



Terms of Reference for the Local Governing Board (LGB) of each Academy within the Orchard Multi Academy Trust

Forest Park Primary School

Constitution

In accordance with the Articles of Association, the LGB shall comprise the following membership:

- 1 – Staff members (may be elected or appointed by LGB);
- 2 – Parent members (may be elected or appointed by LGB);
- 7 - Co-opted Governors;
- 1 – Head of Academy / Principal;
- 2 – Trust Representative (Link Trustees-not Governors and have no voting rights).

Terms of Office

The appointment of Trust Appointed Members shall be approved by the Trust Board and the term of office shall be four years. For Parent and Staff Members, either appointed by the LGB or elected, the LGB shall determine the term of office at the time of either appointment or election but this should not exceed four years.

Quorum

To be quorate, at least one third of appointed and elected members should be present, (please also see the Articles of Association for where two thirds of the Board applies).

Staff members (including the Head of Academy / Principal) should not exceed one third.

Proceedings (list is not exhaustive)

The LGB shall abide by the Articles of Association, Scheme of Delegation and Trust Policies as per the Policy Register.

The LGB shall meet at least once every term.

The LGB may establish committees with corresponding terms of reference.

The Chairman and Vice Chairman of the LGB, and its committees, must stand for (re)election annually (Staff Governors may not stand);

Further to this the Directors' Board have resolved that; by virtue of the Office of Chairperson of the LGB, that they delegate the '**Power to Act**' in circumstances where the chair of the LGB is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of; (a) the academy; (b) any pupil at the academy, or their parent; or (c) a person who works at the academy.

All meetings (including committees) are to be 'professionally' clerked and minutes taken.

Minutes are to be kept and published in accordance with the Trust's relevant regulations;
Signed FGB minutes are to be saved on Governor Hub once approved.

**This was approved by the LGB on the 28th March 2019 and by the Board of Trustees
on the**