



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

Membership

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

- 2 – Staff Representatives;
- 2 – Parent Representatives;
- 4 – Trust Appointed Representatives¹;
- 1 – Head Teacher²;
- 1 – Trust Representative³.

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 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 Chair and Vice Chair, must stand for (re)election annually (Staff may not stand).

By virtue of the Office of Chair, the directors delegate to him/her the 'Power to Act' in circumstances where the chair 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) any 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; full board meeting minutes are also to be saved in Dropbox once approved.

Signed by the CEO, Jon Lovatt, on behalf of the Directors on 2nd April 2025

A handwritten signature in blue ink, appearing to read 'Jon Lovatt', is written over a horizontal line.

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

² By nature of the office

³ Non-voting