



Norley CE Primary School

STAKEHOLDER CONSULTATION REPORT

14th July 2022

Summary

This report has been prepared for the Governors of Norley CE Primary 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 Chester Diocesan Academies Trust (CDAT).

The Headteacher and Governors of Norley CE Primary School have led the process, with support from CDAT. 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 22nd June 2022 and an informal drop-in session on 30th June 2022.

Analysis of the information collected to date shows that stakeholders are broadly comfortable with the proposal for Norley CE Primary School to convert to academy status as part of CDAT. 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 academy consultation started on 14th June 2022 and concluded on 12th July 2022. Governors will now confirm whether they wish to move ahead with the academy conversion process.

1. Introduction

Representatives of Chester Diocesan Academies Trust (CDAT) met with the Governing Body of Norley CE Primary School to discuss CDAT, a multi-academy trust formed by the Diocese of Chester, which is an option for schools within the Diocese who are considering the Academy model.

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 Norley CE Primary 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 meetings at the school. 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

1. 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 8 and 9.

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 were given the opportunity of sending in feedback either by email or in writing. Parents/ carers have contributed to the consultation via attending meetings and completing a feedback form via email or sent the form directly to the school.

c) Stakeholder FAQ's:

A frequently asked questions document (see Appendix 5) 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 CDAT. 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.

3. 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
25.05.22	Draft consultation materials shared with Headteacher and feedback invited.	Headteacher	-
26.05.22	Consultation materials shared with Governors and feedback invited	Governors	-
7.06.22	Neil Dixon (CEO at CDAT) made informal visit to the school	Staff	-
13.06.22	Feedback forms inviting stakeholders to anonymously leave questions or comments about the academy proposal.	All Stakeholders	6 responses received
13.06.22	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	-
13.06.22	1 copy of consultation letter & FAQ delivered to all staff	All staff in the school (teaching and support)	-
13.06.22	Feedback forms inviting stakeholders to anonymously leave questions or comments about the academy proposal.	Members of the community including: Cheshire West and Chester PCC Kingsley St John's Crowton Sharon Dean-Asia Weaverham High School Helsby High School Link Club Family Ties-counselling Little Superstars Edsential	-

Date	Activity undertaken	Stakeholders engaged	Response / Number in Attendance
22.06.22	Meeting with staff @ 4.00pm	Staff	9 Members of staff
22.06.22	Meeting with parents/ carers @ 5.30pm	Parents/ Carers	5 Parents/ Carers
30.06.22	Informal drop-in session held by the Headteacher with parents/ carers	Parents/ Carers	1 Parent/ Carer

4. Feedback

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

NB: Full Questions and responses of meetings are available in Appendix 7.

- Five parents/ carers attended the open meeting and one parent/ carer attended the informal drop-in session. Questions raised indicated that parents/carers 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 CDAT; and how the decision was made to select CDAT. 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 meetings.
- There has been a low response rate of respondents completing the feedback forms. A total of six respondents completed the feedback form via email or sent the feedback form directly to the school. This included three parents/carers, two members of staff, and one respondent who is both a parent/carers and a member of staff.
- Five out of the six respondents are in support of the proposal for Norley CE Primary School to convert to academy status and join Chester Diocesan Academies Trust (CDAT).
- One respondent (parent/ carer) does not support the proposal for Norley CE Primary School to convert to academy status and join Chester Diocesan Academies Trust (CDAT).
- The responses/ questions received via the feedback forms have been provided in Appendix 7.
- During the consultation meeting with staff, a number of questions were asked relating to the school retaining its unique identity within the Trust, staff terms & conditions, benefits of being part of CDAT and what the future could look like as a CDAT school.
- During the consultation meetings with the parents/ carers, questions were raised regarding the reasons to convert and funding implications. Parents/ carers were also keen to find out about the vision for expansion at CDAT and how Norley CE would collaborate with other CDAT schools and local schools.

5. 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 parents/carers meetings. Although there has been a low response rate to the number of respondents completing the feedback forms, 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 22nd June 2022 and 30th June 2022 facilitated open discussion about a wide range of implications of academy status. Questions received by the school and Academy 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 all 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 CDAT build upon the support of parents/carers, staff and pupils shown throughout the consultation period by involving these groups of stakeholders in the development of the school as an academy.

CDAT and school governors will continue to engage with staff and trade union representatives throughout the academy conversion process.

6. Next Steps

There is a full Governor meeting scheduled on the 20th July 2022. 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. CDAT Vision and Ethos
5. Stakeholder/ Staff academy Frequently Asked Questions
6. Feedback Form
7. Engagement Questions & Answers
8. Staff Presentation
9. Parents/Carers Presentation