



Democratic Services

Location: Phase II

Ext: 0636

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CMD No: 1333

**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

Date: 13 February 2025

Non-Key Decision request

Form D

SCHOOL GOVERNING BODY CONSTITUTIONS - VARIATION OF INSTRUMENT OF GOVERNMENT FOR MINET INFANT & NURSERY 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 Friday 21 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.

Naveed Ali
Democratic Services

**Title of Report: SCHOOL GOVERNING BODY CONSTITUTIONS - VARIATION OF
INSTRUMENT OF GOVERNMENT FOR MINET INFANT & NURSERY 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 and Education

SCHOOL GOVERNING BODY CONSTITUTIONS - VARIATION OF INSTRUMENT OF GOVERNMENT FOR MINET INFANT & NURSERY SCHOOL

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Children, Families and Education
Officer Contact(s)	Helen Boundy – Education Improvement & Partnerships Service
Papers with report	For the attention of the Cabinet Member only: Appendix A Proposed Instrument of Government Minet Infant and Nursery School February 2025 Appendix B MINET INFANT & NURSERY SCHOOL FGB Minutes 27.11.24

HEADLINES

Summary	This report seeks approval to the Variation of Instrument of Government for Minet Infant & Nursery School
Putting our Residents First Delivering on the Council Strategy 2022-2026	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 This report supports our commitments to residents of: Safe and Strong Communities
Financial Cost	None
Relevant Select Committee	Children, Families and Education Select Committee
Relevant Ward(s)	Wood End

RECOMMENDATION

That the Cabinet Member for Children, Families and Education agrees to the Variation of Instrument of Government for Minet Infant & Nursery School.

Reasons for recommendation

The Governing Body of Minet Infant & Nursery School would like to change their membership of governors by decreasing the number of Co-opted governors by 2. This reflects the needs of the school. The total number of governors will be 10.

Alternative options considered / risk management The Cabinet Member could decline to approve the variation or request more information about it.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Appendix A - Proposed Instrument of Government Minet Infant and Nursery School February 2025

Appendix B - MINET INFANT & NURSERY SCHOOL FGB Minutes 27.11.24

Financial Implications

The decrease in the number of governors for Minet Infant & Nursery 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 have reviewed this report and concur with the Financial Implications set out above, noting there are no direct financial implications associated with the recommendation 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.