

Instrument of Government

Archdiocese of Liverpool

Our Lady & St Philomena's Catholic Primary School

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1. Legislation and statutory guidance

Governing boards of maintained schools must have an instrument of government which sets out information about how the board is constituted. This requirement is set out in the School Governance (Constitution) (England) Regulations 2012, Part 5, Regulation 28.

This model is based on the Department for Education's (DfE) model instrument of government in Annex C of the statutory guidance for maintained schools.

Additional statutory notes for different school types

The constitution of governing boards varies depending on the category of maintained school:

Voluntary Aided (VA) Schools

- The governing board must have a **majority of foundation governors**.
- Foundation governors are appointed to preserve and develop the school's religious character.
- The instrument of government must specify the **ethos statement** and the **body entitled to appoint foundation governors**.

Voluntary Controlled (VC) Schools

- Foundation governors are included but **do not form a majority**.
- The local authority typically employs staff and sets admissions, unlike VA schools.
- The instrument must still identify the **appointing body** for foundation governors.

Foundation (F) Schools

- The governing board includes **foundation governors**, but they do not necessarily form a majority.
- The school may have a **foundation or trust** that appoints governors.
- The instrument must specify the **trust** and any **foundation-related governance arrangements**.

Qualifying Foundation (QF) Schools

- These are foundation schools with a foundation that **appoints the majority of governors.**
- The instrument must clearly set out the foundation's role, the appointing body, and any ethos or trust-related requirements.

All Maintained Schools

Across all categories, the instrument of government must:

- State the name of the school
- State the category of the school
- Set out the constitution of the governing board
- Identify the appointing bodies for each category of governor
- Specify the date the instrument comes into effect
- Be formally made by the local authority

1. The name of the school is Our Lady & St Philomena's Catholic Primary School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Liverpool and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;

and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

3. The School is a voluntary aided school in the trusteeship of the Archdiocese of Liverpool and is an exempt charity for the advancement of the Catholic religion in the diocese in such ways being charitable as the Archbishop shall from time to time direct.
4. The name of the governing body is "The Governing Body of Our Lady & St Philomena's Catholic Primary School".
5. The governing body shall consist of:
 - (a) seven foundation governors;
 - (b) two parent governors;
 - (c) the headteacher;
 - (d) one staff governor;
 - (e) one local authority governor.

6. Total number of governors is twelve.
7. Foundation governors shall be appointed and may be removed by the Archbishop of Liverpool (or any other person exercising Ordinary jurisdiction in his name including, where the See is vacant or impeded, the person or persons on whom the governance of the See has devolved).
8. The term of office for every governor is four years.
9. This Instrument of Government comes into effect on 1 February 2026.
10. This Instrument of Government was approved by the Archdiocese of Liverpool on 14 January 2026 and made by order of Liverpool Local Authority on 5th March 2026.
11. A copy of this Instrument of Government must be supplied to every member of the governing body (and any head teacher if not a governor), and the Archdiocese of Liverpool.
12. This document will be renewed annually on 5th March 2027.