**ANNEX**

**MODEL INSTRUMENT OF GOVERNMENT FOR FEDERATED GOVERNING BODIES**

1. The name of the federation is:

2. The names and categories of the schools in the federation are:

|  |  |
| --- | --- |
| Name | Category |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |

3. The name of the governing body is: “The governing body of ……….. “[*insert name of federation as set out in paragraph 1 above*].

4. The governing body shall consist of the following (this depends on the number and categories of schools in the federation under Part 4 of the Federation Regulations):

|  |  |  |  |
| --- | --- | --- | --- |
| Category of governor  (state where the term of office is less than four years) | No. of governors in each category | Name of school (For parent and foundation governors) | No. of governors for each school |
| Parent governors |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Head Teacher/s |  |  | |
| Staff governor | One |
| LA governor | One |
| Co-opted governors |  |
| Foundation/ partnership governors (where applicable) |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. Total number of governors: [*insert number*]

[*If the term of office of is less than four years, state the length of that term of office*]

6. 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.

7. [*where applicable*]

(a) The holder of the following office shall be an ex-officio foundation governor: [*name of office*]

1. The foundation body or person named in paragraph 6 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 the ex-officio foundation governor is unable or unwilling to act as a foundation governor or has been removed from office under regulation 21 (2) of the Constitution Regulations**.**

[*Repeat 7(a) and (b) as necessary where there is more than one ex-officio foundation governorship*]

8. Set out the name of any person entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.

9. [Where there is a trust relating to any of the federated schools] the fact that such a trust exists.

10. Where a federated school is a foundation or voluntary school which has a religious character, a description of the ethos of the school.

11. This instrument comes into effect on [*insert date*]

12. This instrument was made by order of \_ \_ \_ \_ \_ \_ \_ Local Authority on \_ \_ \_ \_ \_ \_ \_

13. A copy of the instrument must be supplied to every member of the governing body (and the head teacher if not a governor), any trustees and to the appropriate religious body.