Changing the Constitution of the Governing Body Whole governing body to consider a new constitution at a full governing body meeting. Following the School Governance (Constitution) Regulations 2012, the governing body must agree a new constitution. This must be a whole governing body decision, it cannot be delegated. The Clerk must clearly minute the decision. The Clerk produces a draft Instrument of Government (IOG). Category of school Foundation, Voluntary aided or controlled schools Community and Foundation (without a trust) schools Draft IOG to be approved by the foundation governors, and appropriate diocesan authority (VA schools). Foundation schools with a trust must have approval from the trust. Evidence of approval is required, e.g. a letter or email. The Clerk to send draft IOG, copy of minutes where decision was agreed and any other

supporting information to schoolgovernance@hillingdon.gov.uk for verification that the IOG meets the regulations.

The Governance Team submits the IOG to the Cabinet Member for Children, Families & Education for formal approval on behalf of Hillingdon Council.

The new constitution will be effective 5 days (clearance period) from the date that the request is approved by the Cabinet Member for Children, Families & Education.

Upon approval, the IOG and a link to the executive decision will be provided to the school for retention along with copies for the governing body members (as per regulations).

Clerk and governing body to note the new regulations on GB member appointments and elections and action as necessary.

