

# HARTING C.OF E. PRIMARY SCHOOL and STEDHAM PRIMARY SCHOOL

## Minutes of a Meeting held at the Harting CE Primary School On Monday 16<sup>th</sup> March 2020 at 6.45 pm

### Present:

Jeff Ace (Chair, Harting) (JA), Fiona Mullett (Head Teacher, Harting) (FM),  
Vida Stewart (Vice-Chair, Harting) (VS), David Furlow (Chair, Stedham) (DF),  
Malcolm Meaby (Head, Stedham) (MM), Celia Billington (Vice-Chair, Stedham) (CB),  
James Richardson (Project Manager, West Sussex County Council) (JR)  
Trevor Cristin (Diocesan Director of Education, Diocese of Chichester) (TC)  
Rose Wisdom (Governor Development Officer, Diocese of Chichester) (RW)

In attendance: Susan Broadhead (Clerk, Harting)

<b>1. Apologies</b>  Mr Paul Wagstaff, Director of Education and Skills at West Sussex County Council (WSCC) had sent his apologies.	<b>ACTION</b>
<b>2. Welcome and Introductions</b>  The Harting Chair (JA) explained that the Chairs of both schools would alternate the chairmanship of meetings. Since the meeting was taking place at Harting CE Primary School (Harting), he would chair this meeting. He welcomed all attendees and they each gave a brief description of their role.	
<b>3. Aim of the Meeting</b>  This would be to determine whether the Harting and Stedham Federation had met the requirements of the Diocese of Chichester, the Department for Education and WSCC to progress to the next phase of Hard Federation; and to understand clearly the additional steps that may be required. JA announced that unfortunately due to escalation of the Coronavirus and precautions announced today (16.03.2020) by the government, the planned public meeting for 21 <sup>st</sup> April at Harting had been postponed. However, it was expected that this would not affect the final deadline as the formal consultation process would be easily accommodated in the autumn term. The Federation minuted its thanks to Rose Wisdom (RW) for leading the Federation through the labyrinth of legislation.	

<p><b>4. WSCC Position</b></p> <p>James Richardson (JR) appreciated all the work undertaken by the Federation. It had been well-managed and a great effort. A key point was that the Diocese and WSCC should see progress. He would have to report back to the Children's Committee in early April 2020 which is why he had called the meeting. As mentioned in point 3, there had been some rescheduling of community meetings due to the COVID-19 virus and Government meeting guidance. The minutes from the meeting would form the submission of the report.</p> <p>JA added that there were two phases:</p> <ol style="list-style-type: none"> <li>Informing the community of the path from soft to hard federation.</li> <li>Regulations and legislative process. This had a deadline of 31<sup>st</sup> January 2021 to form a Hard Federation. As stated earlier it is expected that the current Coronavirus would not delay this date.</li> </ol> <p>David Furlow (DF) confirmed that there had already been ongoing engagement with the community and staff and that both schools were working together. They now wanted to check with WSCC what was still needed.</p> <p>JA asked JR whether all the requirements to 21<sup>st</sup> April 2020 had been met.</p> <p>JR replied that he would need to check if the Diocese agreed with the governance of the Federation as that was the prime reason he asked for the meeting.</p>	
<p><b>5. Diocese of Chichester, Board of Education (DBE)</b></p> <p>Trevor Cristin (TC) referred to his letter to the Federation which contained the three points required:</p> <ol style="list-style-type: none"> <li>Insuring the model of governance meets the requirements</li> <li>A strong sense of co-operation between the two schools</li> <li>It could serve as a model for future federations</li> </ol> <p>TC said that there was no cause for reservation as everything was secure. It was a well-documented journey and had been a positive experience. TC said he wanted to see how this Federation would sit with other schools who were in a similar situation. JA replied that he could only speak for Harting. However, the preservation of schools individuality and ethos was stated clearly in Strategic Intent 3 within the current Rother Valley Locality Plan and was agreed by all parties. DF replied that he had created a map of how people can work together which could be equally beneficial to other schools. TC said that it would be very useful to see this for all schools. The Diocese can broker these conversations and open doors to new ways of working. JA said that the Instrument of Government (IoG) had been drawn up to preserve the ethos of both schools and their own identity since they were different types of school: Harting is a voluntary controlled Church of England School and Stedham is a Community School. DF added that the work so far and in the future would concentrate on the most common ground, the development of resources to assist the schools in leveraging resources, reporting instruments and planning activities and the</p>	<p><b>DF</b></p>

<p>development of resources to enhance the children's experience. There were so many positive angles to collaborating. They would take the best and also respect both types of school. TC said that this type of Federation was not without precedent. There were more examples of similar federations in East Sussex.</p> <p>TC noted that the Christian distinctiveness of Harting meant that it was a strong Church of England School. The Diocese would want to keep and develop this by regular visits and the SIAMS (School Inspection of Anglican and Methodist Schools) process. Harting was due a visit by Ruth Cumming (Assistant Director of Education (Teaching and Learning)) on 18<sup>th</sup> March 2020. This was an example of the support given by the Diocese which would be ongoing. TC was confident of where the school was going under the current Head Teacher (Fiona Mullett). Hopefully this relationship will last in the future.</p> <p>In conclusion, TC said that the Diocese had raised three points and the schools were further ahead than expected and supportive of each other and therefore met the Diocese's requirements at this stage of the development of the Federation.</p> <p>RW outlined the next stages of the process from a Diocese perspective. The next DBE meeting would be asked to give its formal approval, conditional approval having been given in February 2020. Both governing bodies having approved the IoG would need to go to formal consultation and consider the responses. If there were any modifications of the IoG then they would need to be re-submitted to the DBE would give its final formal approval. JA asked how long the process normally takes because the Federation had started its path in January 2020. RW replied that every school was different however a longer lead-in time was more common. She continued that as long as the relationship had a strong foundation, this would stand it in good stead. The deadline date of 31<sup>st</sup> January 2021 would seem secure. TC added that the speed of the process may have been of concern but the January 2021 date would be satisfactory. It was noted that the deadline had been set by WSCC (Paul Wagstaff).</p> <p>DF said that the Federation appreciated the fact that the Diocese had come with outline documents. It had been a pleasure to work in the small modifications. A working group had been set up (the Joint Strategic Development Committee JSDC). This would now add a Foundation Governor (Harting) and another Governor (Stedham) to the membership in order to take the Christian values of Harting into account. It was important though that the Federation was one entity not two schools.</p>	
<p><b>6. Further requirements for WSCC</b></p> <p>JR agreed that it was all encouraging and would like to put this in his report. The relationship between the two schools was important. Both schools had learnt a lot in the process. He asked if there was anything else to add.</p> <p>FM said that both schools had arranged to share School Development Plans to see communality. They could see where staffing was similar, where they overlapped and where there were gaps. They would share Continuous</p>	

<p>Professional Learning (CPD) and effective working on the curriculum by looking at each school's strengths.</p> <p>MM said that the Head Teachers, JA and governors meet up regularly and that conversations had taken place over a long time.</p> <p>JR would report back to the Children's Committee and the Cabinet and wanted to ensure that the schools are happy with what is said.</p> <p>It was agreed that the schools would produce a brief appendix giving evidence of the journey. JR stated that it would be good to make sure the softer side also comes across.</p> <p>JR was asked to ensure that the first paragraph of his report stated that the requirements on Harting and Stedham from the Children's Committee and Cabinet had been met.</p> <p>JR agreed that those requirements had been met.</p>	<p><b>JR</b></p> <p><b>Federation Chairs</b></p> <p><b>JR</b></p> <p><b>JR</b></p>
<p><b>7. Concluding points</b></p> <p>TC said that the DBE would set up a relationship with another advisor to support the school. Ruth Cumming is the person in charge of Teaching and Learning and would continue to visit Harting for the time being.</p> <p>JR confirmed that the same people would be involved in the progress from WSCC and would include Jackie Gatenby from the Governance team.</p> <p>The minutes would be drafted and circulated by the 20<sup>th</sup> March.</p> <p>The one page document would be sent out by JA.</p> <p>The Chair concluded that it had been a successful evening confirming that the Harting and Stedham Federation had met both the Diocese and LA requirements for the 21<sup>st</sup> April Cabinet meeting and thanked everyone for braving Covid-19.</p> <p>JR thanked the Chair for hosting the meeting.</p>	<p><b>DBE</b></p> <p><b>JR</b></p> <p><b>Clerk</b></p> <p><b>JA</b></p>

The meeting closed at 7:25 pm.



Signed: .....  
Jeff R Ace (Chairman of Harting CE Primary)

Date: .....19 March 2020.