



# **BLACK HORSE HILL JUNIOR SCHOOL**

## **STAKEHOLDER CONSULTATION REPORT**

**19<sup>TH</sup> APRIL 2023**

## **Summary**

This report has been prepared for the Governors of Black Horse Hill Junior School and describes the consultation process that has taken place to inform a decision on the proposed conversion of the school into an academy as part of Oak Trees Multi Academy Trust.

The Headteacher and Governors of Black Horse Hill Junior School have led the process, with support from Oak Trees Multi Academy Trust. Representatives from the school have made clear the implications of conversion through the production of a consultation Frequently Asked Questions (FAQ) document with attached questionnaire, and at consultation meetings that took place on 14<sup>th</sup> March 2023.

Analysis of the information collected to date shows that stakeholders are broadly comfortable with the proposal for Black Horse Hill Junior School to convert to academy status as part of Oak Trees Multi Academy Trust. A number of questions and comments were collected at consultation events which show that the school's main stakeholders, i.e. staff, parents and carers have engaged in the process, researched information in addition to that provided by the school and articulated their views clearly to the Trust and school.

Governors have had a significant time to consider academy status and through their role have an understanding of the school, its systems and support that is not available to all members of the community.

The consultation period ran from 6<sup>th</sup> March 2023 to 31<sup>st</sup> March 2023 and Governors will now confirm whether they wish to move ahead with the academy conversion process.

## **1. Introduction**

Representatives of Oak Trees Multi Academy Trust met with the Governing Body of Black Horse Hill Junior School to discuss the Trust.

As a consequence of this, and the continued debate and growth of academies in England, the Governing Body decided to look more closely into adopting the academy model and whether at this time it would be in the best interests of the children, teachers and staff at Black Horse Hill Junior School.

The stakeholder engagement and consultation activities were designed to inform and seek comment and opinion on the proposed academy conversion from a range of interested parties most closely associated with the school. The key activities have included preparing and disseminating consultation materials, as well as holding face to face meetings. Underpinning the process has been a commitment to communicate with key stakeholders clearly and frequently as to timelines, process and outcomes.

The remainder of this report details the full range of engagement activities that have taken place and an analysis of the responses received and conclusions drawn from this analysis.

## **2. Aims of the Consultation**

The consultation exercise had a number of strategic aims:

- To inform stakeholders of the scope of the proposal and provide information on both short and long-term implications and opportunities
- To ensure that a wide range of stakeholders were able to contribute their views and ideas and ask questions
- To collate and analyse the views put forward to inform consideration by the Governing Body

## **3. Consultation materials**

### **a) PowerPoint presentations:**

A series of PowerPoint presentations were developed for each audience to give all stakeholders consistent and relevant information as a starting point to inform the discussions.

Staff had an additional focus on staffing/HR issues and implications for them whereas the parents' consultation focused more on what it could mean for pupils as well as providing more information on Academy status.

Key areas covered in the presentations were:

- The rationale for conversion and the local proposal
- What are the key requirements to convert and the benefits and opportunities of converting to an Academy.
- Curriculum opportunities
- Staffing implications
- Financial considerations

- Legal implications for land, buildings and staff
- What happens next?
- Questions & Answers

A copy of all the presentations can be found between Appendix 7 and 8.

b) Parents/ Carers Letter:

To support the parental consultation, a letter for all parents/carers was developed and sent out. The aim of the letter was to allow parents the opportunity of giving their thoughts about the school converting to Academy status and to raise any concerns they had.

Parents/ carers have contributed to the consultation by attending face to face meetings and sending in feedback by email.

c) Stakeholder FAQ's:

A frequently asked questions document (see Appendix 4) was prepared for the parents/ carers consultation events. The aim was to give as much information as possible about all the practical things parents could want to know, ranging from whether there would be new uniforms to what it could mean for the pupils' learning experience. This document complemented with the presentation and question and answer session gave parents a thorough understanding of what an academy is and what it could mean for the school.

d) Feedback Form

A feedback form was used as a vehicle to gauge reaction to the proposal for the school to become an academy and to join Oak Trees MAT. Stakeholders had the opportunity to respond anonymously. There was a space provided for any questions and comments. Feedback forms could be submitted by email or could be left in the box at the school office.

