

**TO: EXECUTIVE MEMBER**  
**DATE: 16 NOVEMBER 2018**

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**OUTCOME OF THE CONSULTATION ON THE AMALGAMATION OF HOLLY SPRING INFANT  
& NURSERY AND JUNIOR SCHOOLS**  
**Assistant Director: Education & Learning**

**1 PURPOSE OF DECISION**

- 1.1 To receive the outcomes of the consultation of the possible amalgamation of Holly Spring Infant & Nursery and Junior Schools to become a primary school and agree the way forward.

**2. RECOMMENDATIONS**

- 2.1 **That the outcomes of the consultation are noted.**
- 2.2 **That the possible amalgamation of Holly Spring Infant & Nursery and Junior Schools should move to the next stage of Representation (formal consultation).**
- 2.3 **That the Representation stage should be based on an amalgamation progressing, with the route to becoming a primary school being to extend the age range of the Infant & Nursery School and to close the Junior School.**
- 2.4 **That the Proposal, attached as Annex 2, is agreed subject to any detailed changes.**

**3. REASONS FOR RECOMMENDATION**

- 3.1 96% of respondees to the consultation supported an amalgamation.
- 3.2 46% of respondees opted to extend the age range of the Infant School and to close the Junior School. Specific benefits of this approach were recognised by respondees in their comments.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not to progress with amalgamation proposals, meaning that both current schools continue as separate organisations and the possible benefits are not realised.

**5. SUPPORTING INFORMATION**

Background

- 5.1 The Holly Spring schools were created as separate Infant & Nursery (Infant ages 4-7 years) and Junior (ages 7-11 years) schools, and they share the same site in Bullbrook.
- 5.2 There are positive educational benefits for children to be educated in all-through primary schools (ages 4-11 years). The majority of schools in the Borough are primary schools, and any new school would be a primary school.
- 5.3 The Executive Member agreed on 30 July to consult on the possible amalgamation of the schools. The consultation period ran from 6 August to 14 October 2018. There was consultation on the following questions:

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Q1: Would it be advantageous to merge the Infant and Junior schools and open a Holly Spring Primary School? Yes / No

If your answer to Q1 is 'Yes' then:

Q2: Should the way of achieving the Primary School be to:

Option 1) Extend the age range at Holly Spring Infant School to become a Primary School and close Holly Spring Junior School.

Option 2) Extend the age range at Holly Spring Junior School to become a Primary School and close Holly Spring Infant School.

Option 3) Close both schools and open a newly formed Holly Spring Primary School

Option 4) No preference

- 5.4 The consultation involved a discussion paper and questionnaire, a drop-in for staff of both schools and open meeting for parents of both schools.

### Consultation outcomes

- 5.5 79 responses were received through the web-based questionnaire. 96% of respondents were in favour of amalgamation. 46% of respondents opted to extend the age range of the Infant School to become a primary and close the Junior school (Option 1).
- 5.6 A full report of the consultation including detailed percentage breakdowns and full views of respondents, backing up their preferences described above, is attached as Annex 1.
- 5.7 The views of pupils at the Junior School are included in Annex 1. Feedback will be provided to pupils, through the school, on a 'You said..', 'So we will...' basis in particular so that their 'worries' can be addressed.
- 5.8 Both school governing bodies expressed a strong wish for an amalgamation, and outlined many positive benefits. The Infant School Governing Body expressed a preference to extend the Infant & Nursery School and close the Junior School. The Junior School Governing Body expressed no preference regarding how the amalgamation should come about. The full responses from the governing bodies are provided in Annex 1.

