



*'Working together, we enable everyone to flourish through high quality education'*

## **Terms of Reference for the Local Governing Board of St Mark's CE Primary School within Orchard Community Trust**

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> 04/12/2025
<b>Adopted by LGB:</b>	3 <sup>rd</sup> April 2025	
<b>Next review due by:</b>	1 <sup>st</sup> September 2026	

## **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);
- 6 – **\*Foundation Governors;**
- 1 - Headteacher;

**\*Foundation Governors** shall be appointed as follows:

- 3 appointed by the Lichfield Diocesan Board of Education
- 3 appointed by the District Church Council of the Church of Shelton St. Mark's

The holder of the following office shall be an ex-officio foundation Governor: The Principal Officiating Minister of the Parish of Hanley The Holy Evangelists (or their representative).

The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation Governor to act in the place of the ex-officio foundation Governor whose governorship derives from the office named in (a) above, in the event that the ex-officio foundation governor is unable or unwilling to act as a foundation Governor or has been removed from office under regulation 21 (2) of the Constitution Regulations.

The Archdeacon of Stoke-upon-Trent is entitled to request the removal of the ex-officio foundation Governor and to appoint any substitute Governor.

## **Terms of Office**

The appointment of co-opted governors shall be approved by the LGB (for the relevant skills they provide) 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 each term of office 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 Headteacher) must 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 DfE's guidance).

- Minutes are to be stored and published in accordance with the relevant regulations and saved electronically on the cloud server (Microsoft Teams), once approved
- All LGB meetings are to be professionally clerked
- The LGB shall meet at least once every term with an additional meeting in the Autumn term
- The Chair and Vice Chair of the LGB, and its committees, must stand for (re)election annually (Staff governors may not stand).

Further to this, the Board of Trustees have resolved that by virtue of the Office of the Chair of the LGB, 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; the academy, any pupil at the academy or their parent or a person who works at the academy.

## **Extracted from the original Instrument of Government**

St Mark's CE(A) Primary school was established as a church school by an Indenture of the 6<sup>th</sup> April 1838 between John Yates and William Yates of the first part and John Thomlinson, William Taylor Copeland, William Bishop, John Hales and James Ralphs of the second part. The Rector and Church wardens of the

Parish of Hanley the Holy Evangelists are trustees of the school.

**St Mark's CE Primary School Ethos Statement:** Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupil.