

# Harrow CAT - St Anselm's Catholic Primary School

## Stakeholder Consultation Plan

### 1 Purpose

The purpose of this document is to identify the key stakeholders to be engaged during the process by which St Anselm's Catholic Primary School will convert to an Academy and form the Harrow Catholic Academy Trust (CAT) with its partner Schools, under the provisions of the Academies Act, 2010.

The document proposes a plan to engage all of the key stakeholders.

The founding schools in the proposed Harrow CAT are;

- St Anselm's Catholic Primary School, Roxborough Park;
- St Joseph's Catholic Primary School, Belmont Circle;
- St George's Catholic Primary School, Sudbury Hill;
- St Teresa's Catholic Primary School. Long Elmes;
- St John Fisher Catholic Primary School, Pinner; and
- The Sacred Heart Language College, Wealdstone.

### 2 Purpose of the consultation

The purpose of the consultation exercise is to ensure that the key stakeholders of the St Anselm's Catholic Primary School are provided with:

- The reasons why the School has agreed to form the Harrow CAT with the other Catholic Schools in the Borough.
- Further information about the plans to convert and form the Harrow CAT.
- The key messages (see below) which will accompany the consultation process

The consultation process provides an opportunity for stakeholders to participate in the conversion process. There is a requirement to ask stakeholders the consultation question "Should St Anselm's Catholic Primary School become an academy and form the Harrow Catholic Academy Trust (HCAT) with its partner schools?" and for the Governing Body to consider the comments and opinions received.

### 3 Key messages

The key messages in the consultation process are as follows:

- State reasons for forming the Harrow CAT - “To protect, secure and develop the Church’s mission in education.”
- Explain the benefits will there be for the School becoming part of a Catholic Academy Trust
- There will be **no changes** to:
  - Name of the School;
  - Uniform;
  - Curriculum;
  - Admissions arrangements (the School will remain part of the PAN London Admissions process through London Borough of Harrow)
  - The School will not select any students on the basis of their aptitude or ability.
  - The current oversubscription criteria will continue to apply
  - The school day and term dates
  - The buildings will remain as they are; and
  - The terms and conditions of employment for staff
- There **will** be changes to:
  - The legal status and governance arrangements for the school
  - The current Governing Body will cease to exist and St Anselm’s Catholic Primary School will become part of Harrow CAT a charitable company limited by guarantee.
  - A Local Advisory Council will be established
  - Financial arrangements - Funding will come to the school direct from Central Government rather than via the Local Authority.

