Lincolnshire COUNTY COUNCIL
Working for a better future

VARIATION OF INSTRUMENT OF GOVERNMENT GUIDANCE

Governing Body wishes to change its size, composition or term of office for a governor category

In first instance contact:

- Governor Support – model templates available.
- If the School is Voluntary Aided or Voluntary Controlled – contact the appropriate religious authority and any trustees.

Governing Body discuss and agree any proposed changes to constitution at a FGB meeting. Minutes must include rationale for proposed changes.

Governing Body prepares a draft of new instrument

Is the School Voluntary Aided or Voluntary Controlled?

YES

Governing Body ensures there is consultation and agreement with the Foundation Governors, any Trustees and the appropriate religious authority

NO

Clerks to e-mail a copy of:

A) The new draft Instrument
B) The minute of the decision
AND IF APPROPRIATE
C) Agreement from the Trust
D) Agreement from the appropriate religious authority

Via
GOVERNORSUPPORT@LINCOLNSHIRE.GOV.UK

Governor Services to review Variation request, and if compliant – arrangements made with Legal Services for instrument to be sealed

Governor Services to e-mail copy of new Instrument/Variation Order to Clerk to distribute to all members of Governing Board and appropriate organisations.

Governing Body wishes to change the name of the school or college

Is the school name being changed?

YES

Must be listed as a single Agenda Item and the decision **MUST** be by majority of FGB present at meeting.

Governing Body wishes to change category of school

PLEASE NOTE
The Governing Body should seek guidance from Governor Services before beginning the process to change a school's category.

Reviewed 08/25