

**Jesse Gray Primary
Governor Virtual Meeting
Governor Virtual Meeting
Attendance Policy**



February 2021

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| Head Teacher Signature: | |
| Date Adopted: | |
| Review Date: | Feb 2022 |

Governor Virtual Meeting Attendance Policy

Introduction

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing boards of maintained schools in England to “approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference”.

The governing board of Jesse Gray Primary School has agreed the following arrangements will apply to meetings of the full governing board and to committee meetings.

Virtual communication at governor meetings

Where a governor wishes to attend a meeting of the governing board by either telephone or video link, the Head, Chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible.

The governor will be asked their reasons for not attending the meeting in person and their attendance virtually will be subject to the approval of the governing board at the beginning of the meeting, though this approval will not be withheld without good reason. Where approval is withheld, the reason for this will be minuted and the governor informed immediately.

Virtual attendance at governor meetings

Governors attending the meeting either by telephone or video conference, for example Zoom or Teams, will be entitled to vote on any issue providing they have been ‘present’ for the whole agenda item to which the vote relates.

A secret ballot will be facilitated by removing the telephone call from speaker phone and the governor sharing their vote verbally with the clerk. Should this not be possible, the governor will be required either to vote publicly or abstain. For governors attending via virtual platform, break out rooms can be used for voting purposes should a public vote not be appropriate.

Governors attending the meeting virtually will contribute to the quorum for the meeting. If the technological link is lost they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.

The meeting will be chaired by a governor who is present in person.

Virtual full governing body and committee meetings

Governors will be asked by the clerk at the start of the meeting to confirm they are in a confidential space; this will be minuted by the clerk.

Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.

Virtual additional and extraordinary meetings

The usual statutory notice arrangements of circulating meeting papers applies except where the Chair has exercised his/her right to waive the usual notice in an emergency situation.

Virtual meetings will be minuted by the clerk being present virtually. The minutes will be presented to the next meeting of the full governing board.

Review of this Policy

The policy will be reviewed at least annually, but any governor with any concerns about its operation can request a review at any time.

All school policies will be reviewed annually or sooner if required.

Reviewed: February 2021

Review: February 2022

Reviewed by Staff: Mr C Belton

Governor review by: 15/04/21