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Learn & Grow*

**FRINTON ON SEA PRIMARY  
SCHOOL  
Governor  
Virtual Meeting Attendance Policy**

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**Executive Head Teacher:** Mrs T. Caffull

**Ratified/Approved:** Summer 2020

**Chair of Governors:** Mrs S Young

**To be reviewed:** Summer 2021

## **INTRODUCTION**

The School Governance (England) (Roles, Procedures & Allowances) Regulations 2013 make provision for governing bodies 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.”

In relation to this this Governing Body has determined that the following arrangements will apply. These arrangements only apply to meetings of the Full Governing Body.

## **DEFINITIONS**

Face to face meetings are those where the majority of governors are physically present at the location listed on the meeting agenda.

Virtual (or video conference) meetings can be those where one or more governors are not physically present at the location listed on the meeting agenda (but the majority of the governors are at that location) but they are participating and/or voting at a meeting being held either through a telephone or video conferencing.

Virtual (or video conference) meetings can also be meetings where the majority of the governors are not present at the same physical location but are participating and/or or voting at a meeting through virtual attendance.

## **VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS**

- Where a governor wishes to attend a meeting of the Governing Body by either telephone or video link, the 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 should be asked for their reason for not physically attending the meeting; this will need to be approved by the remainder of the FGB and, if not approved (which should be for very good reason), the reason should be minuted and the governor informed immediately
- Those governors who attend either by telephone or video conference will be entitled to vote on any issue providing that they have been ‘present’ for the whole agenda item to which the vote relates
- Where a secret ballot is required, this will be facilitated where possible (eg by the attendee sending the Clerk an email). Should this not be possible, the attendee will either have to vote ‘publicly’ or abstain.
- Governors who attend the meeting virtually will contribute to the quorum of the meeting
- If, during the meeting, technology is lost, governors will cease to contribute to the quorum which will not prevent the meeting from continuing unless it becomes inquorate.
- The chair of the meeting must be physically present at the meeting

## **VIRTUAL MEETINGS**

- It is expected that scheduled full governing body meetings will be face to face meetings. However, in unusual and unprecedented circumstances, meetings may take place via telephone or video conference as long as the usual quorum of governors is ‘present’

- Where a meeting takes place virtually, every effort will be made to enable all governors to access the meeting
- Where a meeting takes place virtually, the usual statutory notice arrangements will apply and all documentation including an agenda should be circulated at least a week in advance of the meeting (except where the Chair has exercised their right to waive the usual notice in an emergency situation)
- Virtual meetings will be clerked (and minuted) in the usual way; the clerk may be 'present' virtually (or a record of the meeting may be taken by a governor (other than the Headteacher)) and those minutes will be presented at the next governing body meeting for approval
- No recording of a virtual meeting may be made without the approval of the governing body and may only be done so for a specific purpose

**This Policy should be read in conjunction with the document 'Video Conferencing Etiquette' and the guidance from your Clerk on governors' making decisions via email.**