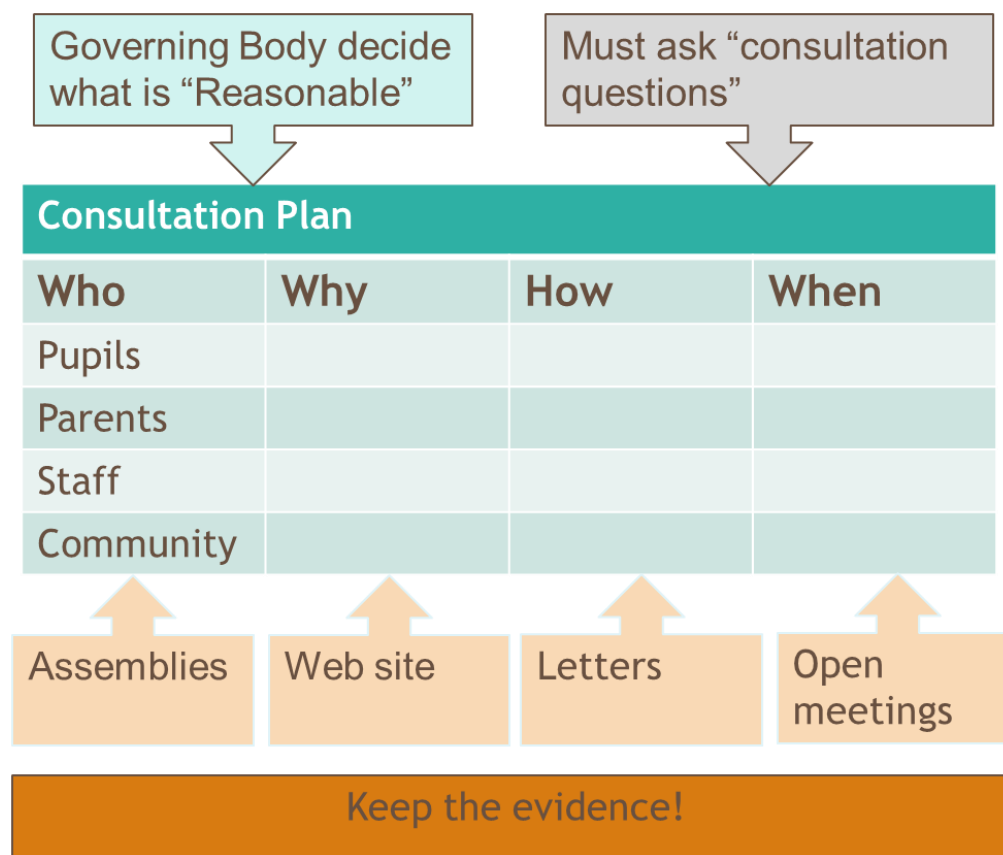
#### 4 Timing

All of the proposed founding schools in (1) above, have agreed to hold a common 4 week consultation exercise with their stakeholders.

The Consultation will commence on Monday 10<sup>th</sup> September and close on Monday 8<sup>th</sup> October, 2018.

Each School will hold a meeting with Staff at 3.30pm followed by a meeting with Parents at 6.00pm.

#### 5 Stakeholders and consultation approach



4 Stakeholders and consultation approach (continued)

Type of stakeholder	Why consult them?	How they will be consulted	Who will lead?	Key dates/Evidence
Diocese of Westminster - Education Service	<ul style="list-style-type: none"> <li>• Owner and representative of the Church’s mission in Education.</li> <li>• Harrow Schools need the Diocese to remove conversion conditions set out in the conditional consent letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Progress reports to Project Board</li> <li>• Review and approval of conditions contained within Diocese consent letter</li> <li>• Approval of consultation plan and materials prior to commencing stakeholder consultation</li> </ul>	AL/CEO Designate/ Headteacher and Chairs of Governors  (See Annex 6 sample letter)	<ul style="list-style-type: none"> <li>• Letter to Bishop John Wilson on 10<sup>th</sup> September</li> <li>• Project Board reports and minutes</li> </ul>
Parents / carers	<ul style="list-style-type: none"> <li>• They may be wrongly concerned that an “academy” suggests a drop in standards or that the school is failing</li> <li>• They need to be made aware of the implications of forming a Harrow CAT and why the Schools are proposing this now</li> <li>• They could be concerned that they will need to buy new uniforms for their children</li> <li>• They may be worried about changes to the school day and term times</li> <li>• They may be concerned that their opportunities to be involved in the governance of the school are reduced</li> <li>• They may be concerned about any possible changes to staff terms and conditions and valued staff leaving the School.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to all parents directing consultees to the school website</li> <li>• School website consultation page containing the ‘FAQ Consultation Leaflet’</li> <li>• Presentation at Parents Consultation event</li> </ul>	Headteacher and Chair of Governors  (See Annex 1 sample letter to parents)	<ul style="list-style-type: none"> <li>• Letter to parents on 10<sup>th</sup> September</li> <li>• FAQ Consultation Leaflet</li> <li>• Formal consultation meeting for parents at 6pm on Tuesday 18<sup>th</sup> September</li> <li>• Consultation report summarising process</li> </ul>