### Developments during the consultation period

- 5.9 Holly Spring Junior School is a school causing concern and is closely monitored by the LA and Ofsted. Standards at the Junior School at the end of Key Stage 2 in July 2018 were an improvement on 2017 however they remain below national average. Of particular concern is that based on progress measures from 2016-2018, Holly Spring Junior is judged to be a coasting school, as determined by the DfE criteria. There is still considerable work to be done on raising attainment and on ensuring that pupils in Years 3, 4 and 5 maintain the good progress they make at the Infants as they move through the Juniors. Amalgamation would enable rigorous systems and processes to be implemented across the whole primary phase in relation to the quality of teaching, learning and assessment and this would have a positive impact on the achievement of pupils and ensure that high standards across all cohorts of pupils. There would be consistency in leadership across the primary school.
- 5.10 The OFSTED rating of the Infant School is 'Good' and the Junior as 'Requires Improvement'. If one school expands then that school's OFSTED rating carries forward to the expanded primary school. If a primary is achieved through closures and a new school there is no OFSTED inspection for up to 2 years.

### Future process issues

- 5.11 The approach to amalgamations is described in statutory guidance. Both processes are similar but the decision maker and timescales are different:
- ‘Making prescribed alterations to maintained schools’ (DfE April 2016) in relation to options 1 and 2. An amalgamation by closing one school and extending the age range of the other is a ‘prescribed alteration’ which the local authority can decide within a timeframe that would lead to a merged school opening in September 2019.
  - ‘Opening and closing maintained schools: Statutory guidance for proposers and decision-makers’ (DfE, April 2016) in relation to option 3. An amalgamation by closing both infant and junior schools and replacing them with a primary school could be considered under ‘Section 11’ proposals and the Schools Adjudicator would be the final decision maker. This presents two risks: the timeframe of progressing this decision would mean that there is a risk that the earliest a merged school could open is September 2020. In addition a risk is presented from the Council’s viewpoint that the Schools Adjudicator might challenge the basis or process of a proposed merger and could introduce a complication that the new primary school should be an academy.
- 5.12 In both processes, if there is agreement following consultation that a proposal should progress, the next stages are for the Council to publish a notice describing the precise way forward, followed by a period of ‘representation’ – formal consultation of four weeks - during which views can be submitted. Publication is scheduled for 26 November and the period of representation be completed by 23 December 2018.

### Conclusion and next steps

- 5.13 If the amalgamation in this way is agreed, the final draft of the Proposal on which formal consultation will be held is attached as Annex 2.
- 5.14 The Executive Member will then consider responses and decide the proposal. It is hoped that this stage can be completed by the end of January 2019.

### If it is agreed to proceed in January 2019

- 5.15 The Council will support the schools with amalgamation into a primary school, which will open on 1 September 2019. As previously reported, an amalgamated school receives a lower budget allocation than the existing Infant and Junior schools but there are consequential savings from an amalgamation. Governors are aware of the anticipated financial impact and a future amalgamation would result in the new primary school receiving comparable funding to other similar sized BF primary schools. The current draft capital programme for 2019-20 includes funding to enable some building adaptations to facilitate the creation of a single school on the site.
- 5.16 If amalgamation proceeds on the basis of Option 1 it would be good practice for the governing body of the Infant School to be enlarged to ensure it was representative of all the stakeholders of both schools, for example by electing or appointing additional governors. The existing governing body of the Junior School would continue until the school ceased to be maintained.
- 5.17 An updated timeline is attached as Annex 3.

## **6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The relevant legal issues are addressed within the report.

Director of Finance

- 6.2 The anticipated general financial implications are set out in the supporting information. School governors will need to manage the reduction in revenue budget arising from an amalgamation, most significantly through the saving arising from employing one less head teacher. Any capital works will need to be approved by the Executive and these can be properly considered when options have been identified and costed.

Human Resources

- 6.3 Human Resources have been involved in discussions with both governing bodies through the process to date. There are interim leadership arrangements currently in place in both schools and should these arrangements be agreed then the appointment of a substantive Headteacher would need to be made for September 2019. The HR Team will support the governing body in the new staffing structures required for the new arrangements.

