implementation of proposals	1 st September 2021

Appendix 1 - Budget Statement Kymin View Primary School

Kymin View			
Report to period - Period 12 (March 2020)			
	Year-end actual	Budget	Variance to budget (Surplus)/ Deficit
GENERAL INCOME	-275,577	-100,121	-175,456
FUNDING	-826,280	-831,464	5,184
TOTAL INCOME	-1,101,857	-931,585	-170,272
EMPLOYEE COSTS	897,706	800,622	97,084
SUPPLIES AND SERVICES	61,325	16,756	44,569
PREMISES COSTS	58,187	53,365	4,822
TRANSPORT	5,868	0	5,868
SERVICE LEVEL AGREEMENTS	46,423	63,529	-17,106
TOTAL EXPENDITURE	1,069,509	934,272	135,237
CONTRIBUTIONS (TO)/FROM RESERVES	-32,348	2,687	-35,035
RESERVES BROUGHT FORWARD	-5,607	-5,607	
RESERVES CARRIED FORWARD	-37,955	-2,920	-35,035

Appendix 2 Budget Statement Llandogo Primary School

Llandogo Primary School			
Report to period - Period 12 (March 2020)			
	Year-end actual	Budget	Variance to budget (Surplus)/ Deficit
GENERAL INCOME	-93,554	-55,792	-37,762
FUNDING	-312,475	-308,421	-4,054
TOTAL INCOME	-406,029	-364,213	-41,816
EMPLOYEE COSTS	388,582	368,932	19,650
SUPPLIES AND SERVICES	26,180	11,634	14,546
PREMISES COSTS	50,051	39,583	10,468
TRANSPORT	3,300	0	3,300
SERVICE LEVEL AGREEMENTS	30,935	27,870	3,065
TOTAL EXPENDITURE	499,048	448,019	51,029
CONTRIBUTIONS (TO)/FROM RESERVES	93,019	83,806	9,213
RESERVES BROUGHT FORWARD	83,516	83,516	
RESERVES CARRIED FORWARD	176,535	167,322	9,213

Appendix 3 Proposed Instrument of Government

INSTRUMENT OF GOVERNMENT: FEDERATED SCHOOLS

1. The name of the federation is THE GOVERNING BODY OF KYMIN VIEW AND LLANDOGO PRIMARY SCHOOLS.

2. The names and categories of the schools in the federation are:

Name	Category
1. KYMIN VIEW PRIMARY SCHOOL	COMMUNITY SCHOOL
2. LLANDOGO PRIMARY SCHOOL	COMMUNITY SCHOOL

3. The name of the governing body is THE GOVERNING BODY OF KYMIN VIEW AND LLANDOGO PRIMARY SCHOOLS.

4. The governing body shall consist of the following:

Category of governor	No. in each category
Parent Governors: 1. KYMIN VIEW PRIMARY SCHOOL 2. LLANDOGO PRIMARY SCHOOL	TWO PER SCHOOL
Headteacher (except at any time when he/she has given written notice to the clerk to the governing body of the School that he/she chooses not to be a governor).	ONE
Staff Governor: 1. KYMIN VIEW PRIMARY SCHOOL 2. LLANDOGO PRIMARY SCHOOL	ONE PER SCHOOL
Teacher Governor: 1. KYMIN VIEW PRIMARY SCHOOL 2. LLANDOGO PRIMARY SCHOOL	ONE PER SCHOOL
LA Governors	TWO PER SCHOOL
Community Governors	TWO PER SCHOOL
Additional Community Governors	ONE

5. The total number of governors appointed in accordance with Part 4 of the Federation Regulations shall be EIGHTEEN (except any time when the Headteacher has given notice that he/she chooses not to be a governor, when the total number of governors will be 17).
6. The Additional Community Governor will be a governor for whose appointment nominations are to be sought from the minor authority.

7. In accordance with Part 4 of The Federation of Maintained Schools (Wales) Regulations 2014 this instrument of government comes into effect on 1ST SEPTEMBER 2021

8. This instrument comes into effect on

9. This instrument was made by order of LA on

THE COMMON SEAL of **MONMOUTHSHIRE COUNTY COUNCIL** was hereunto affixed in the presence of:

An Elected Member

An Authorised Signatory

.....

Appendix 4 Information for Parents

Kymin View and Llandogo schools have been selected by the Local Authority (LA) to work more closely together by becoming part of a federation. This information will explain what this means for you, your child, and the school itself.

Q1. What is a federation?

Federation is used to describe a 'formal partnership' of schools (between two and six) and is a legal and formal agreement where schools share a single governing body. The schools federation can be a mixture of maintained nurseries, primary schools, special schools and secondary schools. However, faith based schools can only federate with other faith-based schools.

The decision to federate is made either by the governing bodies of the schools involved in the federation or the LA. Each school in a federation remains open in its community, keeps its own budget, character, school uniform, admissions arrangements and ethos, and will have its own Estyn inspection.

Federations can have a Headteacher in every school and / or they can have a single Headteachers for all the schools in the federation - the decision is one for the governing body to make.

There is no blueprint for a federation. Each one is tailored to suit the needs of the different schools and communities. A successful federation will allow the children to access a broader curriculum to enrich their experiences and provide high quality education to help raise their attainment.

