

Boxgrove and Kidbrooke Park

Governors Virtual attendance policy

This policy will support the attendance of those governors who, on occasions and with prior agreement from the chair, are unable to attend full governing board meetings or committees of the governing board. This will ensure that there is secure support and challenge when making decisions, of as many of the governors as possible. It will ensure that the governing board is quorate. It is essential that all governors are able to consider the papers and hear the points of other governors prior to voting.

This policy will ensure that any governors who are unable to attend a meeting will have a voice and will take part in the decision making process. This will ensure that no governor is treated unfairly because they have work commitments or caring responsibilities.

Legal guidance:

<http://www.legislation.gov.uk/ukxi/2013/1624/regulations/14/made> state; Section 14 (8) Notwithstanding the requirements of paragraph (1) to (3), the governing board may approve alternative arrangements for governors to participate or vote at meetings of the governing board including, but not limited to, by telephone or video conference.

<http://www.clerktogovernors.co.uk/virtual-governance-electronic-participation-in-meetings> will also give guidance.

Roles and Responsibilities

The HOS will:

- Provide a secure mechanism for governors to have a virtual presence at the meeting
- The provision of Skype or telephone with a loudspeaker will be available

The virtual governor will:

- Ensure that their surroundings are secure and that any confidential or sensitive information cannot be heard by a third party.
- Ensure that any virtual meetings do not happen when travelling on public transport
- Confirm that the meeting's integrity is secure at the start of the virtual meeting
- Virtually attend for the whole meeting not just for a one item or vote – the mechanism should be used to secure full participation and to ensure that all governors have a full and complete understanding of the school's priorities.
- Agree with the Chair, Headteacher/Principal that virtual attendance has been approved (except in matters of emergency)
- Be able to confirm their identity before commencement of the meeting

Additional Information to note:

- Virtual governors should not vote on any issues where the papers have been tabled and they have not had access to the detail.
- Governors requesting virtual attendance should have attended at least 2 meetings during the academic year.
- The majority of governors should be present at the meeting.
- The meeting will not be chaired virtually, if the chair is unable to attend the meeting in person, the vice chair will chair the meeting.

- There should be confirmation on the published agenda that virtual attendance would be happening
- In the case of a secret vote, the virtual governor can either vote openly or have agreement that they would have already cast their vote, in advance of any discussion, and given that vote to the chair of governors.
- Governors attending virtually will contribute to the quorum. 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.

Review

This policy will be considered annually at the first governing board meeting of the autumn term.