Equalities Impact Assessment

- 6.4 Issues were addressed in the Consultation Plan of the consultation, reported as part of the paper agreed by the Executive Member on 30 July. Additionally, the Council has given due regard to the Public Sector Equality Duty on the needs to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
  - advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and
  - foster good relations between people who share a relevant protected characteristic and people who do not share it.
- 6.5 Amalgamating the schools will not be to the detriment of any of these aspects, and the new Primary school can work on enhancing the requirements through their work in the local community.
- 6.6 The current schools serve a largely homogeneous community and no adverse impact on local community cohesion is foreseen. The Primary school can work on enhancing cohesion through their teaching, and an understanding of, and respect for, other cultures, faiths and communities.
- 6.7 The Primary school will be based around the existing Infant and Junior sites so there will be no changes in journey times or transport costs that would adversely impact on disadvantaged groups. Current walking and cycling routes will be maintained. The Primary school can continue to promote the use of sustainable travel and transport to school.

Strategic Risk Management Issues

- 6.8 Issues are addressed below.

ISSUE		RISK	COMMENT
1	School standards	Standards will fall when schools amalgamate into a primary school	The evidence is that better continuity for pupils, opportunities for enhanced delivery of the National Curriculum and better use of resources are more likely to lead to higher standards.  LA support will be provided to the primary school to maintain and improve standards.

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			The period of disruption and uncertainty will be minimised as much as possible.
2	Recruitment and retention	Staff retention may be a concern on amalgamation	<p>Opportunities will be presented to increase the range, expertise and experience of teaching and support staff, provide opportunities and development for staff, and enhanced opportunities in the deployment of staff. In the long term these should aid recruitment and retention.</p> <p>Effective communication can mitigate this risk.</p>
3	Financial	Running costs following an amalgamation may exceed the reduced funding allocation due from the Schools National Funding Formula.	Governors will need to carefully consider the required staffing structure and other budgets and satisfy themselves that the financial consequences of amalgamation can be managed. . The on-going budget would be comparable to other similar sized primary schools
4	Academisation	If the process of merging the schools means that the School Adjudicator makes the final decision, she may decide not to accept our recommendations and seek an academy sponsor.	This is not a problem in itself, but the Council would prefer to support a new Community primary school rather than an Academy.
5	Timing	If Option 3 were selected there is a risk that implementation would need to be delayed to Sept 2020.	The Junior School needs further improvement now and a substantive headteacher appointment needs to be made early in 2019 and for the merger to be effective from September 2019.

## 7. CONSULTATION

### Principal Groups Consulted

- 7.1 Parents, children, staff, governors, trade unions and the wider community were consulted.

### Method of Consultation

- 7.2 Through consultation materials on the Council's website, feedback from meetings and individual's comments.
- 7.3 The consultation period was 6 weeks from 6 August to 14 October 2018.

Representations Received

7.4 See Annex 1.

Background papers

Paper agreed by the Executive Member, 'Consultation on the amalgamation of Holly Spring Infant and Junior schools', 30 July 2018,

'Making significant changes ('prescribed alterations') to maintained schools: Statutory guidance for proposers and decision-makers' – DfE – October 2018

Contact for Further Information

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## Annex 1

### Report on the consultation regarding the possible amalgamation of Holly Spring Infant & Nursery and Holly Spring Junior Schools

#### *The consultation was held from 6 August to 14 October 2018*

The consultation involved discussion paper and questionnaire, a staff meeting and an open meeting. Responses were requested through the web-based questionnaire.

The open meeting for the parents and local community of both schools was attended by 9 parents, mostly governors.

#### **Responses – summary**

Number of valid responses: 79

76 (96%) of responses were in favour of an amalgamation in some way.

3 (4%) of responses were not in favour of an amalgamation.