Q2. Why has federation suddenly become an option for your school?

There are many reasons why schools of all sizes and type wish to federate or the LA wishes to federate them. Sharing resources such as, teachers and teaching expertise, school leadership, facilities, learning from one another and sharing good practice are just some of the triggers for federation.

For some schools, working more closely in a federation can mean sharing heavy workloads amongst staff whilst allowing schools to continue to provide a wide curriculum that offers real choices and options for pupils, that smaller schools cannot provide with fewer staff.

Federation can also offer career opportunities for staff not normally available to them, for example working in another school in the federation. This can help aid the recruitment of highly qualified teachers to the school. Some schools also face difficulties recruiting good head teachers and federation allows schools to adopt more creative solutions to leadership arrangements.

Q3. What advantages does federation offer the pupils?

Federation can bring many benefits but these will vary depending on the focus and purpose of the federation. Generally, though federation should offer opportunities for pupils of all ages and abilities to meet and work as part of a larger group, which can be particularly beneficial to older, more able, pupils in small schools. Other benefits include pupils being able to access specialist teaching, more sustained and structured social and educational opportunities, team sports, wider curriculum expertise and a wider choice of extra-curricular or out of school activities and clubs.

Q4. How is federation going to work?

Federations will work in different ways. The governing body and Headteacher or single Headteacher will decide how a federation is structured and operates. These people are best placed to ensure the federation workings and arrangements match the need of all the schools involved.

Every federation should have a detailed action plan and agreed staffing structure that provides the framework for more detailed planning and the day-to-day organisation and management of the schools.

Q5. Will governors or the LA listen to the views of the parents when they consult on federation process?

Governors and LA's are required by law to seek the views of stakeholders on the proposals to federate. The stakeholders are parents, staff, trade unions, pupils and other partners such as diocesan authorities. Views can be sought in a number of different ways that might include written responses, questionnaires, information surgeries and formal meetings. Once all the views are submitted, the governing body must consider the points raised and make their decision based on the majority of votes taken at a governing body meeting. Where a LA is establishing the federation, it will consider the responses received and make a decision.

Q6. Do the teachers and children move from school to school?

It would be most likely be the school staff who move between schools whilst the children would, for most part of the day, stay in their registered school. However, there may be opportunities for the children from different schools to work together on projects and through special events that could include use of technology, facilities (such as sports equipment and science laboratories) and video conferencing.

Q7. Our school already collaborates with other nearby schools so why must it federate.

The main advantage of federation over collaboration is that the quality of the collaboration arrangements is more sustainable in the longer term, even if there

are significant changes at one of the schools. Each schools commitment is formalised and this collective decision making of the single governing body protects the provision of quality of education for the children, and ensures resources are properly prioritised where needed and prevents individual schools from reallocating their resources for other priorities as and when it suits them.

Q8. Is federation about financial savings?

No. It is about schools pooling resources to improve performance, raise standards of attainment and achieving more for the children whether that is providing access to opportunities and facilities children would not normally be able to access or jointly funding, for example a drama teacher or support teachers, this is particularly relevant for pupils at Llandogo School.

Q9. Does federation mean that our school will receive less money from the LA?

No. The way in which an individual schools budget is calculated is not affected by federation - each school in the federation should continue to receive its own budget based on the number of registered pupils at the school plus any other factors. However, schools will be able to pool or share their budgets if the Governing Body so wished. For example, if the schools wished to employ a drama teacher or to purchase or upgrade sports equipment they would each contribute a share of the costs from their budget.

The governing body of a federation should be in a position to take strategic decisions on the deployment of their resources including budgets, staff and facilities. Each school will need to keep a clear audit trail and accounts for their budget spend.

Q10. What are the financial benefits of federation?

Federations can increase capacity within the schools in the federation to achieve higher standards. Some of the benefits include:

- More cost effective way of increasing the opportunity for specialist teaching (if required), curriculum entitlement and extended after school curricular activities and out of hours clubs
- Sharing the costs of purchasing goods and facilities etc.
- Purchasing to achieve economies of scale and avoiding duplication
- Saving on curriculum and strategic planning and administrative time
- Being able to pool funding to award higher salaries and recruit staff that are more experienced.

Appendix 5 Response Pro forma proposal to Federate the Governing Bodies of Kymin View Primary School and Llandogo Primary School

Your views

We would like your views on the above proposal. Please complete this pro-forma and return it to the address at the bottom, alternatively it can be handed in at the consultation event.

Sharon Randall-Smith, Monmouthshire County Council, Monmouthshire County Council, County Hall, The Rhadyr, Usk NP15 1GA or email strategicreview@monmouthshire.gov.uk

Please tick the box if you wish to be notified of the publication of the decision report

Appendix 6 - List of Consultees

The following have been provided with a copy of the Consultation report

- All staff employed at Kymin View and Llandogo Primary Schools
- Pupils attending Kymin View and Llandogo Primary Schools
- Governing Bodies of Kymin View and Llandogo Primary Schools
- Parents of pupils attending Kymin View and Llandogo Primary School
- Trade Unions for teaching and support staff
- County Councillors for Central Monmouthshire and Lower Wye areas
- Headteachers Monmouth Cluster
- Chair of Monmouthshire Association School Governors
- Welsh Government

