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**Amalgamation Policy Guidance Note 3:
Confirmation of Governance of an Amalgamated School**

Introduction

1. In accordance with the local authority amalgamation policy, schools are required to amalgamate (unless there are compelling and overriding reasons not to), when one or more of the trigger criteria are met.
2. Our methodology for amalgamating schools now involves the legal closure of one school and the extension of age range and the expansion of capacity of the other school.
3. This guidance note outlines the local authority's recommended approach to securing the appropriate governance of the all through primary school in the situation where one school is closed and in the other the age range extended.
4. This guidance note is not applicable in cases where there is a federated governing body for the schools that will be amalgamated.
5. The power to ensure that this approach is adopted remains with the governing body of the school with the extended age range. However, the proposed approach draws representatives from both governing bodies to ensure that the experience and success of the former schools is acknowledged and built on further in establishing the all through primary school.

Legislation

6. In line with the legislation it is recommended that there is a process to ensure that the governing body of the all through primary school is appropriate for the size and age range of the school.

Process

7. In developing a process, the remaining governing body should be mindful that:
 - the closing school has a governing body that has experience and skills in governing a school with a specific age range and curriculum that may not exist within the current governing body.
 - The governing body should be representative of all stakeholders in the new school
 - the process should be efficient and reduce the period of uncertainty about the governance of the school. Delays may impact on staff and pupil morale.
 - the process should be transparent and fair to those who are likely to be involved with the governance of the all through primary school.
8. The amalgamation policy guidance recommends that once statutory proposals to create an all through school have been determined by Cabinet, a representative working group with membership from both schools is

established by the governing bodies to lead on detailed implementation work. One of the tasks for this group is to draft an instrument of governance for the all through primary school. A timeline to make appointments and to re-constitute the governing body is drafted.

9. The draft instrument is considered by both governing bodies, ratified by the governing body remaining, and endorsed by the governing body that will be discontinued.
10. Elections and appointments will be made for the re-constituted governing body in accordance with the timeline.