#### 4. Overview of the Engagement Process

The following table outlines the full range of engagement activities that have taken place.

Date	Activity undertaken	Stakeholders engaged	Response / Number in Attendance
27.02.23	Draft consultation materials shared with Headteacher and feedback invited.	Headteacher	-
27.02.23	Draft consultation materials shared with Governors	Governors	-
06.03.23	Feedback forms inviting stakeholders to anonymously leave questions or comments about the academy proposal.	All Stakeholders	4 feedback forms received
06.03.23	1 copy of consultation letter & FAQ sent to parents/carers of all pupils via email	All parents and carers of current pupils in the school	-
06.03.23	1 copy of consultation letter & FAQ delivered to all staff	All staff in the school (teaching and support)	-
06.03.23	Feedback forms inviting stakeholders to anonymously leave questions or comments about the academy proposal.	Members of the community including: LA, BHH Infants, Hall Star Education	-
14.03.23	Meeting with Staff at 4.00pm	Staff	11 Members of Staff
14.03.23	Open Meeting with Parents / Carers at 5.15pm	Parents / Carers	6 Parents/ Carers

## **5. Feedback**

An analysis of the feedback received and responses provided at the consultation meetings is provided as follows:

NB: Full Questions and responses of meetings are available in Appendix 6.

- Six parents/ carers attended the open meeting and the questions raised indicated that they were generally well-informed and engaged in the process of academy conversion. They were very interested in learning more about the benefits of academy status by joining Oak Trees MAT; and how the decision was made to select the Trust. It can be deduced from this that this part of the engagement process was robust and that all those who wished to were able to express their opinions and raise questions openly and freely throughout the meeting.
- A total of four members of staff completed the feedback form. Two out of the four members of staff are in support of the proposal for Black Horse Hill Junior School to convert to academy status and join Oak Trees MAT.
- Two members of staff are unsure about the proposal for the school to convert to academy status and join Oak Trees MAT.
- No parents/ carers completed the feedback forms.
- The responses/ questions received via the feedback forms have been responded to in Appendix 6.
- During the consultation meeting with staff, questions were asked about staffing, policies, plans for expansion at the trust, and pensions.
- During the consultation meeting with parents/carers, questions were raised regarding the curriculum, funding, CIF funding, relationship with Black Horse Hill Infant School following conversion, and growth plans for Oak Trees MAT.

## **6. Conclusions and Recommendations**

The consultation with key stakeholders has been comprehensive. There was a good attendance at the staff meeting and a low attendance at the parent/carer meeting. Although there has not been a high response rate of completed feedback forms received, there has been a genuine interest for more information about what plans to convert to academy status would mean for the school and its pupils.

All engagement meetings held on 14<sup>th</sup> March 2023 facilitated open discussion about a wide range of implications of academy status. Questions received by the school and Trust showed a high level of engagement and understanding by stakeholders. No significant concerns were recorded either at meetings or through the feedback forms made available. Any concerns raised were addressed fully by the school and Trust.

A higher response rate from stakeholders would have been advantageous for the Governing Body in terms of decision-making. However, it could be deduced from the low response rate that stakeholders are comfortable with the proposal and do not have significant concerns that they wish to raise.

In conclusion, it is recommended that the school and Oak Trees Multi Academy Trust build upon the support of parents/carers and staff shown throughout the consultation period by involving these groups of stakeholders in the development of the school as an academy.

Oak Trees Multi Academy Trust and school governors will continue to engage with staff and trade union representatives throughout the academy conversion process.

## **7. Next Steps**

There is a full Governor meeting scheduled on the 25<sup>th</sup> April 2023. This meeting will provide an opportunity for Governors to discuss the views put forward during the consultation to aid them in the decision-making process and decide what their next steps should be in this process.

## **Appendices** (see separate files):

1. Parents/Carers Letter
2. Staff Letter
3. Community Letter
4. Stakeholder/ Staff academy Frequently Asked Questions
5. Feedback Form
6. Engagement Questions & Answers
7. Staff Presentation
8. Parents/Carers Presentation