



In the knowledge that
we are loved, we are rooted
by our Christian values.

Brill Church of England School
Virtual Attendance at Meetings Policy

Policy Reviewed	Sep 2023
Policy Owner	L.White
Signed Headteacher	L.White
Review date	Sep 2024

1. Introduction

1.1 Article 123 of the Articles of Association of the Brill Church of England School Academy Trust makes provision for virtual attendance at Trust Board and Committee meetings.

1.2 The Trust Board of Brill Church of England School has determined that the following arrangements will apply

1.3 These arrangements will apply to meetings of the Full Governing Board and to Committee meetings.

2. Virtual Attendance at Face-to-Face Meetings

2.1 Where a trustee wishes to attend a meeting of the Trust Board by telephone, video conference or other platform, the Chair and Clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.

2.2 A trustee wishing to attend a meeting remotely will be asked the reason for them not attending in person and their attendance by telephone, video link or other platform will be subject to approval by the Chair. Approval will not be withheld without good reason. Where approval is not given for any reason, the governor will be informed immediately, and the decision will be minuted at the meeting.

2.3 trustees attending a meeting virtually will contribute to the quorum for the meeting.

2.4 If a phone / video / technological link is lost during a meeting the governor attending remotely will not contribute to the quorum, but this will not prevent the meeting from going ahead (unless the meeting has become inquorate).

2.5 Any trustee attending a meeting remotely will be reminded of the need for confidentiality and will be asked to confirm for the minutes that they are in a suitable, and confidential, location for the duration of the meeting.

2.6 Any meeting, with one or more virtual attendees, will be chaired by a trustee who is physically present at the meeting location detailed on the agenda.

2.7 Trustees attending a meeting via telephone, video conference or other approved platform will be entitled to vote on any issue provided that they have been present for the whole agenda item that the vote relates to.

2.8 Where a secret ballot is required this will be facilitated if possible (for example by taking the telephone off speakerphone and the trustee sharing their vote with the Clerk). If this is not possible the trustee will be required to vote publicly or abstain.

2.9 If, after all reasonable efforts, participation by a trustee by telephone, video conference or other platform is not possible, the meeting should continue with its business provided it is otherwise quorate.

3 Virtual Meetings

3.1 In exceptional circumstances the Full Governing Board of Brill Church of England School or its Committees, may meet virtually - by telephone, video conference or other agreed platform - as long as the usual quorum of trustees are present.

3.2 If the phone / technological link to any trustee is lost during a meeting, this trustee will no longer contribute to the quorum. The meeting should continue, provided the meeting remains quorate.

3.3 The usual statutory notices and meeting protocols should apply to a virtual meeting and all papers to be considered should be circulated at least 7 days prior to the meeting. The exception to this is where the Chair has exercised his / her right to waive the usual notice in an emergency situation.

3.4 Virtual meetings will be recorded / minuted in the usual way by the Clerk (or other minute-taker), who should also join the meeting via telephone, video conference or another agreed platform. The minutes should record that the meeting is taking place virtually and the reasons for this.

3.5 Trustees will be reminded of the code of conduct and the need for confidentiality at the beginning of any virtual meeting and will be asked to confirm they are in a suitable, and confidential, location for the meeting.

3.6 In order to ensure questions and views are recorded accurately, trustees should confirm their name before commenting or questioning during the course of the meeting.

4 Email Meetings: Voting on Single Items By email or via Governor Hub

4.1 The Chair will only use vote by email or Governor Hub for single items that they feel cannot be easily addressed by either a scheduled or extraordinary meeting and / or that are considered to have a time constraint.

4.2 The e-mail or Governor Hub notification will set out the timescale for a response but this will be a minimum of 48 hours except where the Chair has exercised the right to waive usual notice in an emergency situation.

4.3 The Chair will attempt to contact all members of the Governing Board or committee considering the decision but if a response is not received by one or more trustees by the deadline, they will be considered absent from the vote. This will not reduce the number required for quorum.

4.4 Trustees will be asked if they accept the request to vote by email or Governor Hub. If 50% or more are against the request to vote by email or Governor Hub the vote will not proceed, and a face-to-face meeting will be required.

4.5 Trustees can respond in favour or against the item in question or can request further clarification or supporting comments. Requests for clarification should be sent by email to the Chair (whether votes have been requested via email or Governor Hub). After clarification the trustee will be asked to vote for or against the issue / item via the original mechanism stipulated.

4.6 Votes for or against an item / issue on Governor Hub should be recorded within the comments box underneath the vote notification. For clarity emojis should not be used to respond.

4.7 The vote will be considered complete if the majority of the members of the Governing Board or committee have voted for or against the issue / item and the deadline has passed.

4.8 The decision will be minuted at the next meeting of the Full Governing Board.

5 Review

The policy should be reviewed annually but any trustee with a concern about its operation can request it is reviewed at any time.