



## Democratic Services

**Location:** Phase II  
**Ext:** 7655  
**DDI:** 01895 277655  
**My Ref:** 227

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

c.c. All Members of Families, Health and Wellbeing  
Select Committee  
c.c. Dan Kennedy, Corporate Director – Planning,  
Environment, Education and Community Services  
c.c. Mr Tony Little  
c.c. Ward Councillors for Hillingdon East  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 19 July 2021

## Non-Key Decision request

## Form D

### School Governing Body Constitution - 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 Tuesday 27 July 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.

Anisha Teji  
Democratic Services Officer

**Title of Report:** School Governing Body Constitution - 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 Constitution - 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, Planning, Environment, Education and Community Services
<b>Papers with report</b>	FGB minutes, draft and proposed Instrument of Government

### HEADLINES

<b>Summary</b>	This report seeks approval to a Variation of Instrument of Government for the Governing Board of Oak Farm Nursery and Infant School and Oak Farm Junior School.
<b>Putting our Residents First</b>	N/A
<b>Financial Cost</b>	None
<b>Relevant Select Committee</b>	Families, Health & Wellbeing Select Committee
<b>Relevant Ward(s)</b>	Hillingdon East

### RECOMMENDATION

**That the Cabinet Member for Families, Education and Wellbeing agrees to the Variation of Instrument of Government for the Governing Board of Oak Farm Nursery and Infant School and Oak Farm Junior School.**

### SUPPORTING INFORMATION

#### Reasons for Recommendation

The Governing Board of Oak Farm Nursery and Infant School and Oak Farm Junior School (amalgamated school as of September 2021) would like to decrease their membership by 3 governors and change the name of the governing body to The Governing Body of Oak Farm Primary School to reflect the successful amalgamation of both Infant and Junior Schools. They currently have 15 members; the proposed change would decrease this number to 12 members in total.

The Council's School Governance Team has confirmed that the Governing Board of Oak Farm Nursery and Infant School and Oak Farm Junior School have submitted the correct documentation.

### **Alternative Options Considered**

The Cabinet Member could decline to approve the variation or request more information about it.

### **Comments of Select Committee(s)**

None at this stage.

## **RESIDENT BENEFIT & CONSULTATION**

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

School governing bodies will operate effectively with their full complement of LA Governors.

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

None.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and there are no financial implications arising from the recommendation.

### **Legal**

There are no legal implications arising from this report. The governing bodies of local authority maintained schools must be constituted in accordance with regulation 13 of The School Governance (Constitution) (England) Regulations 2012. The total membership of the governing body of a maintained school must be no fewer than seven governors, there is no upper limit on the size of governing bodies.

## **BACKGROUND PAPERS**

NIL.

## **TITLE OF ANY APPENDICES**

Previous Instrument of Government

Revised Instrument of Government  
Full Governing Body minutes