

CALSHOT PRIMARY SCHOOL

GOVERNING BODY VIRTUAL MEETING POLICY



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

Policy Lead	Head Teacher
Sub Committee	FGB
Link Governor	None
Date of Last Review	25 th November 2024
Next Review Date	Autumn 2025

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 **Calshot 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.

2. Definitions

2.1 **Face to Face Meetings** are meetings where the majority of governors are physically present at the location listed on the meeting agenda.

2.2 **Virtual Attendance** at a meeting is where a governor is not physically present at the location listed on the meeting agenda but participates or votes at a meeting through virtual means including but not limited to telephone or video conference.

2.3 **Virtual Meetings** are meetings where the majority of governors are not present at the same physical location and participate or vote at a meeting through Virtual Attendance.

3. Scheduling of Face to Face Meetings and Virtual Meetings

3.1 The six statutory full governing body meetings and termly scheduled committee meetings will be Face to Face Meetings. If restrictions are imposed or recommended regarding face to face contact, the governing body may vote to hold all regular meetings virtually until such time as it practical to resume normal procedures.

3.2 Additional or extraordinary full governing body meetings and committee meetings can take place as Virtual Meetings (as long as the usual quorum of governors are present through Virtual Attendance).

4. Virtual Attendance at Face to Face Meetings

Notification

4.1 Where a governor wishes to attend a Face to Face Meeting of the governing body through Virtual Attendance, the Chair and Clerk to be notified when possible at least 2 working days in advance of the meeting to ensure that appropriate arrangements can be made where possible.

Governing Body Approval of Virtual Attendance at a meeting

4.2 Before the meeting, any governor who is participating by Virtual Attendance will be asked their reasons for not physically attending the meeting.

4.3 A governor's Virtual Attendance may be subject to the approval of the governing body at the beginning of the meeting, however approval must not be withheld without good reason.

4.4 Where approval is withheld, the reason for this must be minuted and the governor informed immediately.

Voting Rights of Governors participating through Virtual Attendance

4.5 Governors attending a Face to Face Meeting through Virtual Attendance will be entitled to vote on any issue providing they have been 'present' for the whole agenda item which the vote relates to.

Secret Ballots

4.6 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).

4.7 Where facilitation is not possible, the governor will be required either to vote publicly or abstain.

Quorum

4.8 Governors attending through Virtual Attendance 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.

Technological or other Issues

4.9 If, after all reasonable efforts, it does not prove possible for a governor to participate through Virtual Attendance the meeting may still proceed with its business provided it is otherwise quorate.

Meeting Chair

4.10 A Face to Face Meeting must be chaired by a governor who is physically present at the physical location listed in the meeting agenda.

5. Virtual Meetings

Reasonable efforts to give all Governors Virtual Access to Virtual Meetings

5.1 When a Virtual Meeting is taking place, all reasonable efforts must be made to enable all governors to access the meeting through Virtual Attendance.

Statutory Notice Arrangements

5.2 When a Virtual Meeting is taking place, the usual statutory notice arrangements will apply and all papers to be considered must 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.

Clerking Arrangements

5.3 Virtual Meetings will be minuted in the same way as other meetings with either the clerk or another governor (other than the headteacher or chair) attending through Virtual Attendance taking the minutes which will be provided for approval at the next meeting of the full governing body.

5.4 Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.

6. Review of this Policy

6.1 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.

Policy approved at full governing body meeting on 25th November 2024