



# Yeovil Federation Constitution

Summer 2016

## 1. Context, Purpose and Membership

1.1 The Yeovil Federation is a Community Learning Partnership, comprising 34 cross phase schools, centres and an FE College that has agreed to work in partnership to raise standards and aspirations in our geographical area.

1.2 The Federation aims to scaffold a context in which, together, we can:

- Support all schools in achieving the best outcomes for all learners and young people who will share high expectations of their education and exciting aspirations for the future.
- Encourage effective collaboration and sharing between schools, professionals and services in order to maximise opportunities, enhance value and improve education provision for us all.

1.3 Member schools are:

St Margaret's C of E Primary	Preston School
Milford Junior School	Martock Primary School
Milford Infant School	Birchfield Primary School
Preston Primary School	Barwick & Stoford Primary School
Holy Trinity C of E Primary	St Michael's Academy
Fiveways Special School	Pen Mill Academy
East Coker Primary School	Castle Primary School
South Petherton Infant School	Chilthorne Domer Primary School, Ash C of E
West Chinnock C of E Primary School	Primary School
South Petherton Junior School	Buckler's Mead Academy
All Saints C of E Primary School	Westfield Academy
Ilchester Primary School	Fairmead Special School
Norton Sub-Hamdon Primary School	Reckleford Infant School
Huish Primary School	Stanchester Academy
Oaklands Primary School	Yeovil College
St. Gilda's Catholic Primary School	The South Somerset Partnership School
West Coker C of E Primary School	

1.4 Member schools of the Yeovil Federation have access to:

- A network of supportive professional relationships in a geographically convenient cluster
- A readymade partnership with the ability to access funding
- A share of any central funding available for enrichment and enhancement activities
- Shared resources e.g. minibuses, data loggers
- Opportunities to group/shared purchasing
- Training and development opportunities
- Forums for pedagogical discussion
- Shared events and activities to raise learner aspiration/achievement
- Opportunities to share best practice and disseminate case studies etc.

### Support for:

- Leadership challenges from experienced and expert local leaders
- NQTs and beginning teachers
- Curriculum development and innovation

- Moderation/standardisation procedures
- Agreed local projects and priorities

**Responsibility to:**

- Share information and opportunities with local schools and the Federation Development Director
- Read and respond to Federation information circulated
- Encourage participation in activities and events where possible
- Contribute views and opinions to meetings and forums

1.5 Membership is by annual subscription calculated according to pupil numbers in addition to a standing fee. Any changes to the calculation of the annual subscription will be raised at the AGM and finalised via the Steering Committee.

1.6 Member schools are expected to abide by the statement of Federation Values (See next paragraph) which have been agreed through consultation with all member schools.

1.7 Any future process to accept new members must be agreed by the full membership via the Federation Steering Committee.

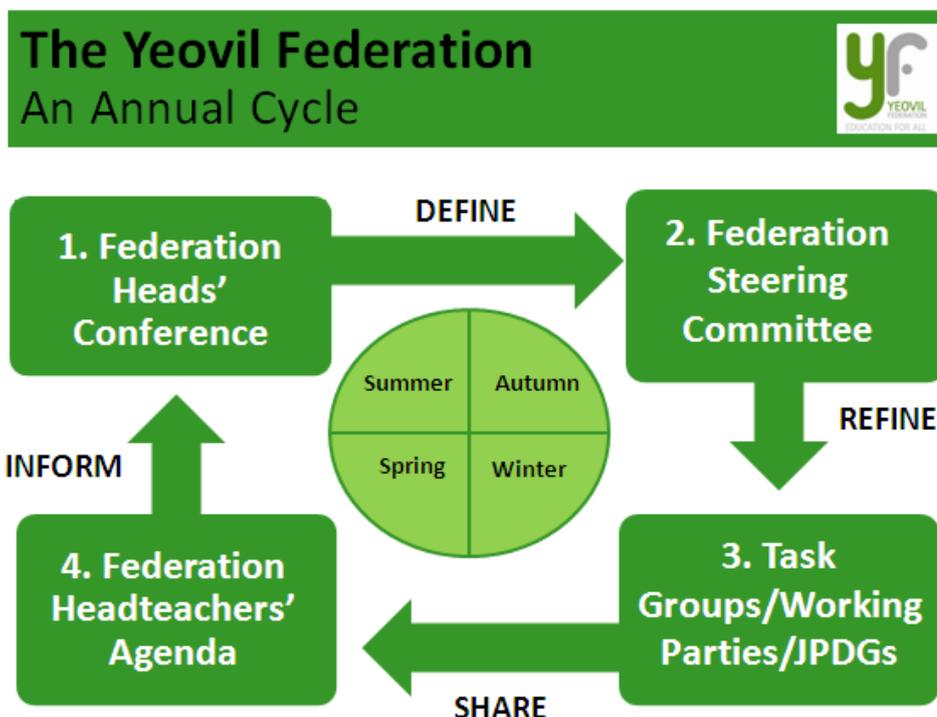
**2. Core Values of the Yeovil Federation**

