



Democratic Services

Location: Phase II

Ext: 0636

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CMD No: 1540

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

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

c.c. Helen Boundy – Children Services

c.c. Ward Councillors for Hillingdon East

Date: 09 October 2025

Non-Key Decision request

Form D

SCHOOL GOVERNING BODY CONSTITUTIONS - INSTRUMENT OF GOVERNMENT FOR OAK WOOD 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 17 October 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 - INSTRUMENT OF
GOVERNMENT FOR OAK WOOD 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 - INSTRUMENT OF GOVERNMENT FOR OAK WOOD 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 Draft Instrument of Government – Oak Wood School Appendix B Draft FGB Minutes Oak Wood School 30.09.2025

HEADLINES

Summary	This report seeks approval for the Instrument of Government for Oak Wood 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)	Hillingdon East

RECOMMENDATION

That the Cabinet Member for Children, Families and Education agrees to the Instrument of Government for Oak Wood School

Reasons for recommendation

Amendments to the existing Instrument of Government is required to ensure it reflects the types of Governors that are required in a Foundation school which had previously not been part of the composition of the governing board. This specifically relates to the Partnership Governors. Two of the five co-opted governor positions must be designated as Partnership Governors

The board will continue to be made up of a total of 10 (ten) governors, and will consist of:

- 1 Local Authority governor
- 1 Staff governor
- 1 Headteacher
- 2 Parent governors
- 2 Partnership governors
- 3 Co-opted governors

Alternative options considered / risk management

The Cabinet Member could decline to approve the creation of this new loG or request more information about it.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

None

Financial Implications

The number of governors for Oak Wood 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

The number of governors for Oak Wood 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.

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. In addition to the requirements imposed by regulation 13 and considered in the preceding section, foundation and voluntary schools are required to have partnership governors. Foundation and Foundation special schools without a foundation must have at least two partnership governors.

BACKGROUND PAPERS

Nil.

TITLE OF ANY APPENDICES

For sight of the Cabinet Member only.