

ANNEX A: EXAMPLES OF CONSTITUTIONAL MODELS

Please note that this annex gives examples. This is not an exhaustive list; governing bodies are free to adopt alternative models, provided these comply with the guiding principles set out in section 3.

Voluntary controlled schools: examples of constitutional models										
Categories of governor and compliance with principles										
Total number of governors	Parents	principle: at least one third	Staff	principle: at least 2 and no more than one third	LEA	principle: up to and including one fifth	Community	principle: at least one tenth	Foundation	principle: at least 2 and no more than one quarter
9	3	(33%)	2	(22%)	1	(11%)	1	(11%)	2	(22%)
10	4	(40%)	2	(20%)	1	(10%)	1	(10%)	2	(20%)
11	4	(36%)	2	(18%)	1	(9%)	2	(18%)	2	(18%)
12	4	(33%)	2	(17%)	2	(17%)	2	(17%)	2	(17%)
13	5	(38%)	2	(15%)	1	(8%)	2	(15%)	3	(23%)
13	5	(38%)	2	(15%)	2	(15%)	2	(15%)	2	(15%)
14	5	(36%)	3	(21%)	2	(14%)	2	(14%)	2	(14%)
14	5	(36%)	3	(21%)	1	(7%)	2	(14%)	3	(21%)
15	5	(33%)	3	(20%)	1	(7%)	3	(20%)	3	(20%)
15	5	(33%)	3	(20%)	2	(13%)	2	(13%)	3	(20%)
16	6	(38%)	3	(19%)	1	(6%)	2	(13%)	4	(25%)
16	6	(38%)	3	(19%)	2	(13%)	2	(13%)	3	(19%)
17	6	(35%)	3	(18%)	2	(12%)	2	(12%)	4	(24%)
17	6	(35%)	3	(18%)	2	(12%)	3	(18%)	3	(18%)
18	6	(33%)	3	(17%)	2	(11%)	3	(17%)	4	(22%)
18	6	(33%)	4	(22%)	2	(11%)	2	(11%)	4	(22%)
19	7	(37%)	3	(16%)	2	(11%)	3	(16%)	4	(21%)
19	7	(37%)	4	(21%)	2	(11%)	2	(11%)	4	(21%)
20	7	(35%)	3	(15%)	2	(10%)	3	(15%)	5	(25%)
20	7	(35%)	4	(20%)	2	(10%)	2	(10%)	5	(25%)

Note: figures have been rounded up or down to the nearest whole number. 0.5 has been rounded up.

ANNEX B: MODEL INSTRUMENT OF GOVERNMENT

INSTRUMENT OF GOVERNMENT: VOLUNTARY CONTROLLED SCHOOLS

1. The name of the school is.....
2. The school is a voluntary controlled school.*
3. The name of the governing body is "The governing body of....."
[insert the name of the school as set out in paragraph 1. above].
4. The governing body shall consist of:
 - a. X parent governors *[at least one third of the places];*
 - b. X LEA governors *[up to and including one fifth of the places];*
 - c. X staff governors *[at least two, up to and including one third of the places and including the head teacher];*
 - d. X community governors *[at least one tenth of the places];*
 - e. X foundation governors *[at least two but no more than one quarter of the places];*
 - f. *[where applicable]* X sponsor governors *[up to two].*
5. Total number of governors [.....].
6. The sponsor[s] entitled to nominate person[s] for appointment as sponsor governors under schedule 5 of the Regulations is/are *[insert name here].*
7. Foundation governors - set out the name of any foundation body or person entitled to appoint foundation governors. If this is more than one person set out the basis on which appointments are made.
8. *[where applicable]*
 - (a) the holder of the following office shall be a foundation governor ex-officio:

[name of office]
 - (b) The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 23 (2) of the Regulations.

[Repeat 9(a) and (b) as necessary where there is more than one ex-officio foundation governorship].

- 10.** Set out the name of any person entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
- 11.** *[Where the school has a trust]* the fact that a trust exists.
- 12.** If the school has a religious character, a description of the ethos of the school.
- 13.** *[applicable if the term of office of one or more categories of governor is shorter than four years:]* The term of office of *[x category of governor]* is *[insert period between one and four years]*.
- 14.** This instrument of government comes into effect on *[insert a date on or from 1 September 2003]*
- 15.** This instrument was made by order of Local Education Authority on
- 16.** A copy of the instrument must be supplied to every member of the governor body (and the head teacher if not a governor), any trustees and to the appropriate religious body.

* delete as appropriate