



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

Terms of Reference for the Local Governing Board of Forest Park Primary School within Orchard Community Trust

Approved by: Board of Trustees **Date:** 04/12/2025

Adopted by LGB: Autumn Term LGB1

Next review due by: 30/08/2026

Constitution

In accordance with the Articles of Association, the Local Governing Board (LGB) shall comprise the following membership:

- 1 - Staff member (may be elected or appointed by LGB)
- 2 - Parent members (may be elected by parents or appointed by the LGB)
- 7 - Co-opted Governors
- 1 – Headteacher

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.