	Number	%
In favour:		
• Option 1 –Extend the age range of Infant to become a primary and close Junior School	36	46%
• Option 2 –Extend the age range of Junior to become a primary and close Infant School	2	3%
• Option 3 – Close both schools and open a primary	21	27%
• Option 4 – No preference to method	16	20%
Not in favour	3	4%
	79	

The option preferred by most respondees is to extend the age range of Infant to become a primary and close the Junior School.

33% respondees (26) made comments

75% respondees (59) had children attending Holly Spring Infant and/or Junior schools now.

53% respondees (42) had children who will attend Holly Spring Infant and/or Junior schools in the future.

#### **Responses by parent (of a child currently, past or future at the schools), teacher, non-teaching, governor (note that some respondees had more than one role)**

Number	In favour				Not in favour	Total
	Option 1	Option 2	Option 3	Option 4		
Parent	24	2	16	16	2	60
Teacher - HSI	6		1			7
Teacher - HSJ	3			1		4
Non-teaching staff - HSI	3			2		5
Non-teaching Staff - HSJ	3		4		1	8
Governor - HSI	4					4
Governor - HSJ	2			1		3

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<b>% of role</b>						
Parent	40%	3%	27%	27%	3%	100.0%
Teacher - HSI	86%		14%			100.0%
Teacher - HSJ	75%			25%		100.0%
Non-teaching staff - HSI	60%			40%		100.0%
Non-teaching Staff - HSJ	37%		50%		13%	100.0%
Governor - HSI	100%					100.0%
Governor - HSJ	67%			33%		100.0%

Community interests noted (possibly in addition to one of the roles above) included: previous teacher, ex-pupil, involved with PTA, local resident, Leader of church that meets in the Juniors, 'outside professional' and a 'general interest in education'.

Although the number of responses and parental involvement at the meeting were lower than anticipated, it is worth noting that the view of colleagues and governors at the schools is that this should be seen positively. In their view, if parents had a real concern they would have made their voice heard. This view may be substantiated by the relatively high number of respondees who wanted an amalgamation but had no view on how it should happen.

### ***A: Governing Body preferred options and comments***

#### ***Infant & Nursery School***

The Governors from the Infant & Nursery school have discussed our viewpoint on the best way to proceed for the long term future of both the Infant and Junior schools in providing a Primary education in the Bullbrook community. The consultation responses indicate a profound preference for the amalgamation of the two schools.

Of the options being considered the Governors believe the option of extending the Infants school and closing the Junior school is most beneficial to all. Whilst under the guidance of Headteacher James Lacey the Infant School has once again become respected within the community and the school's performance results have improved. The good school processes that James Lacey installed at the Infants are now being implemented into the Juniors in his Executive Head role.

By amalgamating the two schools all the children in the school will have previously known James from their time at the Infants, therefore they will already understand his methods. This will also provide a smoother transition between KS1 and KS2, simplify the school admissions process and allow better career development for all staff at Holly Spring including the SLT. The school staff and governors have already started working closer together.

#### ***Junior School***

The consultation responses show overwhelming support for amalgamation within the community. Since the arrival of Executive Head James Lacey, to lead the Junior School, pupils have already reaped the benefits of closer collaboration. The developing partnership and strong working relationships with the Infant School have had a significant impact on the Junior School's ability to make improvements. Governors can see further opportunities to simplify the admissions process for parents, smooth the transition between KS1 and KS2, as well as offering greater career development opportunities for Holly Spring staff. Amalgamation will also facilitate the creation of a single leadership structure, and greater depth of resources, enabling school leaders to drive further school improvement and create a Primary School that the community can be proud of.

We look forward to the consultation report and a positive decision from the Executive Member for Children, Young People and Learning on Friday 16 November.

***B: Comments from pupils at Holly Spring Junior School***

**Positive:**

It's nice for the infants to meet new people.

I think it's clever to merge, to see and become friends with the younger children.

Yes, you get to see your friends in the infants and play with them.

We could have a bigger Sports Day.