2.1 As members we are all committed to:

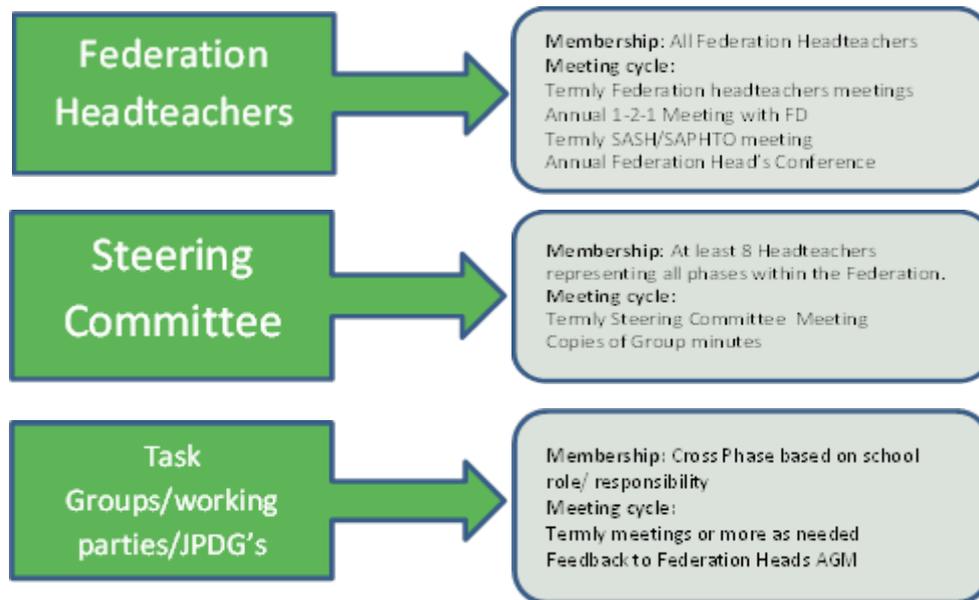
- Sharing our expertise, experience, resources, time and opportunities with other schools/colleges, young people and staff in the Federation schools/college to improve provision.
- Working together with honesty and integrity to provide the very best quality education for all our young people, not just those in our own school/college.
- Recognising the needs and complexities of our wider community and working, through education, to help our young people take on valuable roles in that community and beyond.
- Supporting training and development in its widest forms for all our staff to raise levels of knowledge, skills, competence, confidence and commitment in their roles in school.

**3. Federation Organisation**

3.1 The Yeovil Federation administers its business via an annual cycle which facilitates the identification of priorities and the refining of these priorities into an annual programme for development



## The Yeovil Federation Meeting Structure



The Federation's plans, activities and developments are closely linked to the work of the Teaching Schools in the town. This mutually beneficial relationship can enhance the performance of all organisations and should be nurtured whilst ensuring the Federation remains a neutral and inclusive mechanism for collaboration.

