

**NORTH LINCOLNSHIRE COUNCIL**

**CHILDREN'S SERVICES  
CABINET MEMBER**

**SCHOOL GOVERNORS – INSTRUMENT OF GOVERNMENT  
THE WESTCLIFFE AND PRIORY LANE FEDERATION**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To consider approving the instrument of government for The Westcliffe and Priory Lane Federation to be effective from 1 September 2015.

**2. BACKGROUND INFORMATION**

- 2.1 The governing board of Westcliffe Primary School and interim executive board (IEB) of Priory Lane Community School agreed at special meetings on 14 May 2015 and 18 May 2015 respectively to consider forming a hard federation of the two schools.
- 2.2 A formal proposal was subsequently produced by the governing board and IEB confirming the nature of the hard federation. This led to a statutory consultation being undertaken to seek stakeholders' views regarding the proposal.
- 2.3 On 7 July 2015 the governors, at a meeting of the joint board of governors, considered the analysis of responses to the federation consultation and agreed to form a hard federation to commence with effect from 1 September 2015.
- 2.4 In order for the governing board to be formed a new instrument of government is required confirming the constitution. A draft instrument of government has been developed by the governing board and interim executive board and has been submitted to the local authority for approval in Appendix 1.
- 2.5 If the local authority is not content with the draft instrument of government it must advise the governing body and interim executive board and give reasons. If it is not possible for the local authority and governors to agree on a revised draft the local authority will produce a final draft for the school as they think fit, having regard to the category of school to which the school belongs.
- 2.6 The regulations give the governing bodies more flexibility with their constitution and state that governing bodies should be no bigger than they need to be to carry out their statutory duties. The regulations

stipulate the categories and number of governors for community schools as follows:

- 2 parent governors (minimum)
- 1 local authority governor (maximum)
- 1 staff governor (maximum)
- 1 head teacher
- As many co-opted governors as necessary to fulfil the skills requirements. Up to a maximum of one third of governors can be staff members.

2.7 Appendix 1 of this report sets out the constitution of the board of governors in the form of an instrument of government, as requested by the IEB and governing board.

### **3. OPTIONS FOR CONSIDERATION**

3.1 **Option 1:** To approve the new instrument of government for The Westcliffe and Priory Lane Federation. This would ensure that the instrument complied with the recommendations of the boards.

3.2 **Option 2:** Not to approve the new instrument of government for The Westcliffe and Priory Lane Federation. This decision would go against the recommendations of the boards for the new federation.

### **4. ANALYSIS OF OPTIONS**

#### **4.1 Option 1:**

4.1.1 The proposed instrument of government, shown in Appendix 1, meets the requirements of relevant legislation and has been developed by both boards, setting out their requirements.

4.1.2 As this is a new structure, the proposed size of the governing board has been determined by reference to the size of the previous boards of governors at both schools, and experiences from other federations.

4.1.3 Governors will meet to consider a combined skills audit, and identify the required skills from prospective governors when considering filling the co-opted positions on the board.

4.1.4 Approving the instrument of government will allow for the federation to comply with statutory regulations and for the federation to commence on 1 September 2015.

#### **4.2 Option 2**

4.2.1 If the new instrument of government was not approved alternative arrangements would need to be put in place which would delay the federation process.

## **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 None

## **6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT**

6.1 An integrated impact assessment has not been undertaken in respect of this decision. The change of instrument is required by statutory legislation.

6.2 The School Governance (Federations) (England) Regulations 2012 sets out the framework for the schools proposing to federate and the process of making instruments of government. The instrument of government proposed in Appendix 1 of this report complies with those regulations.

## **7. OUTCOMES OF CONSULTATION**

7.1 The governing body and interim executive board published proposals for the federation and used a questionnaire to consult with the following stakeholder groups:

- the local authority
- all staff paid to work at the two schools
- every person known to them to be a parent of a registered pupil at either school (consultation drop in sessions were provided at both schools)

7.2 There were 43 questionnaires received showing 98% support for the hard federation.

## **8. RECOMMENDATIONS**

8.1 It is recommended that option 1 be implemented.

DIRECTOR OF PEOPLE

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### **Background Papers used in the preparation of this report:**

- 1 The School Governance (Federations) (England) Regulations 2012.
- 2 The joint federation proposal May 2015
- 3 The joint consultation document May 2015

**INSTRUMENT OF GOVERNMENT  
COMMUNITY AND COMMUNITY SPECIAL SCHOOLS**

1. The name of the federation is "The Westcliffe and Priory Lane Federation".
2. The names and categories of the schools in the federation are:
  - Priory Lane Community School (Community School)
  - Westcliffe Primary School (Community School)
3. The name of the governing body is "The governing body of The Westcliffe and Priory Lane Federation".
4. The board of governors shall consist of:
  - (a) 1 x head teacher (ex officio)
  - (b) 1 x staff governor
  - (c) 2 x elected parent governors (one from each school)
  - (d) 1 x local authority governor
  - (e) 16 x co-opted governors (three of whom will be members of staff in order to ensure, wherever possible, an equal staff representation from both schools)
5. Total number of governors 21.
6. This Instrument of Government comes into effect on 1 September 2015.
7. This Instrument was made by order of North Lincolnshire Council in August 2015.
8. A copy of the instrument must be supplied to every member of the board of governors (and the head teacher if not a governor).