



Democratic Services

Location: Phase II

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CMD No: 1332

**To: COUNCILLOR SUSAN O'BRIEN
CABINET MEMBER FOR CHILDREN, FAMILIES &
EDUCATION**

c.c. All Members of the Children, Families and
Education Select Committee

c.c. Helen Boundy – Education Improvement &
Partnerships

c.c. Julie Kelly – Corporate Director of Children's
Services

c.c. Ward Councillors for Hayes Town

Date: 10 February 2025

Non-Key Decision request

Form D

SCHOOL GOVERNING BODY CONSTITUTIONS - VARIATION OF INSTRUMENT OF GOVERNMENT - BOTWELL HOUSE CATHOLIC PRIMARY SCHOOL

Dear Cabinet Members,

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 Thursday 20 February 2025** 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.

Ryan Dell
Democratic Services

Title of Report: School Governing Body Constitutions – Variation of Instrument of Government – Botwell House Catholic Primary School

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 Children, Families & Education

School Governing Body Constitutions – Variation of Instrument of Government – Botwell House Catholic Primary School

Cabinet Member	Councillor Susan O'Brien
Cabinet Portfolio	Cabinet Member for Children, Families and Education
Officer Contact	Helen Boundy, Education Improvement & Partnerships
Papers with report	For the attention of the Cabinet Member only: Appendix A – Draft Instrument of Government Botwell House Catholic Primary School February 2025 Appendix B – Botwell House Catholic Primary School FGB Minutes 18.09.24

HEADLINES

Summary	This report seeks approval to the Variation of Instrument of Government for Botwell House Catholic Primary School
Putting our Residents First Delivering on the Council Strategy 2022-2026	<p>This report supports our ambition for residents/ the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: Safe and Strong Communities</p>
Financial Cost	None
Relevant Committee Select	Children, Families & Education Select Committee.
Relevant Ward	Hayes Town.

RECOMMENDATION

That the Cabinet Member for Children, Families & Education agrees to the Variation of Instrument of Government for Botwell House Catholic Primary School.

Reasons for recommendation

Botwell House Catholic Primary School would like to change their membership of governors, reducing the number of governors by two. This is to include the removal of two Foundation and 1 Co-opted governor.

The rationale for the change is;

- Historically the school has always struggled to fill the larger numbers for governance.
- The school are currently at the new structure and it is working well.

- The school are able to fulfil our statutory functions effectively with the proposed size of governance.
- The model is popular with other effective governing boards for similar sized schools.

This will reflect the needs of the school. The total number of governors will be **12**.

Alternative options considered/ risk management

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

Democratic compliance/ previous authority

None at this stage.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Appendix A – Draft Instrument of Government Botwell House Catholic Primary School February 2025

Appendix B – Botwell House Catholic Primary School FGB Minutes 18.09.24

Financial Implications

The reduction in the number of governors for Botwell House Catholic Primary School does not have any financial implications to be included in this report. This is regarding the governance of the school and does not impact upon the overall school's budget.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities

The school Governing Body will operate effectively with a broad and balanced set of Governors.

Consultation carried out or required

None.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance concur with the Financial Implications set out above, noting that there are no direct financial implications associated with the recommendation contained in this report.

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 The School Governance (Constitution) (England) Regulations 2012. There is no upper limit on the size of governing bodies and they may appoint as many co-opted governors as they consider necessary. The number of co-opted governors who are eligible to be elected or appointed as staff governors must not, when counted with the one staff governor and the headteacher, exceed one-third of the total membership of the governing body. There must be a minimum of 2 parent governors.

BACKGROUND PAPERS

NIL.

TITLE OF ANY APPENDICES

For sight of the Cabinet Member only

Appendix A – Draft Instrument of Government Botwell House Catholic Primary School February 2025

Appendix B – Botwell House Catholic Primary School FGB Minutes 18.09.24