

# Gillespie Primary School

## Policy on Governor Virtual Meeting Attendance

### 1. Introduction

This policy is based on;

[The School Governance Regulations 2013](#) which 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”.

And [The School Governance update March 2020](#) which says “Boards can agree to hold meetings via telephone or video-conferencing without having to meet first.”

The governing board of Gillespie Primary School has therefore determined the following arrangements will apply.

### 2. Virtual Attendance at Face to Face Meetings

Where a governor wishes to attend a meeting of the governing board by either telephone or video link the 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 governors 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. 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. Where a secret ballot is required this will be facilitated where possible (eg by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not 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.

If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

### 3. Virtual Meetings

The three statutory full governing board meetings and termly scheduled committee meetings will be face to face meetings, except in extraordinary circumstances.

Where a meeting is taking place virtually every effort will be made to enable all governors to access the meeting.

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.

Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually, or by a governor (other than the head teacher) taking the minutes, and these 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 prior approval of the governing board and for a specified purpose.

### 4. Review of this Policy

The policy will be reviewed at least annually, but any governor with any concerns about its operation can request that it is reviewed at any time.