

## Central Bedfordshire Schools

# How to amend your Instrument of Government (maintained schools)

Any change to a school's name, phase, or composition of the governing body, requires an amendment to the school's Instrument of Government (the governing document).

Revising a Church of England school loG requires approval at three stages; the local governing body, the Diocesan Board of Education (DBE), and your local authority (LA). The Schools Team Governance Officer provides advice and guidance throughout.

### 1 Initial discussion and advice

Governors discuss desired revisions. At this stage you should consult the Governance Officer, who will help prepare the draft and advise on content, *before* it is formally approved by governors. This ensures that changes are aligned to statutory regulations, good practice, and the DBE's requirements.

### 2 Full governing board approval

At a full GB meeting, governors then formally agree the draft. This must be recorded in the minutes (including a note of what the changes comprise). Amending the loG needs the recorded agreement of *all* foundation governors. We can accept agreement by email from any not present at the meeting. The recorded agreement of any Trustees is also needed.

### 3 Confirmation to Schools Team

The GB confirms local approval to the Governance Officer, with a copy of the relevant minutes.

### 4 Board of Education approval

The draft is then submitted to the Board of Education and formal approval is recorded.

### 5 Local authority submission

The Governance Officer sends the approved draft to the local authority on your behalf, with the minute of the Board's approval.

### 6 Local authority approval and issue of sealed copy

The LA checks the agreed draft for statutory compliance and issues the legal sealed copy. This is usually a formality but can take some weeks.

(cont. overleaf)

Before you begin this process, please contact the Governance Officer for initial advice. You should also consult the DfE's statutory guidance:

**Constitution of Governing Bodies of Maintained Schools (2014):**

[www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools](http://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools)

**If you need to change your Instrument of Government, or for further information on the matter, please contact:**

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