

# Sibsey Free Primary School

## Virtual Attendance and Voting at Governing Body Meetings



Approved by:	Governors
Date:	October 2023
Last reviewed on:	October 2022
Next review due by:	October 2025

## **Model Policy on Virtual Attendance and Voting at Governing Body Meetings**

### **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 Sibsey Free Primary School has determined the following arrangements will apply.
- 1.3 These arrangements apply to meetings of the full Governing Body and to Committee Meetings.
- 1.4 Governing Bodies should ensure that any alternative arrangements are adequately secure to ensure confidentiality of any discussions.

### **2. Virtual Attendance at Meetings**

- 2.1 Where a governor wishes to virtually attend a meeting (or part of a meeting) of the Governing Body by either telephone, video link or other agreed medium, the Chair and Clerk must be notified at least 48 hours in advance of the meeting (wherever possible) to ensure that appropriate arrangements can be made. 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. Virtual attendance at the meeting will be recorded as such in the minutes. Where approval is withheld the reason for this will be minuted and the governor informed immediately.
- 2.2 Governors attending the meeting virtually will be entitled to vote on any issue providing that they have participated (i.e. heard/engaged) 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 the 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 publically or abstain.
- 2.3 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.
- 2.4 The Meeting will be chaired by a governor who is present in person.
- 2.5 If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone, video conference or other agreed medium, the meeting may still proceed with its business provided it is otherwise quorate.

### **3. Virtual Meetings**

- 3.1 The board will review the meeting board meeting schedule and agree the most effective use of Board time in relation to virtual and face-to-face meeting arrangements. The Local Authority continue to recommend that the three statutory full Governing Body meetings are conducted as face-to-face meetings, and all members should make every effort to attend personally. However, other meetings may be held using the medium agreed by the board as long as the usual quorum of governors is "present".
- 3.2 Where a meeting is taking place virtually every effort will be made to enable all governors to access the meeting.
- 3.3 Where a meeting is taking place virtually the usual statutory notice arrangement 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 their right to waive the usual notice in an emergency situation.
- 3.4 Virtual meeting will be minuted in the same way as other meetings, either by the Clerk or by a Governor/staff member (other than the Headteacher/Chair) who is present virtually taking the minutes, and these will be presented to the next meeting of the full Governing Body.
- 3.5 Virtual meetings should not be digitally recorded by any Governor or persons present by any means without the express prior approval of the Governing Body and for a specified purpose.

### **4. Review of this Policy**

- 4.1 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.

October 2022