Barcombe HamseyPlumpton Skylark Federation

Remote Governor Meetings Policy

Reviewed and approved by FGB: 04.02.21

Next review: Spring 2022

Signed ..... Chair of Governors Date .....

Signed ..... Executive Headteacher Date .....

Policy on Governor Remote Meeting Attendance

1. Introduction

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 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”.

In relation to this the governing board of Skylark Federation has determined the following arrangements will apply.

These arrangements apply to meetings of the full governing board and to committee meetings.

2. Remote 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 remotely will be subject to the approval of the governing board 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 (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 remotely 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.

3. Remote Meetings

Statutory full governing board meetings and termly scheduled committee meetings will be face to face meetings, except in exceptional circumstances. Additional and extraordinary meetings can take place via telephone or video conference call as long as the usual quorum of governors is ‘present’ on the call and whereby all persons participating in the meeting can hear each other. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chair of the meeting then is.

Where a meeting is taking place remotely, every effort will be made to enable all governors to access the meeting. All governors should take due care to ensure that their method of communication is secure i.e. not taking place in a public area where their conversation may be overheard.

Where a meeting is taking place remotely 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.

Remote meetings will be minuted in the same way as other meetings, either by the clerk being present remotely 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 board.

Remote meetings should not be recorded by any governor or the clerk without the 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.