Staff (teaching and non-teaching)	<ul style="list-style-type: none"> <li>• They may not understand the benefits of forming a CAT.</li> <li>• They may be concerned about potential changes to their terms and conditions of employment, including hours worked, pay rates, pension entitlement, etc.</li> <li>• They could be worried about changes in the ethos and approach to teaching and learning</li> <li>• They may be concerned about the Governance arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to all staff</li> <li>• School website consultation page containing the 'FAQ Consultation Leaflet'</li> <li>• Staff consultation meetings</li> </ul>	Headteacher and Chair of Governors  (See Annex 2 sample letter to staff)	<ul style="list-style-type: none"> <li>• Letter to staff 10<sup>th</sup> September enclosing consultation leaflet</li> <li>• Formal consultation meeting for staff 3.30pm Tuesday 18<sup>th</sup> September.</li> </ul>
Current pupils	<ul style="list-style-type: none"> <li>• Their parents/carers may raise concerns about possible changes which may worry them</li> <li>• They need to know what will not change - name, ethos, uniform, curriculum, school day, homework.</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Student Council</li> <li>• School website consultation page containing 'FAQ Consultation Leaflet'</li> </ul>	School	<ul style="list-style-type: none"> <li>• Assemblies to take place .....</li> <li>• Website updated.....</li> </ul>
Department for Education	<ul style="list-style-type: none"> <li>• The Department will approve the application to convert and will be a key signatory to the Supplementary Funding Agreement</li> <li>• DfE will want to be satisfied that there are no significant risks (especially about land) being taken on by the academy.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of application form</li> <li>• Liaison with DfE Project Lead</li> <li>• Draft legal documents submitted in line with agreed deadlines for review</li> </ul>	Diocese/ Headteachers/AL	<ul style="list-style-type: none"> <li>• Application to convert to an Academy</li> <li>• Academy Order received</li> <li>• KIT calls between Joe Farrell and AL</li> <li>• Report on Title</li> <li>• Draft MFA &amp; SFA</li> <li>• Signature of MFA &amp; SFA</li> <li>• Confirmation no issues arising from consultation</li> <li>• Confirmation that CTA and Lease</li> </ul>

				agreed
--	--	--	--	--------

Harrow Deanery	<ul style="list-style-type: none"> <li>• Deanery will share an interest in protecting, securing and developing Catholic Education in the Borough of Harrow.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to the Dean of Harrow</li> </ul>	<p>Headteachers and Chairs of Governors</p> <p>(See Annex 6 sample letter)</p>	<ul style="list-style-type: none"> <li>• Letter to Canon Michael Munnely on 10<sup>th</sup> September</li> </ul>
London Borough of Harrow	<ul style="list-style-type: none"> <li>• The change to Academy status will fundamentally change the relationship the school has with the Council</li> <li>• Sacred Heart Language College will need to continue to work with Harrow Council, in respect of traded service, co-ordinated admissions arrangements, SEN and School Transport</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to Chief Executive and</li> <li>• Director of Children and Young People</li> </ul>	<p>CEO Designate/ Headteachers</p> <p>(See Annex 3A and 3B sample emails)</p>	<ul style="list-style-type: none"> <li>• Letter/email to Chief Exec Michael Lockwood 10<sup>th</sup> September</li> <li>• Letter/email to Chris Spence (Corporate Director - People) and Paul Hewitt Divisional Director Children and Young People on 10<sup>th</sup> September</li> <li>• Letters/emails to local ward Councillors Ghazanfar Ali, Sue Anderson and Keith Ferry on 10<sup>th</sup> September</li> </ul>
Neighbouring Community schools	<ul style="list-style-type: none"> <li>• Keeping neighbouring community schools informed</li> <li>• Preventing any misunderstanding about motives for conversion</li> <li>• Re-assure them about future co-operation</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to Head teachers</li> </ul>	<p>Headteacher</p>	<ul style="list-style-type: none"> <li>• Letter/email to neighbouring school Headteachers 10<sup>th</sup> September</li> </ul>
Local MP - Gareth Thomas	<ul style="list-style-type: none"> <li>• MPs represent their constituents who may have concerns about the plans to change status</li> <li>• The support of the local MP(s) may assist in securing Departmental approval</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to local MP</li> </ul>	<p>CEO Designate</p> <p>(See Annex 4 sample email)</p>	<ul style="list-style-type: none"> <li>• Email 10<sup>th</sup> September</li> </ul>

<p>OTHERS TO CONSIDER</p> <p>Community groups</p> <p>Users of the school building</p> <p>Immediate neighbours to the school and</p> <p>Local businesses</p>	<ul style="list-style-type: none"> <li>Active members of the School community with a stake in the School</li> </ul>	<ul style="list-style-type: none"> <li>Letter to key groups referencing website and consultation leaflet</li> </ul>	<p>School</p>	<ul style="list-style-type: none"> <li>Letter/email 10<sup>th</sup> September</li> </ul>
---	---	---	---------------	--