

## Instrument of Government Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
March 2016	March 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School have in place the new style instrument of government which records 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 governor's 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.

This policy is to be read in conjunction with the following document:

- The Constitution of governing bodies of maintained schools (DfE) – Guidance A

### 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

### Distribution of an Instrument of Government

The Headteacher and all governors of the school will receive a copy of the instrument of government free of charge from the Local Authority (**Appendix A**).

### 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. Should the governing body be unable to recruit a parent whose child attends our school, we shall seek to appoint a parent from another school within the locality or a parent of a child under or of compulsory school age;
- **The Headteacher**;
- **Teaching Staff Governors** must be in paid employment at this school at the time of election;

- **Non-Teaching Staff Governors** must be in paid employment at this school at the time of election;
- **Local Authority Governors** appointed by the Local Authority;
- **Co-opted Governor** is appointed by the Governing Body and is a person with specific skills required by the governing body;

### **Composition and Numbers**

There will be at least nine and no more than 13 governors.

The composition will be:

- 2 Parent Governors
- The Headteacher
- 1 Staff Governor
- 1 Local Authority Governor
- 8 Co-opted Governors

### **Raising Awareness of this Policy**

We will raise awareness of this policy via the appropriate of the following methods:

- 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, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy has been reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School.**