I think it's good because the infants miss Mr Lacey

They might learn good behaviour from older children and use that to improve their learning.

If you had a brother or sister and you don't like being separated, it would be good.

We're already in the same building.

We can do more things together and it will be nice.

More funding.

We get to share teachers.

**Worries:**

I'm worried about joint playtimes. There isn't enough space for them.

I don't think it's right. If the Juniors run around they could knock over the little ones.

We might need to get rid of teachers.

The assembly hall will be crowded.

I won't have time to eat my lunch.

***C: Comments made by consultation respondees***

The essence of comments is reported, by individual point. Comments have typically been abridged.

**From those not in favour of amalgamation**

Keep budgets separate and ensure that the junior school has the support that it needs in the future.

I loved the fact they transition up to junior school and were made to feel grown up

**By those preferring Option 1 – Extend Infants; close Juniors:**

In the best interests of the children making it a through school with no transition needs in the middle.

Staffing/management under one roof.

Infants has a better Ofsted inspection. (4 similar comments)

Existing headteacher demonstrates excellent leadership attributes with all the children must be retained. (2 similar comments)

Existing headteacher will know staff, parents and children of both schools.

Governors should merge to be most beneficial and least disruptive.

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The infant school structure, performance and management is viewed as successful by children, parents and Ofsted.

Children in the infant school appear to make better progress than children in the junior school.

The infant school have a stable staff team with low turnover while the junior school turnover is high.

Ofsted parent view supports the infant school but has less confidence in the junior school.

Makes total sense for the children in terms of transition, parents and all staff.

Easier for parents.

Very impressed with the standard of teaching and the leadership in the infants.

The only concern is that people currently in jobs which have a duplicate in the other school are now concerned about their positions. We may lose good members of staff due to the uncertainty of job protection.

Will allow the Junior years the time to build on recent improvements.

### **By those preferring Option 2 – Extend Juniors, close Infants:**

Excellent qualities of the existing headteacher.

### **By those preferring Option 3 – Close both schools and open a new Primary:**

Vastly different schools, it would be beneficial to start afresh completely.

A new Ofsted inspection and new beginning for both schools (2 similar comments)

Building configuration favours opening one new school.

So it's not seen as one school closing and the other continuing, or one school taking over the other (4 similar comments).

Every employee at the school will feel an equal party and there will be a better chance of a cohesive staff going forward.

Ultimately this will be a better outcome for all the pupils.

### **By those preferring Option 4 - No preference:**

Best education can be Nursery through to Primary ages without any change.

The primary model is known and accepted.

Improvement driven by existing Headteacher must be driven through the whole school.

Admissions and appeals issues

Surprise that merging the schools together hasn't been done years ago, as the schools have always been linked as they are on the same site.

Would benefit pupils – currently wear same uniform but different ways in the two schools. (2 similar comments)

Only one headteacher's salary.

I cannot see a negative in merging the two schools.

Children in the same family will always be together.

## Annex 2: Formal consultation Proposal – Final draft

### Proposal to close Holly Spring Junior School and extend the age range of Holly Spring Infant & Nursery School to become a Primary School



Your views are invited on this proposal

#### This proposal directly concerns the following schools:

Holly Spring Infant & Nursery School  
Lily Hill Road  
Bracknell  
RG12 2SW

Holly Spring Junior School  
Lily Hill Road  
Bracknell  
RG12 2SW

Currently provides Nursery, Reception and Years 1 and 2

Currently provides Years 3 to 6

#### Proposer

Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

#### The Proposal

The Council's proposal is to close Holly Spring Junior School and extend the age range of Holly Spring Infant & Nursery School by adding Years 3 to 6 to the existing school, so creating a school that will provide a nursery and education for all primary-phase years from Reception to Year 6 (ages 4 to 11).

It is proposed that the Primary School will come into effect on 1 September 2019.

