



HEBDEN GREEN COMMUNITY SCHOOL

INSTRUMENT OF GOVERNMENT

Written by	Reviewed by	Ratified by	Ratified on	To be reviewed	Status
Barbara Kilgallen	Alison Ashley	Full Governing Body	July 2024	July 2025	Statutory

We record the name of the school and the constitution of the governing body which has been submitted to the Local Authority. The instrument of government complies with all statutory and legal requirements.

The instrument of government sets out:

- the date when the instrument takes place
- the name and type of the school
- the name of the governing body
- the total membership of the governing body
- the number of governors in each category
- the length of each governors term of office

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To have in place an instrument of government that complies with all statutory and legal requirements.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The governing body is able to review the Instrument of Government at any time. While it would not be sensible to review the constitution of the governing body every year, it is worth doing so on a regular basis. The NGA recommends that governing bodies carry out a regular skills audit of their governors to help them identify the strengths and weaknesses of the governing body and any skills and knowledge still needed. A review of the composition of the governing body could flow from such a skills audit. Any change to the Instrument must be approved by a vote of the whole governing body and then submitted to the local authority for their approval.

Distribution of an Instrument of Government

The Head and all governors of the school will receive a copy of the instrument of government free of charge from the Local Authority.

Categories of Governors

The categories are:

Parent Governors are elected by parents and must be a parent or carer of a registered pupil at the time of election. They will not be disqualified from being a governor when their child leaves this school.

The Headteacher

A Teaching Staff Governor must be in paid employment at this school at the time of election.

A Non-Teaching Staff Governor must be in paid employment at this school at the time of election.

A Local Authority Governor is appointed by the Local Authority.

A Community Governor is appointed by the Governing Body and is a person who lives or works in the community.

A co-opted Governor is a Governor who is not a parent Governor but who in the opinion of the governing body have the skills required to contribute to the effective governance and success of the school.

Composition and Numbers

Numbers - there will be at least nine and no more than 20 governors including a sponsor governor.

The composition will be:

- Parent governors – one third or more.
- Staff governors – at least two persons, but no more than one third of the total membership which includes the Head.
- Local Authority governors – at least one fifth.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, or the Headteacher.