

**PROPOSED NEWHAM MAT
CONVERSION CONSULTATION PLAN**



Consultation Objectives

- To present the purpose and benefits of becoming an academy and forming a MAT to all stakeholders
- To establish whether there is any significant objection to the proposal that would make a Governing Body re-consider its decision to convert
- To satisfy the requirements for consultation set out in the *Academies Act 2010*.

Consultation Proposal

That Elmhurst, Gallions, Nelson and Vicarage each convert to academy status and together found the Newham Multi Academy Trust (working title)

Consultation Audiences, Activities and Timings

- Consultation to run for 4 academic weeks Monday, September 18th to Friday, October 13th 2017.

#	Audience	Considerations	Key activities	Key timings
1	Governing Bodies	<ul style="list-style-type: none"> • Governors at Gateway #1 (July 5th) to consult on the proposal • Consultation needs to establish whether there is any significant objection that would make them re-consider 	<ol style="list-style-type: none"> 1. Governing Body meeting (Gateway #2) to consider consultation report and vote whether to proceed with conversion 	<ol style="list-style-type: none"> 1. Gateway Meeting#2 October 19th
2	Staff	<ul style="list-style-type: none"> • Staff will go through a transfer of employment under the protection of TUPE regulations should the conversion go ahead • Staff principal concern will be about protection of T&Cs and pension 	<ol style="list-style-type: none"> 1. Letter, Consultation Proposal & FAQs to be sent to all staff at start of academy consultation 2. Consultation meeting with staff 3. Consultation survey distributed at meeting 4. Feedback from meetings published 	<ol style="list-style-type: none"> 1. Monday, September 18th 2. <i>Elmhurst</i>: Monday, October 2nd 3.45pm. <i>Vicarage</i>: Tuesday, October 3rd 3.45pm. <i>Nelson</i>: Wednesday, October 4th 3.45pm. <i>Gallions</i>: Thursday, October 5th 3.45pm 3. As above 4. Within 3 days after meeting
3	Unions and Professional Associations	<ul style="list-style-type: none"> • Good practice to involve unions in academy consultation • Statutory responsibility to consult with unions and professional associations on transfer of staff under TUPE – planned for November 2017 	<ol style="list-style-type: none"> 1. Initial meeting with unions prior to commencement of consultation 2. Invitation to attend staff meeting 3. Follow- up meeting with unions 	<ol style="list-style-type: none"> 1. Friday, September 8th 12.30pm <i>Gallions</i> 2. Monday, September 18th 3. Date TBC

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4.	Parents & carers	<ul style="list-style-type: none"> Level of parental engagement with the school and likely interest/concern with academy conversion unknown. 	<ol style="list-style-type: none"> Letter and Consultation Proposal to be sent to all parents at start of academy consultation Consultation meeting with parents Questionnaires distributed at meeting Feedback from meetings published 	<ol style="list-style-type: none"> Monday, September 18th <i>Elmhurst</i>: Monday, October 2nd 2.15 & 6.00pm; <i>Vicarage</i>: Tuesday, October 3rd 2.15 & 6.00pm; <i>Nelson</i>: Wednesday, October 4th 2.15 & 6.00pm; <i>Gallions</i>: Thursday, October 5th 2.15 & 6.00pm. As above Within 3 days after meeting
5	Pupils	<ul style="list-style-type: none"> Unless changes to name of school or uniform are anticipated no formal need to consult 	Assembly by Headteacher at each individual school to explain to children	1. TBC
6	MP, Local Councillors and Community Leaders	<ul style="list-style-type: none"> Local MPs and Councillors reaction unknown 	Letter to be sent to MP, Local Councillors and Community Leaders	1. Monday, September 18 th
7	Headteachers of other local schools	<ul style="list-style-type: none"> Views of other local Headteachers unknown 	Joint courtesy letter from Headteacher and Chair	1. Monday, September 18 th
8	School Partner organisations	<ul style="list-style-type: none"> Each school to consider 	Courtesy letter to be sent by each school	1. Monday, September 18 th

Consultation Materials Required

- Core Parents letter (to be published by each school)
- Core Staff letter (to be published by each school)
- Core Consultation Proposal (to be published jointly)
- Staff FAQs
- Union letter (joint letter)
- Core stakeholder letter (to be published by each school)
- Survey
- Staff and Parent Consultation presentation
- Web link with PDFs of letters, FAQs and questionnaire for each school

Consultation meetings

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- Presence of 2 or 3 Governors at each meeting very helpful.
- Chair or Governor to host the meeting including welcome and introductory comments (to be provided).
- Headteacher(s) to talk through short presentation on proposal including reasons and benefits (to be provided).
- Advisor to facilitate Q&A session with someone taking note of questions.
- Advisor to draft summary of Q&A across five schools.
- Schools to publish Q&A on their website.