



Federation Headteacher: Mr M Elcock

Federation Deputy Headteacher: Mrs E Bourner



Instrument of Government (IoG) – A Guide for Governors and Parents

The **Instrument of Government (IoG)** is a legal document that outlines the constitution and structure of a school's governing body. It is a **statutory requirement** for maintained schools in England and is created by the governing body in consultation with the local authority.

Purpose of the Instrument of Government

- For Governors and Parents, the IoG serves as a foundational document that:
- Defines the composition of the governing body (e.g., number of parent governors, staff governors, local authority governors, etc.)
Sets out the school's official name and category (e.g., community, foundation, voluntary-aided, voluntary-controlled, or maintained)
- Specifies the term of office for different types of governors
- Outlines the process for governor appointments and resignations
- Ensures legal compliance with education laws and governance regulations
- Clarifies the roles and responsibilities of the governing body in overseeing the school's strategic direction

Why is the IoG Important?

- For **Governors**, it ensures clarity on their governance structure, decision-making responsibilities, and accountability.
- For **Parents**, it provides transparency about the governance of the school, including how parent governors are elected and their role in representing the parent community.

<u>TRI-SCHOOL FEDERATION</u> <u>INSTRUMENT OF GOVERNMENT</u>
<p>1. Legal Framework</p> <p>This Instrument of Government is made by order of the governing board of the Foulsham, Corpusty & Antingham & Southrepps Tri-School Federation, in accordance with the Academy Trust Handbook and the Articles of Association. It outlines the governance structure, responsibilities, and constitution of the governing board in compliance with Department for Education (DfE) guidelines for academy governance.</p>
<p>2. Governance and Oversight</p> <p>If the federation is part of a Multi-Academy Trust (MAT), governance arrangements shall be outlined in the MAT's governance structure and scheme of delegation.</p> <p>This Instrument of Government comes into effect on 1st September 2024 and has been established in accordance with the Articles of Association of the trust.</p> <p>If this governance structure is amended:</p> <p>A copy of this Instrument of Government shall be provided to all trustees, local governors, and members of the trust board.</p>
<p>3. Federation Structure</p> <p>Name of the Federation</p>



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The name of the federation is **Foulsham, Corpusty & Antingham & Southrepps Tri-School Federation**.
Schools within the Federation

The federation consists of the following academies:

- ***Foulsham Primary School***
- ***Corpusty Primary School***
- ***Antingham & Southrepps Primary School and Nursery***

Academy Category

The category of the schools within the federation is **Academy Trust Schools**.
If any school has converted, the date of conversion was **22nd January 2025**.

Name of the Governing Board

The governing board shall be known as: **The Governing Board of Foulsham, Corpusty & Antingham & Southrepps Tri-School Federation**.

4. Constitution of the Governing Board Membership

Constitution of the Governing Board Membership

The governing board shall consist of:

- **3** parent governors
- **1** headteacher
- **1** staff governor
- **1** local authority representative (if applicable)
- **4** co-opted governors
- **2** trustees from the academy trust
- **Clerk:** A dedicated clerk to ensure compliance, communication, and record-keeping.

Leadership Structure

- **Co-Chairs:** Shared leadership to represent the interests of all schools.
- **Co-Vice Chairs:** To support the co-chairs in their duties.

Representation from Schools

- **Antingham & Southrepps:** One parent governor and one staff governor.
- **Corpusty:** One parent governor and one staff governor.
- **Foulsham:** One parent governor and one staff governor.

The total number of governors is **12**.

Terms of Office

- The term of office for **Parent Governors** is **2 years**.
- The term of office for **appointed governors** shall be between **1 and 4 years**, as determined by the appointing body at the time of appointment and notified to the governance professional.



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Appointment and Removal

- **Local Authority Representation:** The Local Authority is entitled to appoint a governance representative.
- **Chair of Governors:** Shall serve *ex officio*.
- **Academy Trust Board:** Shall appoint governance representatives in accordance with the **Articles of Association**.

Trustees: The board of trustees has the right to remove or appoint governance representatives as required.

5. Review and Monitoring

- This Instrument of Government shall be reviewed annually by the governing board.
- Any amendments must be approved by the full governing board before taking effect

6. Implementation Timeline

Autumn Term 2024:

- Initial discussions on the proposed structure and membership.

Spring Term 2025:

- Consultation with governors, parents and stakeholders begins.
- Final decision by the existing governing boards.
- Ratification of the new structure by the Governing Bodies and Trust.
- Election and appointment of governors to the new board.
- Official launch of the Federated Governing Board.

Summer 2025:

- First board meeting to establish strategic priorities for the academic year.

7. Consultation and Advice

- The **Trust** has provided full support for this proposal.
- **HR and governance consultants** have been engaged to ensure the transition aligns with best practices and statutory requirements.

8. Governance and Oversight

If the federation is part of a Multi-Academy Trust (MAT), governance arrangements shall be outlined in the MAT's governance structure and scheme of delegation.

This Instrument of Government comes into effect on **1st September 2025** and has been established in accordance with the Articles of Association of the trust.

If this governance structure is amended:

A copy of this Instrument of Government shall be provided to all trustees, local governors, and members of the trust board.



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