



Biddick Hall Junior School

March 30th 2020

Policy Document

Governor Virtual Meeting Attendance

1. Introduction

- 1.1 The School Governance (England) (Roles, Procedures and 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”.
- 1.2 In relation to this the governing body of Biddick Hall Junior School has determined the following arrangements will apply to meetings of the full governing body and to committee meetings.

2. Virtual Attendance at Face to Face Meetings

- 2.2 The norm for meetings, including full governing body and committee meetings, remains physical face-to-face meetings, with attendance in person preferred. However, in order to improve accessibility, allow the maximum utilisation of governor skills and accommodate governors’ work patterns, virtual attendance is permissible.
- 2.3 Where a governor wishes to attend a meeting of the governing body virtually, they should inform the Chair or clerk, preferably at least 48 hours in advance of the meeting to check that appropriate technical facilities can be made available at the meeting. Virtual attendance will be approved by governing body at the beginning of the meeting.
- 2.4 A governor attending remotely counts towards the quorum and is entitled to vote. It is preferred that Governors attending a meeting virtually will be present for the whole meeting if a quorum is required to transact any important business. It is the responsibility of the governor(s) at remote locations to ensure confidentiality at that location.
- 2.5 If the video or telephone connection is lost, the governor is deemed to have left the meeting until the connection is restored. The meeting will continue providing it remains quorate.
- 2.6 Before the commencement of the meeting any papers or presentations which will be made available during the course of the meeting should be made available to governors at the remote location, either by electronic means or if time permits by post. In the event that



confidential papers are to be presented which would normally be collected in at the end of the meeting, then the governors present shall decide how to proceed.

- 2.7 In the case of a secret ballot, arrangements will be made for the governor attending remotely to communicate their vote to the clerk (for example by taking the call off speakerphone or by e mail).

3. Virtual Meetings

- 3.1 Occasionally meetings may take place via telephone or video conference call as long as the usual quorum of governors is 'present' on the call. Usually this will be for extraordinary business but may also be dictated by public health or other considerations.
- 3.2 Where a meeting is taking place virtually the usual statutory notice arrangements will apply and all papers to be considered will be circulated at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.
- 3.4 Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor who is present, other than the headteacher, taking the minutes, and these will be presented to the next meeting of the full governing body.
- 3.5 Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing body and for a specified purpose.