**Comments on this Proposal are invited by 23 December 2018**

**Please read this Proposal and complete the online response form available at:**

<http://consult.bracknell-forest.gov.uk/public/sch/hs-consult>

#### Background

Holly Spring Infant & Nursery and Junior Schools were created as separate infant (ages 4-7 years) and junior (ages 7-11 years) schools. There are positive educational benefits for children to be educated in all-though primary schools (ages 4-11 years). The majority of schools in the Borough are primary schools, and all new schools would be a primary school.

Over the years a number of separate infant and junior schools in Bracknell Forest have joined together to form a single primary school: College Town Primary School was established in

September 2018 and, previously, Sandy Lane, Meadow Vale, The Pines and Great Hollands Primary schools were successfully created as a result of amalgamations. Amalgamated schools have been successful and have achieved many benefits similar to those envisaged with this proposal.

The Council is proposing this change because it believes it is in the best interests of the children, families and wider community in Bullbrook and the surrounding area.

If agreed, the Council will support Holly Spring Infant School governors with planning and organisation of the new school.

No changes are being considered to the designated area or the size of year groups, which will be 90 pupils in each year from 1 September 2019.

The Council is proposing to progress using the statutory 'prescribed alteration' of schools legislation.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/51295/Maintained\\_schools\\_prescribed\\_alterations\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/51295/Maintained_schools_prescribed_alterations_guidance.pdf)

## **The Consultation**

Between 6 August and 14 October 2018 a consultation was undertaken to gain views on the feasibility of amalgamating the schools. Different options to amalgamate the schools, or not, were presented for consultation. 96% of respondees were in favour of amalgamation in some way. 46% of respondees opted to close the Junior School and extend the age range of the Infant School to become a primary (Option 1).

On balance, an amalgamation achieved through closing the Junior School and extending the age range of the Infant School was the preferred way forward. A full report on the consultation and a copy of the Executive Member report agreeing to proceed to this stage, the Proposal, are available here: <http://consult.bracknell-forest.gov.uk/public/sch/hs-consult>

## **Why an amalgamation is desirable**

The Council's view, supported by the outcomes of the consultation, is that a primary school would:

- Enable better continuity of education and progression for all pupils, in particular from Key Stage 1 to Key Stage 2, which would provide scope to achieve higher educational outcomes.
- Enable more stability for children and parents by avoiding the need for a change of school at a young age.
- Enhance the safeguarding needs of all pupils, for example by being aware of the needs of children of all ages in the same family.
- Provide opportunities to develop the curriculum across all key stages, and enhance the delivery of the National Curriculum.
- Allow better use of educational resources, including both teaching and support staff.
- Enable the successful recruitment and retention of a headteacher to support the vision of a future, larger, combined Primary school.
- Provide opportunities to increase the range, expertise and experience of teaching and support staff, provide opportunities and development for staff, and opportunities in the deployment of staff.

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- Allow improvement and greater flexibility in management and organisation, for example in specialist teaching.
- Provide greater opportunities for staff to work across a Primary school and better promote and support the recruitment and retention of all staff.
- Provide scope to achieve better value for money, for example by a rationalisation of some administrative and leadership posts in the school.
- Clearer, single local community presence.

### **What may be the drawbacks?**

- Appropriate education of pupils of different ages. Strategies would need to be in place to ensure that the special qualities of education for Key Stage 1 and Key Stage 2 children are preserved.
- Potential disruption to pupils' education during the transition to a Primary school. A new set of 'whole school' policies and practices would be developed as part of planning the way the future school will look.
- Budget implications. In the longer term the budget for the future Primary will be smaller than the total amount currently available to both schools but value for money savings will also be made from running one school instead of two and from economies of scale. A new primary school would receive comparable funding to other similar sized primary schools in Bracknell Forest and is therefore considered manageable.

