

## Appendix A

### Key milestones

**GB:** Governing Body/ies    **LA:** Local Authority    **TWG:** Temporary Working Group

This document sets out a timeline of key decisions and actions that are required up until 1 September 2010, subject to a decision made by the Executive regarding the proposal to merge the two schools by the closure of Hitchmead School and the expansion of Sunnyside School.

<b>Pre-publication of statutory proposals</b>			
	<b>Date</b>	<b>Key decision/action</b>	<b>Responsible Body</b>
1.	23 June 2009	Executive agreed to move forward with a consultation process in the Autumn on options for the future of Special Schooling in the East of Central Bedfordshire.	Council Executive
2.	14 Sept – 23 Oct 2009	Consultation meetings with parents and other stakeholders, staff, professional associations and the pupils.	The Local Authority
3.	8 Dec 2009	Executive agreed to support the proposed merger of the two schools and publish statutory proposals to cease to maintain Hitchmead School and make a prescribed alteration to expand Sunnyside School.	Council Executive
4.	5 Jan 2010	Meeting of the two Governing Bodies and Officers of the LA to agree the way forward and a timeline of tasks needed to be completed in preparation for any decision.	Officers of the LA Hitchmead GB Sunnyside GB
5.	11 Jan 2010	Meeting of HR advisers, Area Education Officer and 2 Chairs of Governors to agree actions	

### **Post publication of statutory proposals**

1.	15 Jan 2010	Publication of statutory proposals	LA
2.	Jan 2010	Agree membership of temporary working group and appoint a clerk.	Area Education Officer Chairs of both GBs

3.	19 Jan 2010	Assess accessibility requirements of the Hitchmead Site.	LA officers 2 Head teachers
4.	26 Jan 2010	Appoint Chair and Vice Chair of TWG	Both GBs
5.	Jan 2010	Commission feasibility/costing for accessibility issues Head at Hitchmead to get quotes for fencing of play areas	LA Head at Hitchmead
6.	21 Jan 2010	Agree organisational issues to be resolved to present to TWG	2 head teachers Supported by LA
7.	Feb/Mar 2010	Terms of Reference set and presented to TWG (meeting 4 Mar 2010)	Sunnyside GB
8.	Feb 2010	Draw up proposed school organisation and proposed staffing structure.	Head teachers of both schools Advice from HR
9.	1 Mar 2010	Initiation of consultation re proposed staffing structure with staff.	HR Head teachers
10.	4 Mar 2010	Report on progress against actions and agree further actions and timings of meetings to discuss these. These will include proposals regarding name of school, school organisation, logos, uniform, signage, prospectus, website, vision, values and ethos, PR, curriculum.	TWG
11.	24 Mar 2010	Meeting of the Sunnyside Governing Body to agree process for moving forward.	Sunnyside GB
12.	Mar 2010	Indicative budgets provided to schools	LA Finance
13.	Mar 2010	2nd site visit to Hitchmead	School Planning and Organisation
14.	30 Mar 2010	TWG meeting	TWG
15.	31 Mar 2010	Closing date for submitting suggestions for a new school name	2 schools
16.	6 Apr 2010	Decision following publication of Statutory Proposals	Council Executive
17.	6 Apr 2010	End of consultation on the proposed staffing structure	2 head teachers supported by HR
18.	19 Apr 2010	Joint staff meeting of the two schools to develop a draft vision, objectives for the merged school	2 head teachers

19.	April 2010	Review the Instrument of Government with a view to increasing the size of the Governing Body to enable additional members to be brought forward that are representative of Hitchmead.	Sunnyside GB (will need to submit this for signing off by the LA Head of Legal Services)
20.	June 2010	<p>Elections for the vacancies in Sunnyside Governing Body.</p> <ul style="list-style-type: none"> <li>• <b>Parent governors</b> (including carers) are elected by the parent body and consideration should be given to the inclusion of new parents to the school from September 1<sup>st</sup>. If insufficient parents stand for election, the governing body can appoint parent governors</li> <li>• <b>Staff governors</b> are elected by their peers and votes cast by members of staff who will be working for the school in September.</li> <li>• <b>LEA governors</b> are appointed by the Local Authority (LA)</li> <li>• <b>Community governors</b> are appointed by the governing body to represent community interests.</li> </ul>	Sunnyside GB
21.	11 June 2010	Additional Training Day for staff	2 head teachers
22.	31 Aug 2010	Hitchmead Governing Body and TWG cease to exist	
23.	01 Sept 2010	Implementation of expanded school as set out in the statutory notices	LA and Expanded Governing Body