

APPENDIX 5

SUPPORT FOR RAINE'S FOUNDATION SCHOOL STAFF

The staff at Raine's Foundation school were first notified of the possibility that the school could close at a meeting for all staff on the 1st of May 2019, prior to the start of the public consultation. Staff were informed that their employment was assured for at least the next 4 terms. If the decision was made to close the school then, in the absence of employment in another school, the likely outcome was redundancy at the end of August 2020.

The school's HR provider presented at the meeting, outlining the support available and union representatives were also invited to attend and there was an opportunity to meet with their members afterwards. On the 4th and 5rd of May, the Divisional Director for Education and Partnerships was available to meet informally with staff to discuss their position.

Prior to the start of the consultation, the Director of Children's and Culture and LA officers held a series of preparatory meetings with Raine's School to discuss the background and process for the consultation. These included separate meetings with the head teacher and chair of governors, the governing body, the school's senior leadership team and school staff. A formal meeting took place on the 13th June 2019 with the Trades Unions and Teacher Associations. These various formal and informal fora provided opportunities for staff to ask questions and make their views known. The Divisional Director and senior LA HR staff met with union representatives from Raine's school on a second occasion to answer further questions and queries raised by staff. These issues informed the consultation process as it progressed.

Staff were able to contact the HR provider with individual queries and also speak with the executive headteacher and interim headteacher of the support school, Oaklands.

The LA agreed to a 10% retention allowance for staff payable from the 1st of September, to ensure that the school retained a full staff complement for the academic year. Alongside this, the Interim Executive Board agreed to invest a much higher level of funding that would normally be the case in supporting staff continuing professional development over the academic year 2019-20. The Raine's -Oaklands Joint Steering Group membership included a staff representative from Raine's in order to ensure they could inform and influence any future planning.

Currently there are staff employed across all age bands and so ensuring appropriate professional development to enable transition to new employment is important.

Age band % of staff

18-29 11%

30-39 23%

40-49 26%
 50-59 29%
 60-69 9%
 70+ 3%

The low numbers of pupils in the school meant that there was no problem with releasing staff to attend training. Staff had individualised training opportunities in addition to whole staff training within the school. Examples of training undertaken by staff includes work-shadowing in other schools, team teaching and accredited leadership training. In addition, job application and interview preparation support and training are available to staff who wish to apply for jobs at other schools. The impact of training is evidenced through the following minutes

Joint Steering Group 10th October 2019

“Members enquired about the impact on staff at Raine’s and what support is offered. PC said that a lot of support was in place for staff as well as CPD was in place for staff.

AD (*Support Staff at Raine’s*) said that from the staff perspective staff are very happy with the training packages which included interview preparation.

PC said that huge amount was taking place to support staff.

DC said that the IEB will oversee the support and any other process as and when required.”

Raine’s Foundation school is a standing item on the Children’s Services Trade Union Forum agenda so that all the schools workforce unions are kept up to date with developments. Through this forum, the LA’s redeployment policy was updated with the commitment that it would be implemented should the decision be made to close Raine’s Foundation School. The IEB will formally adopt this policy and this will ensure that staff had every opportunity to secure a post at another school.

If the decision is made to close the school, then the school’s HR provider would lead a process under the Managing Organisational Change policy which would result in the deletion of all posts in the school. Support would be available for staff through this process. For those staff who are of an age that would wish to explore redundancy options, the council will consider those applications.

Should the decision be taken to close the school, the indicative timeline for staff would be as follows-

Activity	When
Selection of IEB Organisational Change panel (OCP)and Appeals panel	After 31 st January 2020
LA Cabinet decision re closure proposals	31 st January 2020
Business restructure case sent to IEB OCP for approval	3 rd February

	2020
Restructure documents sent to Trade Unions	5 th February
Consultation periods starts- Formal announcement to staff in morning briefing Documentation sent round to all staff. Invitations sought for voluntary redundancies Open staff briefing	24th February 2020
Letters sent to individuals to invite them to individual consultation meetings	25 th February 2020
Consultation meeting with Trade Unions	28 th February
Consultation meeting with staff groups	W/b 2 nd March
Individual consultation meetings with staff who request them	W/b 9 th March
Deadline for voluntary redundancy requests	20 th March 2020
IEB OCP to consider and agree any VR requests	23 rd March 2020
Consultation period ends	24th March 2020
IEB OCP hold formal meetings with relevant staff on request at which they may make individual representations	W/b 30 th April
Deadline for appeals	11 th May
Appeals meetings - if applicable	w/b 18 th May
Outcome of appeals - if applicable	22 nd May
Notification of Contract termination dates where applicable	31st May 2020