



**FEDERATION OF ST ANNE'S AND ST MARTIN'S  
CATHOLIC PRIMARY SCHOOLS  
St Anne's and St Martins**



**Learning to live by faith and to be known by love**

**Virtual Governors Meetings Policy and Procedures**

## Policy Management

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Statutory Guidance	<i>Insert any link to any statutory guidance relating to the policy</i>

# Governors Virtual Meetings Policy

## 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 board including but not limited to by telephone or video conference”

1.2 In relation to this The Federation of St Anne's and St Martin's Governing Body has determined the following arrangements will apply

1.3 These arrangements apply to meetings of the full governing board, to committee meetings and are appropriate for use in all other governor panels and meetings.

## 2. Virtual Attendance at Face-to-Face Meetings

2.2 Where a governor is required to or wishes to attend a meeting of the governing board by either telephone or video link the chair and clerk must notify members at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible. The governors will be told or asked their reasons for not attending the meeting in person.

Where Governors have requested virtual attendance, this 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. Where Governors are required to meet virtually (for example on advice from Public Health England) Individual Governors should make every effort to attend where practicable

2.3. It is the responsibility of individual governors, participating virtually, to ensure they are able to do so through a secure method in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality.

2.4 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

2.5 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

2.6 The meeting will be chaired by the Chair virtually if all Governors are meeting virtually or by a governor who is present in person if only some Governors are attending virtually.

2.7 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**

### 3. Virtual Meetings

3.1 The three statutory full governing board meetings will normally be face to face and the termly scheduled committee meetings will normally be virtual. However, this may change in individual cases at the discretion of the chair of the relevant meeting. The chair of the relevant meeting shall promptly communicate any change in how the meeting is to be held. 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.

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 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 their right to waive the usual notice in an emergency.

3.4 Virtual meetings **must** be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor who is present (other than the headteacher) taking the Minutes. These will be presented to the next meeting of the full governing board. **Decisions made electronically must be well documented by the clerk and electronic agreements and decisions will be retained with the Minutes.**

3.5

The clerk may wish to record the meeting to aid them when writing the minutes.

At the start of the meeting the clerk will make sure all governors agree to the meeting being recorded via Microsoft Teams. Where approval is granted, it is the clerk alone who has permission to record the meeting. No one else has authority to record the meeting unless they have explicit authority from the Chair to do so. The recording will be handled in line with the General Data Protection Regulation (GDPR), and once it is no longer needed the recording will be deleted.

3.6 Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes. It is the responsibility of those participating virtually to ensure they have a reliable connection. If the communication connection fails and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed. The clerk will note the time that the connection was lost. Ensuring quorate meetings is the responsibility of the clerk who will monitor this throughout any meeting involving virtual

participation and advise the board if a meeting becomes inquorate. Where there is no visual connection all meeting participants will always start their comments by stating their name.

3.7 If there is to be a vote, governors must have relevant documents seven days prior to the meeting.

**The Governing Board at Federation of St. Anne's and St. Martin's agrees the following conduct measures for attendance at virtual meetings:**

- Governors will attend meetings in a quiet room without other people present.
- Governors will make every effort to ensure that discussions are not overheard by other household members
- Governors will conduct themselves in the same manner expected in face-to-face meetings
- Governors will be responsible for ensuring that any video conferencing does not reveal confidential or intimate details about their personal information or expose other governors to materials or experiences they may find offensive.
- That a live web camera link is maintained during the meeting.

#### **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.