

Summary Delegated Powers Report

TITLE	Agree new Instruments of Government to be signed and sealed
DATE OF DECISION	21.7.15
DECISION TAKER	Education and Skills Director
SUMMARY OF DECISION	<p>Giving authority for Instrument of Government of school governing bodies to be submitted for signing and sealing.</p> <p>This report highlights the requirement to make the Instrument of Government for the following maintained schools:</p> <ul style="list-style-type: none"> • St Michael’s Catholic Grammar School • Frith Manor Primary School • The Annunciation Catholic Infant School • St Paul’s, N11 Church of England Primary School • Dollis Infant School • Queenswell Junior School • St James’ Catholic High School • Hollickwood Primary School • Woodcroft Primary School • Monken Hadley C of E Primary School • Church Hill Primary School • Barnfield Primary School <p>EQUALITIES AND DIVERSITY ISSUES: The schools’ Instruments of Government do not compromise their compliance with their statutory equality duties as set out in the Equality Act 2010.</p> <p>LEGAL ISSUES: The School Governance (Constitution) (England) Regulations 2012 sets out the arrangements for the constitution of governing bodies of maintained schools including foundation and trust schools in England.</p> <p>BACKGROUND INFORMATION: In line with new Regulations, Governing Bodies of Maintained schools have been required to reconstitute in regard to the number and types of Governor. The Governing Bodies of the schools listed have submitted details of changes in their Instruments of Government, which is the formal document that outlines the arrangement of each Governing Body.</p>
SELF-ASSURANCE COMPLETE AND	Yes

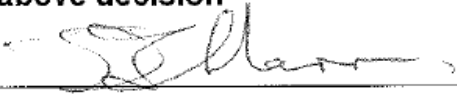
STATEMENT PROVIDED	
AUDIT TRAIL OF DECISION – RETAINED AND WHERE?	Decision retained in Governor Services.

DECISION TAKER'S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

I authorise the above decision

Signed



Designation

Date

21/7/15

LONDON BOROUGH OF BARNET
LOCAL EDUCATION AUTHORITY

INSTRUMENT OF GOVERNMENT
ST MICHAEL'S CATHOLIC GRAMMAR SCHOOL

1. The name of the school is St Michael's Catholic Grammar School.
2. The School was founded by the Sisters of the Poor Child Jesus and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed dated 25th March 1996 of St Michael's Catholic Grammar School and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of The Sisters of the Poor Child Jesus an Institute of Consecrated Life of pontifical right) and is an exempt charity.
4. The name of the governing body is: The Governing Body of St Michael's Catholic Grammar School.
5. The Governing Body shall consist of eighteen governors of which there shall be:
 - (a) ten foundation governors;
 - (b) four parent governors;
 - (c) one Local Authority governor;
 - (d) one headteacher governor;
 - (e) one staff governor;
 - (f) one co-opted governor
6. Foundation governors shall be appointed and may be removed by the Provincial Superior of the Sisters of the Poor Child Jesus (or any person for the time being exercising the powers of the Provincial Superior);
7. The term of office of a foundation governor shall be four years or such term of office, not being less than one year nor exceeding four years, as the person appointing him shall determine at the time of making the appointment and notify in writing to the clerk to the governing body at the time of notifying him of the appointment.
8. This Instrument of Government comes into effect on the date of making.
9. This Instrument of Government was approved by The Sisters of the Poor Child Jesus on the 9th June 2015, St Michael's Catholic School Trustee on 9th June 2015; by the Diocese of Westminster on 23rd June 2015 and made by order of Barnet Local Authority on 10 July 2015.
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), The Sisters of the Poor Child Jesus, St Michael's Catholic School Trustee and the Diocese of Westminster.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
COMMUNITY SCHOOLS

FRITH MANOR PRIMARY SCHOOL

1. The name of the school is **Frith Manor Primary School**.
2. The school is a community school.
3. The name of the governing body is "**The Governing Body of Frith Manor Primary School**".
4. The Governing Body shall consist of:
 - a) **5 Parent Governors**;
 - b) **1 LA Governor**;
 - c) **2 Staff Governors** (of whom one is the Head Teacher);
 - d) **7 Co-opted Governors**.
5. The total number of governors shall be **15**.
6. This Instrument of Government comes into effect on **1 September 2015**.
7. This Instrument of Government was made by order of the **London Borough of Barnet Local Education Authority** on 10 July **2015**.
8. A copy of the instrument must be supplied to every member of the Governing Body (and the head teacher if not a governor).

