

SODBURY VALE FEDERATION

Virtual Meetings Policy

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2 VERSION HISTORY

Version Number	Reason for Issue	Date of Issue
01	Initial Issue For Federation	May 2022
02	Review and Update	May 2024

3 Virtual Meeting Attendance Policy

Legislation The School Governance (Roles, Procedures and Allowances) (England) 2013 make provision for Governing FGBs of maintained schools in England to approve alternative arrangements for Governors to participate and vote at meetings of the FGB including but not limited to by telephone or video conference.

4 Introduction

- The following arrangements were approved by Sodbury Vale Federation Governing Body 24/05/2022.
- These arrangements apply to meetings of the FGB and delegated committees. Any statutory panels of the FGB such as staff grievance / appeals, staff discipline / appeals, exclusion and complaint panels are excluded from these arrangements.
- The FGB shall monitor everyone's virtual attendance to ensure that they do not become isolated.

5 Virtual attendance protocols

All Governors should make every effort to attend all meetings in person in the first instance. Where a Governor is unable to attend a meeting in person, but can attend through agreed virtual arrangement, the Governor must inform the Chair and Clerk at least 48 hours prior to the meeting. The Governor must state their reasons for not attending the meeting in person and the Clerk will notify all other members of the FGB.

Virtual attendance at the meeting will be for the entire meeting, not for specific agenda items.

If the technological link is lost during the meeting, the Clerk will minute the time that the Governor left the meeting.

6 Etiquette

If an individual is attending a meeting virtually via telephone, each Governor will state their name prior to their comments.

The Governor attending the meeting virtually shall devote their full attention to the meeting for the entire duration, will not multi-task, eat noisy foods, rattle food wrappings, or excessively shuffle papers.

The individual attending the meeting virtually will adhere to the Code of Conduct and observe confidentiality. They will not participate virtually from a setting where their conversation can be overheard or interrupted.

7 Quorum

An individual attending the meeting virtually will contribute the quorum for the meeting. If the technological link is lost, the individual will cease to contribute to quorum. This will not

prevent the meeting continuing but may prevent any further decision or vote if the meeting is no longer quorate.

In the event of a vote taking place, the individual attending the meeting virtually will be entitled to vote on any issue providing they are eligible to do so.

Where a secret ballot takes place, the Governor participating virtually will not be able to use their vote unless arrangements have been made for the individual to communicate their vote directly to the Clerk (an email vote is not sufficient).

If the quorum of a meeting is affected by any issues from above, the agenda item shall be deferred to the following meeting, or if the item is urgent, an additional meeting will be convened within 7 school days.

8 Review of this policy

This policy will be reviewed every 2 years.