

HOW TO CREATE/AMEND YOUR INSTRUMENT OF GOVERNMENT

The Instrument of Government (IoG) is a maintained school's legal governing document and sets out the constitution and composition of the governing board. It includes the school's category and legal name. For church schools it also includes details of foundation appointing bodies.

For Church of England schools, creation or revision of an IoG is a three-stage legal process involving the local governing board (GB), the Diocesan Board of Education (DBE) and the local authority (LA). The DBE's formal approval is needed before an IoG can be issued.

*The Schools Team guides this process and it is essential to contact them **before** any draft is agreed locally by governors. They will check your draft, ensuring it is aligned to statutory regulations, Board policy, and local parish structures. If there are any queries they will discuss these with you to make sure that the IoG meets local needs. They will send the agreed draft to the LA on your behalf, for the LA to issue the legal copy.*

When does an Instrument of Government need to be amended?

Governing boards may need to amend their existing IoG for various reasons including:

- A change to statutory composition regulations
- Any reconstitution of the GB to meet local needs
- A change to the school's legal name
- A change of category
- If the school enters into a formal federation arrangement, or where an existing federation structure is changed
- For Church of England schools, updates to content arising from a parochial reorganisation, a change of foundation appointing body, or a change of Trustee.

What is the process?

a. Contact the Schools Team

Let us know you would like to amend your IoG before you actually begin the process. We will work with you to ensure your draft is aligned to statutory regulations for church schools and any DBE requirements, as well as suiting local needs.

b. Governors locally agree the prepared draft

This happens at a meeting of the full GB and must be included on the notified agenda. Minutes need to clearly record the decision. The consent of foundation governors and Trustees must also be obtained. You then confirm to us the date of the meeting at which the draft was agreed.

c. Draft submitted to DBE

We submit your locally agreed draft to the DBE for their formal approval.

Draft submitted to local authority

We then submit the draft to the local authority on your behalf.

e. Local authority issues sealed copy to you, with a copy to us.

f. Chair of Governors ensures circulation to GB

The clerk should be given a copy and all governors are entitled to receive a copy.

Amending an IoG can be a complex process for church schools; we are very happy to advise on any questions that arise.

For all enquiries about your Instrument of Government, please contact the DBE