

Model instrument of government

Instrument of government

1. The name of the school is.....

2. The school is a [*insert category*] school.

Also [*If applicable*] whether the school has a foundation, and whether the school is a qualifying foundation school. (VA, VC, QF, F)

3. The name of the governing body is "The governing body of....." [*insert the name of the school as set out in paragraph 1. above*].

4. The governing body shall consist of:

- a. X parent governors
- b. One LA governor
- c. One staff governor
- d. One headteacher
- e. (if applicable) X foundation governors [*at least two (but no more than 45%)*] or X partnership governors if the foundation school has no foundation [*at least two (but no more than 1/4)*] (F), or
- e. X foundation governors [*must outnumber the other governors by up to two*] (QF), or
- e. X foundation governors [*must outnumber the other governors by two*] (VA), or
- e. X foundation governors [*at least two (but no more than 1/4)*] (VC)
- f. [*If applicable*] X co-opted governors.

5. Total number of governors [*.....including additional foundation governors where appropriate*].

6. [*Applicable if the term of office of one or more categories of governor is shorter than four years*] **The term of office of [category of governor] is [*insert period between one and four years*].**

7. [*Applicable if the governing body has determined to permit appointing bodies to decide the term of office for an individual governor within a particular category of governors*] **The term of office for [insert category of governor] shall be between one year and [insert maximum for that category] years as determined by the appointing body at the time of appointment and notified to the clerk.**

8. Set out the name of any foundation body or person entitled to appoint foundation governors. If this is more than one person set out the basis on which appointments are made. (VA, VC, QF, F)

9. [*where applicable*] (VA, VC, QF, F)

- (a) the holder of the following office shall be a foundation governor ex officio: [name of office]
- (b) The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor

whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.

10. *[Repeat 9(a) and (b) as necessary where there is more than one ex officio foundation governorship]. (VA, VC, QF, F)*

Set out the name of any person entitled to request the removal of any ex officio foundation governor and to appoint any substitute governor.

11. *[Where the school has a trust] the fact that a trust exists. (VA, VC, QF, F)*

12. *[If the school has a religious character] a description of the ethos of the school. (VA, VC, QF, F)*

13. This instrument of government comes into effect on [...]

14. This instrument was made by order of Local Authority on

A copy of the instrument must be supplied to every member of the governor body (and the headteacher if not a governor), any trustees and to the appropriate religious body.

Key:

VA - Voluntary Aided

VC - Voluntary Controlled

QF - Qualifying foundation

F - Foundation

Clauses 1 to 5, 13 and 14 apply to all schools

Clause 6 applies to schools with governor terms of office of shorter than 4 years

Clause 7 applies to schools where a governor's term of office may be decided by an appointing body

Clause 8 applies to schools with foundation governors

Clauses 9 and 10 apply to schools with ex-officio foundation governors

Clause 11 applies to schools with a trust

Clause 12 applies to schools with a religious character



Department
for Education