### **How the Proposal will affect pupils**

Pupils would continue through the new primary school without a change of school at 7 years of age. This would bring better continuity for pupils and parents. It is for governors to agree but it is anticipated that the class organisation of the new primary school would be very similar to that in the current infant and junior schools.

### **How the Proposal will affect staff**

The Council's 'Organisational Change staffing protocol' and the requirements of the School Staffing Regulations would guide the deployment of all staff from the current schools to the new primary school. When appointed, the headteacher would work with the governing body and staff to draw up a development plan for the new Primary school. Appropriate leadership and staffing structures for the school would follow. In practice, it is envisaged that many roles would continue largely unchanged. There would probably be some changes to the structure of senior leadership and administrative posts in the school. Where any salary reductions are identified then salary safeguarding arrangements will apply for 3 years.

### **How the Proposal will affect governors**

If the Proposal is agreed, the governing body of the Infant & Nursery School will take on additional responsibilities to oversee the establishment of the Primary School. The Junior School Governing Body would continue until the school closed on 31 August 2019.

### **How the Proposal will affect buildings**

There are areas that would require capital investment to support amalgamation and the scope and scale of this has yet to be determined. With the publication of this Proposal, options can now be evaluated by the Council to determine the precise scope and estimated cost of possible capital works. The financial cost of any agreed capital building works would be funded by the Council.

## **How the Proposal will affect other schools in the local area**

The effect on other local primary schools and the secondary school, Garth Hill College, would be minimal. Children from the local Bullbrook community will continue to be able to express a preference for any school in North Bracknell or elsewhere in the Borough. The planned admission number (PAN, the number that is used to decide how many children can be admitted into a year group) of the primary school would be the same as the PAN of the current Infant school. No changes in year group sizes are proposed so intake to secondary schools should be unaffected.

## **Project costs**

Infant School governors will need to consider the implications of work arising from the implementation and prioritise school budgets accordingly. Council support for governors and school leadership will be provided from within existing resources. In terms of capital building works, the Council will develop and fund an acceptable scheme.

The Governing Body will need to consider financial issues and determine a sustainable budget plan for the Primary school for the remaining period of the 2019/20 financial year, and subsequent financial years.

## **Contribution to equalities, community cohesion and impact on disadvantaged groups**

The Council has given due regard to the Public Sector Equality Duty on the needs to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

Amalgamating the schools will not be to the detriment of any of these aspects, and the new Primary school can work on enhancing the requirements through their work in the local community.

The current schools serve a largely homogeneous community and no adverse impact on local community cohesion is foreseen. The Primary school can work on enhancing cohesion through their teaching, and an understanding of, and respect for, other cultures, faiths and communities.

The Primary school will be based around the existing Infant and Junior sites so there will be no changes in journey times or transport costs that would adversely impact on disadvantaged groups. Current walking and cycling routes will be maintained. The Primary school can continue to promote the use of sustainable travel and transport to school.

## **Issues to be addressed during the implementation phase**

The issues to be addressed by governors will include:

- Admission matters
- School Name
- Recruitment of Headteacher using the organisational change staffing protocol.
- Consideration of financial issues
- Agree staffing structure - by 31 May 2019 - and implement organisational change staffing protocol.
- Agree an Instrument of Governance of the substantive Governing Body

Unrestricted

- Consider options for building, IT and telephony works. The Capital budget for works in 2019/20 is scheduled to be agreed by the Council's Executive in February 2019.
- Establish / review school policies
- Communications within school, with parents and with wider stakeholders
- Practical issues e.g. uniform, website, email addresses

**Timetable**

<b>Stage</b>	<b>Relevant dates</b>
Publication of Proposal and Formal Notice	26 November
Period of formal consultation ('Representation')	26 November to 23 December
Consider representation outcomes and final determination of proposal by Executive Member.	On 25 January 2019
Stand-still period for appeals	By 24 February 2019
If the Proposal is agreed:	
Implementation period	1 January to 31 August 2019
Junior School closes	31 August 2019
Primary School opens	1 September 2019

**If you wish to respond to this Proposal through support, objections, comments or otherwise making representations go to the Consultation website: <http://consult.bracknell-forest.gov.uk/public/sch/hs-consult>**

**The consultation closes on 23 December 2018.**

**If you have any queries please email: [consultation.education@bracknell-forest.gov.uk](mailto:consultation.education@bracknell-forest.gov.uk)**

Please put 'Holly Spring consultation' in the subject line.

