



Democratic Services

Location: Phase II
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CMD No: 2026/1706

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

c.c. All Members of the Children, Families Health & Care Select Committee
c.c. Julie Kelly – Corporate Director of Children’s Services
c.c. Helen Boundy – Children’s Services

Date: 01 June 2026

Non-Key Decision request

Form D

SCHOOL GOVERNING BODY CONSTITUTIONS - INSTRUMENT OF GOVERNMENT FOR HAREFIELD INFANT AND JUNIOR 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 Tuesday 09 June 2026** 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 HAREFIELD INFANT AND JUNIOR 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, Health & Care

SCHOOL GOVERNING BODY CONSTITUTIONS - INSTRUMENT OF GOVERNMENT FOR HAREFIELD INFANT AND JUNIOR SCHOOL

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Children, Families, Health & Care
Officer Contact(s)	Helen Boundy – Education Improvement & Partnerships Service
Papers with report	For the attention of the Cabinet Member only: Appendix A Harefield Infant and Junior Draft Instrument Of Government May 2026.docx Appendix B Harefield FGB minutes 19 May 2026.docx

HEADLINES

Summary	This report seeks approval for the Instrument of Government for Harefield Infant and Junior 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, Health and Care Select Committee
Relevant Ward(s)	Harefield Village

RECOMMENDATION

That the Cabinet Member agrees to the Instrument of Government for Harefield Infant and Harefield Junior School

Reasons for recommendation

Cabinet approved the decision on 15 September 2025 for the Amalgamation of Harefield Infant

School and Harefield Junior School, by closing Harefield Infant School (URN: 102382) and extended the age range of Harefield Junior School (URN: 102381) to form a single two-form entry primary school from the 7th April 2026.

Please use the following link to view the formal decision made by the Cabinet.

[London Borough of Hillingdon - Decision - Outcomes of the proposal for the Amalgamation of Harefield Infant and Harefield Junior School](#)

A new Instrument of Government is therefore required with immediate effect.

The governing board of Harefield Infant and Harefield Junior School and the governing board of Harefield Infant School and Harefield Junior School have agreed on the proposed governing board for the school which will be named **Harefield Infant and Harefield Junior School**. The board will total 13 governors, and will consist of:

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

Alternative options considered / risk management

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

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

None

Financial Implications

The number of governors for Harefield Infant and Junior 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 Harefield Infant and Junior 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.

BACKGROUND PAPERS

Nil.

TITLE OF ANY APPENDICES

Appendix A - Draft Instrument of Government – Harefield Infant and Junior School
Appendix B – Draft Harefield Infant and Junior School FGB Minutes 19.05.26