### 3.2 The Federation Steering Committee

- The Steering is responsible for providing the strategic lead for Federation working and for supporting development and provision, including the appointment of staff.
- Members are elected to serve one year at a time at the AGM held at the Summer Conference.
- Members serve from 01 September to 31 August
- Members can be re elected.
- Membership will include a representative from key stages 1 - 5. The Chair and Vice Chair are additional to this.
- Those elected will decide whether there is a need to co-opt additional members to ensure that the Executive is representative of school types.
- Ex- officio members of the Steering Committee are the Federation Director and Finance Officer.
- Other Local Authority officers, representatives from agencies and organisations may be invited for specific business items.
- Priorities for development and Federation support are identified through the AGM at the Summer Conference to which all schools are invited.
- The Steering Group meets at least 3 times per year.
- All agendas and papers are published in advance to the full membership.
- Minutes go to all members.
- The Steering Group will make decisions about funding applications from schools

### 3.3 Annual Headteachers' Conference and AGM

- A Conference will be held in the summer term
- Headteachers (or their chosen representative) from all Federation member schools will be invited to attend.
- Details of the conference will be sent out at least 10 working days ahead of the event.
- The AGM will take place in the afternoon of the conference and provide a formal forum for the identification of projects and priorities for the coming year as well as the election of the Steering Committee.
- Items for inclusion at this meeting can be proposed by the Headteacher of any Federation member school for consideration at the summer term Steering Committee Meeting, dates of which are shared with all members in each Federation newsletter.
- There will be an opportunity for the Federation Director to present a report on the year's activities and a financial summary.

### 3.4 Election of Chair

- The Chair will be elected for a period of two years. Election will be at the AGM in summer term, and the term of office will begin in the following September.
- Requests for nomination will be made via the CLP Co-ordinator by email prior to the AGM.
- In the event of only one person standing, there will still be a vote.
- The vote will be by secret ballot.
- All members of the Management Group will have a vote with the exception of the CLP Co-ordinator.
- A simple majority will constitute a decision.
- In the event of no-one standing, nominations will be sought on the day.
- The Chair of the Steering Committee will be a Headteacher and will also act line-manage the CLP Manager.
- A sum of £500.00 will be allocated to the Chair's school to support their involvement and commitment.

## 4. The name of the Yeovil Federation

- 4.1 Members will agree not to use the name of Yeovil Federation and its logo in pursuit of any individual project or development without the specific agreement of the Yeovil Federation Steering Committee via the Federation Director.

## 5. Financial management

- 5.1 The Steering Committee will approve and make public the finances of the Federation and the findings of any internal/external audit.

- 5.2 The budget for the Yeovil Federation will be held at St. Michaels Academy, and will be run as a separate account. The budget is the joint responsibility of the Steering Committee Chair and the Federation Director who are accountable to all of the participating schools.

- 5.3 The Federation Director is mandated to authorise payments up to £500 against agreed activities/developments. The Chair must agree any expenditure above that figure.

- 5.4 If the Yeovil Federation ceases to exist, the assets of the Partnership will be returned to the funders in proportion to their contribution, i.e. to individual schools, LA, grant making bodies, etc.

**6. Raising concerns**

6.1 As the Federation is a community, it is not desirable for members to opt out. They can withdraw their active participation but, as all members are highly valued, the CLP prefers to address a school's concerns so they can be dealt with and full participation be restored.

6.2 If a member has serious concerns, they should first raise it either with the Federation Director or the Chair. These officers will then address it and attempt a resolution. If it cannot be resolved by them, the issues will be an agenda item for a full meeting of the Steering Committee.

**7. The Federation Development Director**

7.1 The Yeovil Federation employs a paid officer, the Director. The post holder will manage the day-to-day work of the Federation on behalf of the Steering Committee, regularly reporting to, and planning with this group and other formal groups.

7.2 The Federation Director will be line-managed by the Steering Committee Chair who will provide appropriate review and development.

7.3 The post holder will be based at Yeovil College and is an employee of the College.

Signed: .....

Name:.....

Date:.....

Chair of the Federation Steering Committee