

Crabtree Farm Primary School

Governor Virtual Meeting Attendance Policy

Adopted 20/03/2020

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 Crabtree Farm Primary School has agreed that the following arrangements will apply to meetings of the full governing board and to committee meetings.

Virtual communication at governor meetings

Please note because of the corona virus, from 20 March 2020 until further notice, FGB and all committee meetings will be virtual meetings.

The following two paragraphs will not apply from 20 March 2020 until further notice.

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.

Governors attending the meeting either by telephone or video conference 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.

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 additional and extraordinary meetings

Virtual additional and extraordinary meetings can take place via online chat, telephone or video conference call, however, the quoracy rules apply and a quorum of governors must be ‘present’ on the call. Additional and extraordinary meetings can also be delegated by the governing board to a committee (minimum of 3 governors, to include the Head, Chair and Vice Chair).

The usual statutory notice arrangements of circulating meeting papers 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.

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

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.