



## Democratic Services

**Location:** Phase II  
**Ext:** 0693  
**DDI:** 01895 25 0693  
**My Ref:** SC

**To: COUNCILLOR SUSAN O'BRIEN  
CABINET MEMBER FOR FAMILIES, EDUCATION  
AND WELLBEING**

c.c. All Members of Executive Scrutiny Committee  
c.c. Dan Kennedy, Director - Housing, Environment,  
Education, Performance, Health & Wellbeing  
c.c. Chairman of the Residents, Education and  
Environmental Services Policy Overview Committee  
c.c. Ward Councillors for Hillingdon East  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 22 January 2021

## Non-Key Decision request

## Form D

### SCHOOL GOVERNING BODY - VARIATION OF INSTRUMENT OF GOVERNMENT

Dear Cabinet Member

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Monday 1 February 2021** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Steve Clarke  
Democratic Services Officer

**Title of Report: SCHOOL GOVERNING BODY – VARIATION OF INSTRUMENT OF GOVERNMENT**

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed .....Date.....

*Cabinet Member for Families, Education and Wellbeing*

## SCHOOL GOVERNING BODY - VARIATION OF INSTRUMENT OF GOVERNMENT

<b>Cabinet Member(s)</b>	Councillor Susan O'Brien
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Families, Education and Wellbeing
<b>Officer Contact(s)</b>	Dan Kennedy, Residents Services
<b>Papers with report</b>	Minutes of the meeting of the Interim Executive Board (IEB held on Tuesday 24 November 2020)* Instrument of Government – Oak Wood School*

### HEADLINES

<b>Summary</b>	This report seeks approval to a Variation of Instrument of Government for Oak Wood School.
<b>Putting our Residents First</b>	N/A
<b>Financial Cost</b>	None.
<b>Relevant Policy Overview Committee</b>	Residents, Education and Environmental Services.
<b>Relevant Ward(s)</b>	Hillingdon East.

### RECOMMENDATIONS

**That the Cabinet Member agrees to the Variation of Instrument of Government for Oak Wood School.**

### SUPPORTING INFORMATION

#### Reasons for Recommendation

The Local Authority School Governance Team within the Education Improvement and Partnerships Service has worked with Oak Wood School to transition the current Interim Executive Board into a new Full Governing Body.

The Interim Executive Board was formed in March 2018 and following good improvement, the school is now in a stable position to be governed by a Full Governing Body.

A new Instrument of Governance has been produced with the Interim Executive Board members and agreed on 24<sup>th</sup> November 2020. This is now ready for approval by the Council.

Associated document – Interim Executive Board Minutes (page 2 in the middle) confirming that the Board has no objections to the new Governing Body transition plan.

### **Comments of Policy Overview Committee(s)**

None at this stage.

### **Financial Implications**

The transition to a full governing body at Oak Wood will result in a direct saving to the school as there are additional costs charged to the schools delegated budget when an Interim Executive Board is in place.

## **RESIDENT BENEFIT & CONSULTATION**

### **What will be the effect of the recommendation?**

School governing Bodies will operate effectively with their full complement of governors.

### **Consultation carried out or required**

None required.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

There are no financial implications arising from this report.

### **Legal**

There are no legal implications arising from this report.

### **Resident Services**

Officers have confirmed that the candidate has submitted the correct documentation and that the school is aware of the nomination.

## **BACKGROUND PAPERS**

NIL.

## TITLE OF ANY APPENDICES

Minutes of the meeting of the Interim Executive Board (IEB held on Tuesday 24 November 2020)\*

Instrument of Government – Oak Wood School\*

\*attached for Cabinet Member only