HILLINGDON
LONDON

Democratic Services

Location: Phase II
DDI: 01895 250636
CMD No: 2026/1840

To: **COUNCILLOR SUSAN O'BRIEN**
CABINET MEMBER FOR ADULTS, CHILDREN, 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. Valentin Danciu, Assistant Director – Family Help

Date: 03 November 2026

Non-Key Decision request *Form D*

School Governing Body Constitutions - Instrument of Government for Hillside Infant 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 Wednesday 11 November 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.

Amy Helps
Democratic Services

Title of Report: School Governing Body Constitutions - Instrument of Government for Hillside Infant 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 Adults, Children, Health & Care

Executive Decision Report

Cabinet Member

15/10/26

School Governing body constitutions - Variation to Instrument of Government for Hillside Infant School

Cabinet Member Lead	Cabinet Member for Adults, Children, Health & Care (Cllr O'Brien)
Chief Officer responsible	Corporate Director of Children's Services
Report author	Helen Boundy Governance Support Officer
Report classification and reason	**Public with Exempt Appendix** by virtue of paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972 due to information relating to any individual.
Relevant Committee	Children, Families, Health & Care
Electoral Ward	Northwood Hills

1. Executive Summary

This report seeks approval for a variation to existing Instrument of Government for Hillside Infant School.

2. Recommendation

That the Cabinet Member agrees for a variation to existing Instrument of Government for Hillside Infant School.

3. Reasons for decision

The Governing Body of Hillside Infant School has undertaken a review of its constitution and governance effectiveness and has concluded that a reduction in governor numbers will create a more streamlined and effective board. The proposed structure will better reflect the school's current needs, improve decision-making, address ongoing recruitment challenges, and maintain an appropriate balance of skills and stakeholder representation. The Local Authority Governance Service is satisfied that they will continue to meet all statutory requirements and fulfil its strategic responsibilities effectively.

4. Proposal

The Governing Body of Hillside Infant School would like to change their membership of governors as they feel the current number of 14 was too large for a Governing body as

well as challenges in governor recruitment. By decreasing the number of Parent Governors by two, Co-opted Governors by one and Partnership Governors by one. This reduction of 4 will bring the total number of governors to 10.

5. Corporate implications

Financial (mandatory)	**Y**	Equalities impact assessment	
Legal (mandatory)	**Y**	Workforce	
Alternative options (mandatory)	**Y**	Public Health	
Risk management (mandatory)	**Y**	External partners	
Asset		Communications	
Procurement & Social Value		Committee comments	
Planning		Digital	
Climate Change		Heathrow Expansion	

a) Financial

There are no financial implications in this report; this is regarding the governance of the school and does not impact upon the overall school's budget.

b) Legal

There are no legal implications in this report.

c) Alternative Options

Alternative Options	*Rationale for rejecting option*
To not appoint	Would be contrary to the school's request and leave the governing board the size it currently is, in which they currently have several vacancies due the difficulty of recruiting school governors.

d) Risk management

Risk	*Mitigation*
NIL	Minimal risk

e) Other implications

NIL.

6. Delivering the Cabinet's Priorities 2026-2030

The Council's ambition is to make Hillingdon an even better place to live, work and invest. This report support the delivery of the following Cabinet Priorities:

1	Being **easy to deal with**		N/A
2	Being **brilliant at the basics**		N/A
3	**Putting our residents first**		N/A
4	Delivering **Hillingdon homes for Hillingdon people**		N/A
5	Supporting **future generations**	**Y**	This report supports strategic direction of schools educating children in the Borough.
6	Being **open for business**		N/A

7. Consultation & engagement

N/A.

8. Timetable for implementation

Once Cabinet Member report is approved the new Instrument of Government comes into effect and a new copy of the IoG will be issued to the school.

List of Background Papers

NIL.

List of appendices attached

For Cabinet Member only
Appendix A: Draft Instrument of Government Hillside Infant School
Appendix B: Hillside Infant School Draft FGB Minutes 01.10.26