

St Peter's C of E Primary & Nursery School



Governor Virtual Meeting Attendance and Voting at Governor Body Meetings Policy

Reviewed: Spring 2024

Legislation

The School Governance (Roles, Procedures and Allowances) (England) 2013 make provision for Governing Boards of maintained schools in England to approve alternative arrangements for Governors to participate and vote at meetings of the Governing Board including but not limited to by telephone or video conference.

1.0 Introduction

1.1 The following arrangements were approved by St. Peter's C of E Primary and Nursey School Governing Board on 13.03.2024.

- 1.2 These arrangements apply to meetings of the board and delegated committees. Any statutory panels of the board such as staff grievance / appeals, staff discipline / appeals, exclusion and complaint panels are excluded from these arrangements.
- 1.3 The board shall monitor each individual's virtual attendance to ensure that they do not become isolated.

2.0 Virtual attendance protocols

- 2.1 All Governors should make every effort to attend all meetings in person in the first instance.
- 2.2 Where a Governor is unable to attend a meeting in person, but is able to attend through agreed virtual arrangement, the Governor must inform the Chair and Clerk at least 48 hours prior to the meeting. The Governor must state their reasons for not attending the meeting in person and the Clerk will notify all other members of the Board.
- 2.3 Virtual attendance at the meeting will be for the entire meeting, not for specific agenda items.
- 2.4 If the technological link is lost during the meeting, the Clerk will minute the time that the Governor left the meeting.

3.0 Etiquette

- 3.1 If an individual is attending a meeting virtually via telephone, each Governor will state their name prior to their comments.
- 3.2 The Governor attending the meeting virtually shall devote their full attention to the meeting for the entire duration, will not multi-task, eat noisy foods, rattle food wrappings or excessively shuffle papers.
- 3.3 The individual attending the meeting virtually will adhere to the Code of Conduct and observe confidentiality. They will not participate virtually from a setting where their conversation can be overheard or interrupted.

4.0 Quorum

- 4.1 An individual attending the meeting virtually will contribute the quorum for the meeting. If the technological link is lost, the individual will cease to contribute to quorum. This will not prevent the meeting continuing but may prevent any further decision or vote if the meeting is no longer quorate.
- 4.2 In the event of a vote taking place, the individual attending the meeting virtually will be entitled to vote on any issue providing they are eligible to do so.

- 4.3 Where a secret ballot takes place, the Governor participating virtually will not be able to use their vote unless arrangements have been made for the individual to communicate their vote directly to the Clerk (an email vote is not sufficient).
- 4.4 If the quorum of a meeting is affected by either 2.3, 4.1, 4.2 or 4.3 above, the agenda item shall be deferred to the following meeting, or if the item is urgent, an additional meeting will be convened within 7 school days.

5.0 Review of this policy

- 5.1 This policy will be reviewed every two years.