Ysgol Aberconwy

Instrument of Government

POLICY DOCUMENT NO: 25	ISSUE NO: 5

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date: 30/06/26

Review due date : 30/06/29 **LT Link : IG**

INSTRUMENT OF GOVERNMENT : COMMUNITY SCHOOLS

This document records the current Instrument of Government made by Conwy County Borough Council under the Government of Maintained Schools (Wales) Regulations. Any amendment to the constitution of the Governing Body may only be made through the statutory process.

1. The name of the school is **Ysgol Aberconwy**.

2. The school is a community school.

3. The name of the governing body is **The Governing Body of Ysgol Aberconwy**.

4. The governing body shall consist of:

   (a) 6 parent governors
   (b) 5 LEA governors
   (c) 2 teacher governors
   (d) 1 staff governor
   (e) 5 community governors
   (f) the headteacher (except at any time when he has given written notice to the clerk to the governing body of the school that he chooses not to be a governor).

5. Total number of governors 20 (except at any time when the headteacher has given notice as above that he chooses not to be a governor, when the total number of governors will be 19).

6. The term of office for a governor is 4 years, unless a governor is disqualified during this time. Once a term of office ends, a governor may be re-appointed or re-elected by the relevant body, back on to the governing body.

7. Subject to the Government of Maintained Schools (Wales) Regulations (2005) this instrument of government comes into effect on the date of making for the purpose of reconstituting the governing body.

8. This instrument was made by order of Conwy County Borough Council on 1st July 2026

Workload Impact Assessment

(Instrument of Government – Issue 5, 2026)

Workload Impact Assessment

This workload impact assessment considers whether the updated Instrument of Government (Issue 5, 2026) introduces any **new or additional workload demands** on teaching staff, support staff, school leaders or governors when compared with the previous version (Issue 4, 2023).

The assessment considers the governance arrangements established by the Instrument of Government.

Nature of Policy Change

The updated Instrument of Government:

- updates the formal date on which the Instrument was made by Conwy County Borough Council;
- updates review and publication details;
- makes minor presentational amendments without altering the substance of the document.

The composition of the Governing Body, categories of governors, terms of office and governance arrangements remain unchanged.

Impact on Teaching and Support Staff

The updated Instrument of Government does not alter the roles, responsibilities or day-to-day duties of teaching or support staff.

No additional administrative, operational or reporting requirements are introduced.

Assessment:
➡️ **No additional workload impact on teaching or support staff.**

Impact on Leadership and Governors

The revised document does not change:

- the constitution of the Governing Body;
- committee arrangements;
- governor responsibilities; or
- leadership accountability.

The update simply reflects the current Instrument of Government approved by the Local Authority.

Assessment:

➡ Leadership and governor workload remains unchanged.

Equality and Fairness Considerations

The updated Instrument continues to provide a clear and transparent governance structure in accordance with the Government of Maintained Schools (Wales) Regulations.

No changes have been made that alter equality of representation or create any additional workload relating to protected characteristics.

Conclusion

This workload impact assessment concludes that the updated Instrument of Government:

- does **not** introduce additional routine workload;
- does **not** alter governance responsibilities or operational practice;
- reflects an administrative update to the governing instrument;
- maintains existing governance arrangements.

Overall judgement:

➡ **No adverse workload impact identified.**