



SHALBOURNE C OF E PRIMARY SCHOOL

TOGETHER TOWARDS EXCELLENCE - COMPASSION, HONESTY, RESPECT, RESILIENCE

Staff Consultation Meeting on the proposed closure of Shalbourne C of E Primary School

Presented by Janette Williams
05 October 2023

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Wiltshire Council
 Where everybody matters



- Thank you for the commitment that you show to the school and our pupils.
- This option of the proposal to close the school has been made in agreement with the governing body and with the support of the Diocese.



Purpose of meeting

- To consult with staff and unions on the proposed closure of Shalbourne C of E Primary School effective 30 April 2024
- To advise staff on process to be followed and notify staff and unions of timescales of process.



Agenda

- Rationale for closure
- Consultation
- Timeline
- Help and advice
- Questions



Rationale for Closure

The total number of children on roll as at the May 2023 school census was 30. The numbers in each year group are shown in the table below.

However, since May, a number of the children formerly on roll have now either relocated elsewhere or moved to other schools. As the start of this term there were 7 children on roll, as shown below.

Year	Reception	1	2	3	4	5	6
Number on roll	1	6	4	5	4	5	5

Year	Reception	1	2	3	4	5	6
Number on roll	1	1	2	1	1	0	1

Whilst the school has always been small, the gradual decline followed by the recent significant reduction in pupils has made the school both financially and academically vulnerable. There is only one other school in England operating with such low pupil numbers



Statutory Guidance on School Closures

1. The Department for Education has provided guidance on opening and closing of schools. This guidance is called 'Opening and closing maintained schools Statutory guidance for proposers and decision-makers (January 23) and can be found using the following link [School organisation: local-authority-maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/School_organisation_-_local-authority-maintained_schools_-_GOV.UK.pdf)
2. All decisions on proposals to open or close a maintained school must be made with regard to the factors outlined in this guidance and follow the relevant statutory process.
3. Both the consultation period and the representation period should be carried out in term time to allow the maximum numbers of people to see and respond to what is proposed.



Stages in the process (as detailed in the [DFE Guidance Opening and Closing Schools](#))

- a. Stage one: consultation
- b. Stage two: publication
- c. Stage three: representation
- d. Stage four: decision
- e. Stage five: implementation



The proposed timetable below, which may be subject to change, sets this timeline out:

Consultation period	20 September to 20 October 2023
Information session at the school	05 October 2023
Cabinet member decision to commence formal consultation period	10 th November 2023
Formal representation period	16 November to 15 December 2023
Wiltshire Council Cabinet Meeting	6 February 2024

Subject to outcome, the school may close on 30 April 2024



What happens to my employment once a decision has been made that the school will close?

Stage 4 decision – HR involvement



Redundancy

Dismissal on grounds of redundancy can only occur if:

- the business ceases;
- the employee's normal place of work closes;
- the number of employees need to do the work reduces because the work required reduces;
- the number of employees required reduces although the work does not reduce.

A redundancy payment can only be paid for dismissals which meet one of the criteria above. It cannot be paid otherwise.



Redundancy Timeline

The redundancy process will begin in February 2024

The school holds various toolkits which will be shared with you as the redundancy procedure progresses.



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- Katie Turner
- Union Representative
- Employee Well Being Helpline 01225 713147





- 1. Will we be offered other jobs by County and under what circumstances are we obliged to accept any role offered?**

No. We cannot guarantee any re-deployment



2. Is there an option for voluntary redundancy?

Yes – a member of staff will be given information on how to apply at the first collective consultation meeting. Staff have to complete a form to apply for voluntary redundancy.

Please seek advice from your union rep /citizen advice bureau if you hold mortgage protection insurance or other insurance re accepting voluntary redundancy





3. For each person individually, what will our actual redundancy payments be?

As part of the consultation pack, you will be provided with a written estimate. Until a decision has been that redundancies will occur redundancy compensation payments cannot be calculated. As individual cases are different however you can refer to toolkits 12 and 13 which will explain your entitlements.



4. What is the notice period for each of us?

Your notice period depends on your length of service and conditions of service



5. Will County provide re-training and counseling opportunities?

The school may (subject to cost) provide some counselling opportunities. Re-training may not be appropriate for teachers or specialist support staff however some signposting to training and skills development may be available under Employee Assistant Programme. Sorry to appear vague however there are no black and white answers to this question



6. Will unions be involved in the consultation process both for the closure of the school and for the redundancy process.

Yes



7. How many weeks do we have to “not work” between end of my employment at Shalbourne C of E Primary School and new post to qualify for redundancy?

Could we supply teach on for example the days that we wouldn't be normally working at Shalbourne C of E Primary School (i.e., Thurs and Friday for me, Mon/Tues for Julia) without consequent loss of redundancy payments?

If you secure alternative employment either within the council, or another organisation where you would retain your continuous service, you will not be eligible to receive a redundancy payment.

This applies if your start date in the new role is before or within 4 weeks of the date of dismissal on grounds of redundancy.

If: -

- a) You are offered another job* before your current contract of employment ends and
- b) The contract of employment for the new job begins within 4 weeks of your current job ending and
- c) The new job is offered by an employer to whom Redundancy Payments Modification Order applies (this includes all maintained schools in England and Wales and all LAs) and
- d) You accept the job



Questions

