


<p>Bishop Challoner Catholic College</p> 	<b>Next Review</b>	September 2027
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	<b>Staff Owner</b>	H Burton
	<b>Government/DfE Requirement</b>	Good Practice

**Governing Body**  
**Virtual Attendance at Meetings Policy**

# BISHOP CHALLONER CATHOLIC COLLEGE

## VIRTUAL ATTENDANCE AT MEETINGS POLICY

### **Purpose**

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”.

For the purpose of this policy “meeting” is defined as either a formally convened full governing body (FGB) meeting or committee meeting.

The rationale is to ensure each governor can make an informed decision through consideration of all papers submitted and governor discussion prior to voting.

### **Equality impact**

This policy sets out how Governors can attend meetings remotely on the occasions this is required allowing them to have the ability to take part in meeting discussions and decisions.

This policy will ensure no Governor suffers from unfavourable treatment because of their work or caring duties.

### **Responsibilities of school**

The school will ensure there will be available, provision of a secure method of virtual presence as required at all full governing body meetings and meetings of the governing board’s committees.

### **Definitions**

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

**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.

**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*.

### **Scheduling of face-to-face meetings and virtual meetings**

The statutory full governing body meetings and committee meetings will be *face-to-face meetings*, except in exceptional circumstances agreed by the Chair.

Meetings can take place as *virtual meetings* as long as the meeting is quorate.

#### **Virtual attendees will ensure:**

1. Virtual attendees must be aware of their surroundings. Confidentiality and sensitivity of information must be considered, and conversations must not be conducted in a place where they will be overheard, for example in an open public space. Confirmation of confidentiality should be declared at each meeting.
2. Governors in virtual attendance at any meeting of the GB must, under no circumstances, make any form of electronic recording of any part of the meeting, without the express permission from those in attendance at the meeting.
3. Those in virtual attendance must ensure they give full attention to the matters being discussed and avoid undertaking other tasks that may cause distraction for example, watching television, listening to background music, answering emails etc.
4. Virtual attendees must agree to undertake full participation in the whole meeting.
5. They can identify themselves to the satisfaction of the other attendees.

#### **All Governors and Clerk should note:**

1. Virtual attendees may only vote on items where they have been presented with all the papers to be considered.
2. 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. Technical difficulties would not include loss of visual communication providing there is still sound communication.
3. Indicate on the agenda whether virtual attendance has been agreed. Indicate within the minutes that a declaration of confidentiality has been made by all virtual attendees.
4. Secret Ballots. The remote attendee may decide to either vote openly or to cast their vote with only the clerk and one governor (already having cast their vote) present.