

# Cavendish Church of England Primary School



## Governor Virtual Meeting Attendance Policy

The staff and governors of Cavendish Church of England Primary  
School adopt Suffolk County Council Guidance

Signed on behalf of the Governing Body	
Signed: Headteacher	
Date:	Summer 2022
Date to be Reviewed:	Summer 2023

## **Our Vision**

In our school our Christian vision shapes all we do.

*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*

Our School Vision Statement reflects this commitment as children and staff are taught to challenge inequality, prejudice, bullying and harm; to respond with compassion and sensitivity to individual need and to respect the rights of all individuals to be safe and nurtured within God's world.

We encourage children to respond creatively to internal and external challenges in life, with compassion for others, including consideration for creation and the planet itself. Thus we show how to live justly and with a pure heart, reflecting the teachings of Jesus and God's love within our school environment.

## **Maintained schools**

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".

## **Local governing bodies (LGBs)**

In relation to this the governing body of Cavendish CofE Primary School has determined the following arrangements will apply. These arrangements apply to meetings of the full governing body and to committee meetings.

## **Benefits and limitations of Virtual Attendance**

### ***Advantages***

- You can set up a meeting quickly
- Governors do not all have to be in the same place.
- If reaching a quorum is sometimes a challenge the option for virtual attendance could help to resolve the issue
- Members of your board can meet at short notice. This could be particularly helpful when you need to discuss or approve something urgently before the next scheduled meeting

### ***Potential issues***

- It may be best to reserve detailed discussion for face to face meetings since it can be difficult to communicate as effectively
- Time delays can interrupt the flow of the conversation
- If someone is not physically in the room, they may play a lesser part in the meeting
- It could be hard to make sure the conversation is confidential

### ***Mitigate the potential issues***

- Have a clear process in place for what to do if and when these problems arise. Agree framework at the start of each meeting.
- Clarify that the governor attending remotely still needs to meet the expectations around confidentiality before the meeting commences.

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### **Virtual Attendance at Face to Face Meetings**

- Where a governor wishes to attend a meeting of the governing body by either telephone or video link the chair must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible.
- The governor 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 body at the beginning of the meeting, though this 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 which the vote relates to.
- Where a secret ballot is required this will be facilitated where possible (e.g. 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.

### **Virtual Meetings**

- It is expected that unless there are exceptional circumstances and government legislation allows, the three statutory full governing body meetings and termly scheduled committee meetings will be face to face meetings. However additional and extraordinary meetings can take place via telephone or video conference call as long as the usual quorum of governors/trustees is 'present' on the call.
- Where a meeting is taking place virtually every effort will be made to enable all governors to access the meeting using governor email addresses and Teams.
- 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 three days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.
- Items for meeting are sent electronically on the understanding they are deleted, any hard copies are shredded after the meeting. Governor hub and school site are the only storage places.
- 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 headteacher and these will be presented for approval to the next meeting of the full governing board.
- Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.
- Governors should ensure they are attending virtually in an appropriate and confidential manner, eg, other family members, including children, are not present, and that their discussion cannot be overheard.