### Annex 3: Holly Spring schools – Possible amalgamation – consultation and approval process

<i>Stage</i>	<i>Any guidance?</i>	<i>Period; End date</i>
<b>Initial written agreement from both Governing Bodies to consider amalgamation</b>		COMPLETE
<b>Preparation</b> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Decision on approach</li> <li>• Initial approval by Executive Member on 11 June</li> <li>• Preparation of materials</li> </ul>		1 May – 5 August  COMPLETE
<b>Consultation</b> <ul style="list-style-type: none"> <li>• Leaflets/Posters</li> <li>• Website</li> <li>• Meetings</li> <li>• etc</li> </ul>	'A minimum of 6 weeks; school holidays should be avoided.' 'Consult individuals, groups and organisations'	6 August to 14 November  COMPLETE
Consider consultation outcomes and report to Executive Member		16 November
<p><b><i>The following stages and timescales are based on the recommendation being accepted, meaning that the Council will be publishing the Notice, undertaking the Representation stage and subsequently making the final decision.</i></b></p> <p><b><i>Note that an implication of progressing other approaches may be that the final decision will be for the Schools Adjudicator and not in the Council's gift.</i></b></p>		
<b>Prepare and publication of Formal Notice</b>		
Stand-still period for appeals	5 clear working days	
<b>Formal consultation / Representation</b>	'Must be 4 weeks, or more.' 'Must cover the specific proposal'	If recommendation accepted – Monday 26 November to Sunday 23 December
The statutory proposal and notice are sent into the DfE notifications mail box	Within one week	
Depending on amalgamation option selected, either:		
<ul style="list-style-type: none"> <li>• If one school is extending its age range, review instrument and extend Governing Body if required</li> </ul>	GB of school to close to continue to meet until school closes.	
Consider consultation outcomes and final determination of proposal by Executive Member.	'Must be within 2 months' (else proposal is referred to Schools Adjudicator)	Fri 25 January 2019
Stand-still period for appeals	'4 weeks'	By 24 February 2019

Unrestricted

The decision record is sent to the DfE Notifications email address.	Within one week	
<b>Implementation</b>		By 31 August 2019
<ul style="list-style-type: none"> <li>• Admission issues</li> <li>• School Name</li> </ul>		
<ul style="list-style-type: none"> <li>• GB confirms/ recruits (depending on option) a Headteacher</li> </ul>		By end of the Spring Term 2019
<ul style="list-style-type: none"> <li>• Address financial issues</li> </ul>		By 31 March 2019
<ul style="list-style-type: none"> <li>• Agree staffing structure</li> </ul>	Organisational change protocol to be used	By 31 May 2019
<ul style="list-style-type: none"> <li>• If necessary, agree Instrument of Government of, if necessary, temporary and substantive GB</li> </ul>		
<ul style="list-style-type: none"> <li>• Consider options for building, IT and telephony works.</li> </ul>	Various options will be possible of different scales. Funding of these works to be determined.	
<ul style="list-style-type: none"> <li>• Establish / review school policies</li> </ul>		
<ul style="list-style-type: none"> <li>• Communications</li> </ul>	Within school, with parents and with wider stakeholders	
<ul style="list-style-type: none"> <li>• Practical issues e.g. uniform, website, email addresses</li> </ul>		
<b>Primary school opens</b>		1 September 2019

\* Guidance on significant changes ('prescribed alteration') of schools

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