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

DIOCESE OF WESTMINSTER

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
THE ANNUNCIATION CATHOLIC INFANT SCHOOL

1. The name of the school is The Annunciation Catholic Infant School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of The Annunciation Catholic Infant School.
5. The Governing Body shall consist of twelve governors of which there shall be:
 - (a) seven foundation governors (*of whom two shall, at the time of their appointment, be eligible for election or appointment as parent governors*);
 - (b) two parent governors;
 - (c) one LA governor;
 - (d) the headteacher;
 - (e) one staff governor.
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).
7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment.
8. This Instrument of Government comes into effect on the date of making.
9. This Instrument of Government was approved by the Diocese of Westminster on 3rd February 2015 and made by order of Barnet local authority on 10th July 2015.
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)

Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
ST PAUL'S, N11 CHURCH OF ENGLAND PRIMARY SCHOOL

1. The name of the School is **St Paul's, N11 Church of England Primary School**.
2. The School is a voluntary aided school.
3. The name of the Governing Body is "**The Governing Body of St Paul's, N11 Church of England Primary School**".
4. The governing body shall consist of:
 - a. **2** parent governors
 - b. **One** LA governor
 - c. **One** staff governor
 - d. **One** headteacher
 - e. **Seven** foundation governors. Foundation Governors must outnumber the other governors by two.
5. The total number of governors: **12**
6. The term of office of all governors is four years.
7. The name of any foundation body or person entitled to appoint foundation governors:
 - a. Two by the London Diocesan Board for Schools,
 - b. One by the Central Barnet Deanery Synod;
 - c. Three by St Paul's Parochial Church Council
8. a. The holder of the following office shall be a foundation governor ex officio:

The Vicar of St Paul's Church

 - b. The Archdeacon of Hampstead 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 23(2) of the Regulations.
9. The Archdeacon of Hampstead shall be entitled to request the governing body to remove the ex officio foundation governor referred to in 8a. above and to appoint any substitute governor.
10. Ethos Statement:

Recognising its historical foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

11. This instrument of government comes into effect on **5 May 2015**.

12. This instrument was made by order of **Barnet Local Authority on 10 July 2015**.

13. 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 London Diocesan Board for Schools.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
DOLLIS INFANT SCHOOL

1. The name of the school is **Dollis Infant School**.
2. The school is a community school.
3. The name of the governing body is "**The Governing Body of Dollis Infant School**".
4. The Governing Body shall consist of:
 - a) **6** Parent Governors
 - b) **1** LA Governor
 - c) **1** Staff Governor
 - d) **1** Headteacher
 - e) **5** Co-opted Governors
5. Total number of governors shall be **14**.
6. This instrument of government comes into effect on **10 June 2015**.
7. This instrument was made by order of the **London Borough of Barnet Local Authority on 10 July 2015**.
8. A copy of the instrument must be supplied to every member of the Governing Body (and the Headteacher if not a Governor).

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
QUEENSWELL JUNIOR SCHOOL

1. The name of the school is **Queenswell Junior School**.
2. The school is a community school.
3. The name of the governing body is "**The Governing Body of Queenswell Junior School**".
4. The governing body shall consist of:
 - a. **Two** parent governors
 - b. **One** LA governor
 - c. **One** staff governor
 - d. **One** headteacher
 - f. **Five** co-opted governors
5. Total number of governors: **Ten**.
6. The term of office of all Governors is four years.
7. This instrument of government comes into effect on **14 May 2015**.
8. This instrument was made by order of **Barnet Local Authority on 10 July 2015**.
9. 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.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

DIOCESE OF WESTMINSTER

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
ST JAMES' CATHOLIC HIGH SCHOOL

1. The name of the school is St James' Catholic High School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of St James' Catholic High School.
5. The Governing Body shall consist of fourteen governors of which there shall be:
 - (a) eight foundation governors (*of whom no more than two shall, at the time of their appointment, be eligible for election or appointment as parent governors*);
 - (b) three parent governors;
 - (c) the headteacher;
 - (d) one LA governor;
 - (e) one staff governor.
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).
7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment.
9. This Instrument of Government comes into effect on the date of making.
10. This Instrument of Government was approved by the Diocese of Westminster on 1st July 2015 and made by order of Barnet local authority on 10 July 2015.
11. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)

Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT
HOLLICKWOOD PRIMARY SCHOOL

1. The name of the school is **Hollickwood Primary School**.
2. The school is a Foundation school which has no Foundation.
3. The name of the governing body is "**The Governing Body of Hollickwood Primary School**" ("Governing Body")
4. The Governing Body shall consist of:
 - a. two Parent Governors;
 - b. one Local Authority Governor;
 - c. one Staff Governor;
 - d. the Head Teacher;
 - e. two Partnership Governors;
 - f. two Co-opted Governors;
 - g. the minimum number of additional Co-opted Governors needed to ensure the governing body has the skills and experience to be effective; and
 - h. Associate Governors as deemed necessary and appointed by the Governing Body.
5. The total number of governors for Hollickwood Primary School is a **minimum of nine**. Two of the nine governors will be Co-opted Governors.
6. The term of office of all governors is three years save for Associate Governors. The term for Associate Governors is one year or for the period of a specific project. Governors may serve no more than two terms which may be consecutive.
7. Partnership Governors and Co-opted Governors are appointed by the Governing Body.
8. This instrument of government comes into effect on **9th February 2015**.
9. This instrument was made by order of **London Borough of Barnet Local Education Authority on 14th July 2015**.
10. A copy of the instrument must be supplied to every member of the governing body (and the Head Teacher if not a governor), any trustees and to the appropriate religious body.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)

BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL EDUCATION AUTHORITY

INSTRUMENT OF GOVERNMENT
WOODCROFT PRIMARY SCHOOL

1. The name of the school is **Woodcroft Primary School**
2. The school is a Community school.
3. The name of the governing body is "The governing body of **Woodcroft Primary School**".
4. The governing body shall consist of:
 - a. **5** parent governors
 - b. **1** LA governor
 - c. **1** staff governor
 - d. **1** headteacher
 - f. **7** co-opted governors
5. Total number of governors **15**.
6. This instrument of government comes into effect on **6 July 2015**.
7. This instrument was made by order of **London Borough of Barnet Local Authority on 16 July 2015**.
8. 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.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL EDUCATION AUTHORITY

INSTRUMENT OF GOVERNMENT
MONKEN HADLEY C OF E PRIMARY SCHOOL
VOLUNTARY AIDED CHURCH OF ENGLAND SCHOOL

1. The name of the school is **Monken Hadley C of E Primary School**.
2. The school is a voluntary aided school.
3. The name of the governing body is **“The governing body of Monken Hadley C of E Primary School”**.
4. The governing body shall consist of:
 - a. **TWO** parent governors;
 - b. **ONE** LA governor;
 - c. **ONE** staff governor;
 - d. **ONE** headteacher
 - e. **SEVEN** foundation governors.
5. Total number of governors: **TWELVE**.
6. The terms of office of the headteacher and the ex-officio foundation governor coincide with their incumbencies. The term of office of all other governors is four years.
7. Foundation Governors shall be appointed as follows:
 - a. **TWO** appointed by the London Diocesan Board for Schools;
 - b. **TWO** appointed by the Parochial Church Council of St Mary the Virgin, Monken Hadley;
 - c. **ONE** appointed by the Deanery Synod of Central Barnet;
 - d. **ONE** appointed by the Andrew Hopegood Trust.
8.
 - a. The holder of the following office shall be a foundation governor ex officio: the Rector of St Mary the Virgin, Monken Hadley.
 - b. The Archdeacon of Hampstead shall be entitled to appoint a foundation governor to act in the place of the ex-officio governor whose governorship derives from the office named in (a) above, in the event that the ex-officio governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21 (1) of the Regulations.
9. The Archdeacon of Hampstead shall be entitled to request the governing body to remove the ex-officio foundation governor referred to in 8a above and to appoint any substitute governor.

10. Ethos statement:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

11. This instrument of government comes into effect on **1 September 2015**.

12. This instrument was made by order of the **London Borough of Barnet Local Authority on 16 July 2015**.

13. A copy of the instrument must be supplied to every member of the governing body (and headteacher if not a governor), any trustees and to the London Diocesan Board for Schools.

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL EDUCATION AUTHORITY

INSTRUMENT OF GOVERNMENT
CHURCH HILL PRIMARY SCHOOL

1. The name of the school is **Church Hill Primary School**.
2. The school is a community school.
3. The name of the governing body is "**The Governing Body of Church Hill Primary School**".
4. The Governing Body shall consist of :
 - a) **5** Parent Governors
 - b) **1** LA Governor
 - c) **1** Staff Governor
 - d) **1** Headteacher
 - e) **5** Co-opted Governors
5. Total number of governors shall be **13**.
6. This instrument of government comes into effect on **30 August 2015**.
7. This instrument was made by order of the **London Borough of Barnet Local Authority on 16 July 2015**.
8. A copy of the instrument must be supplied to every member of the Governing Body (and the Headteacher if not a Governor).

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance

LONDON BOROUGH OF BARNET
LOCAL EDUCATION AUTHORITY

INSTRUMENT OF GOVERNMENT
BARNFIELD PRIMARY SCHOOL

1. The name of the school is **Barnfield Primary School**.
2. The school is a community school.
3. The name of the governing body is "**The Governing Body of Barnfield Primary School**".
4. The Governing Body shall consist of:
 - a) **4** Parent Governors
 - b) **1** LA Governor
 - c) **1** Staff Governor
 - d) **1** Headteacher
 - e) **7** Co-opted Governors
5. Total number of governors shall be **14**.
6. This instrument of government comes into effect on **31 August 2015**.
7. This instrument was made by order of the **London Borough of Barnet Local Authority on 16 July 2015**
8. A copy of the instrument must be supplied to every member of the Governing Body (and the Headteacher if not a Governor).

THE COMMON SEAL OF THE MAYOR)
AND BURGESSES OF THE LONDON)
BOROUGH OF BARNET was hereunto)
Affixed in the presence of:-)

Assurance Director

Head of Governance