



## **Burnwood Primary Academy - Local Governing Board (LGB) Instrument of Government (revised)**

### Membership

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

- 2 – Staff Representatives;
- 2 – Parent Representatives;
- 6 – Trust Appointed Representatives<sup>1</sup>;
- 1 – Head Teacher<sup>2</sup>;
- 1 – Trust Representative<sup>3</sup>.

### Terms of Office

The appointment of Trust Appointed Representatives shall be approved by the Directors' Board and the term of office shall be four years. For Parent and Staff Representatives, either appointed by the LGB or elected, their term of office shall also be four years.

### Quorum

At least 50% of appointed representatives should be present (rounded down) and staff representatives (including the Head Teacher) should not exceed one third representatives present.

### Proceedings (list is not exhaustive)

The LGB shall abide by the Trust's Articles of Association, Scheme of Delegation, Terms of Reference and policies.

The LGB shall meet at least once every term.

The LGB may establish committees with corresponding terms of reference; the quorum for committees shall be at least 3 governors, two of whom should be non-staff.

The Chairperson and Vice Chairperson of the LGB must stand for (re)election annually (Trust Staff from any setting who are 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 clerked and minutes taken.

Minutes are to be kept and published in accordance with the Trust's relevant regulations.

**Signed by the CEO, Jon Lovatt, on behalf of the Directors on 10<sup>th</sup> December 2025**

A handwritten signature in blue ink that reads 'Jon Lovatt'.

---

<sup>1</sup> Staff may also be included but the total staff should not exceed one third of total membership

<sup>2</sup> By nature of the office

<sup>3</sup> Non-voting