

# Woodthorpe J.I. School

## Governor Attendance Policy

### Summary

While the governing body of Woodthorpe Junior and Infant school acknowledge the position of governor is a purely voluntary one, the Governing Body can only function to the best of its ability if each governor is prepared to contribute a minimum amount of time to Committee and Governing Body meetings and any related commitments as a result of these meetings.

### Expected Commitments

Each governor is expected to attend at least 75% of meetings during the year. This usually comprises 6 Governing Body meetings and 6 committee meetings. A minimum of 9 meetings in total per year must be attended. If attendance falls below this level the governor will be asked to assess their commitment to the position and consider standing down to allow for other interested parties to participate.

It is accepted that there may be extenuating circumstances beyond the control of a governor that may necessitate prolonged absences from meetings (bereavement or serious illness) in which case the governing body retains the ability to accept the absence of the governor for a stated period which will be recorded in the Governing Body minutes, after which time a vote will be taken to decide if the period is to be extended or the resignation of the governor requested.

### Logistics

At the final governing body meeting of the year the clerk will circulate attendance figures for all governors. Those falling below the 75% attendance figure will be asked to consider their commitment to the school and will be asked to resign in order that other governors can be found for the start of the next educational year.

### Apologies/Absences

Apologies for a meeting should be sent to the Clerk of the Governing Body as soon as possible so that the meeting can be cancelled and re-scheduled if it is not quorate. Apologies and absences without apologies will be recorded in the minutes.

### Legal Obligations

If a governor has not attended a Governing Body meeting for 6 months, The Chair of Governors has the legal right to terminate that governor's term of office and ask for the election of another governor as replacement.

Signed: .....

Approved: 22 September 2016

Review: September 2019