



**St Edward's  
School**

Unity - Achievement - Faith

# Virtual meetings policy

**Reviewed and Approved by Business and Premises Committee**

**On: 1<sup>st</sup> November 2022**

**Reviewed and Ratified by the Full Governing Body**

**On: 8<sup>th</sup> December 2022**

**Next review date: Autumn 2024**

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### 1. Aims

The aims of this virtual meetings policy are to:

- Enable the Governing Body to continue its work and maintain strategic oversight where face-to-face meetings aren’t possible
- Provide a framework in which to run meetings virtually and include those attending virtually
- Provide flexibility so governors can attend meetings virtually where they would otherwise have had to miss them

### 2. Legislation and guidance

This policy is based on:

- The Department for Education’s (DfE’s) school governance update – March 2020
- The DfE’s guidance on actions for schools during the coronavirus outbreak
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

This policy complies with the following legislation:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (regulations 13 and 14)
- The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013 (regulation 3)

### **3. The Governing Body's ability to make alternative arrangements for meetings**

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the governing body can 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. This includes at full governing body meetings and committee meetings.

### **4. Roles and responsibilities**

#### **4.1 The chair**

The chair will chair virtual meetings and meetings in which some participants are attending virtually, in the same way as face-to-face meetings.

The chair will make sure all governors

- Are set up on Microsoft Teams
- Have tested their connection and access to the platform
- Are aware of the expectations on attendees set out in section 4.3

#### **4.2 The clerk**

The clerk will give written notice of the meeting and a copy of the agenda at least 7 clear days in advance to:

- Governors
- The headteacher
- The local authority (LA) where an agenda item involves a change of school category

Where there are matters demanding urgent consideration, written notice and a copy of the agenda can be given within a shorter period as the chair directs

The clerk will minute virtual meetings and meetings in which some participants are attending virtually, in the same way as face-to-face meetings.

The clerk will make sure the minutes reflect that the meeting is virtual or if a governor is attending virtually.

The clerk will minute all decisions and whether anything needs to be ratified at a later date, for example, due to loss of connection.

The clerk will read the privacy terms and conditions of Microsoft Teams and make sure its security features are enabled.

The Clerk will be responsible for the functional management of the video-conference elements of the meeting.

#### **4.3 All Governors**

To ensure confidentiality and the smooth running of the meeting, governors attending virtually will:

- Attend the whole meeting
- Attend with the webcam/video switched on where possible

- Focus on the business of the meeting in the same way as if they were attending in person
- Remain on mute unless they are speaking
- Say their name before they start speaking
- Prevent unauthorised individuals overhearing conversations (for example, by using headphones)
- Be mindful of their surroundings – they will consider the privacy of the room, including, but not limited to, who or what is visible or audible in the background
- Ask questions during the meeting by waiting until the Chair invites questions or by using the raise hand button

#### **4.4 IT specialist**

A member of IT staff will review the security of Microsoft Teams

### **5. Virtual meetings**

Fully virtual meetings will only be held if face-to-face meetings are not possible.

#### **5.1 Difficulty joining the meeting**

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.

The clerk will record in the minutes that the governor in question attempted to participate but was unable to do so.

#### **5.2 Recording the meeting**

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 governors 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.

#### **5.3 Quorum**

All governors attending virtually count towards the quorum.

If individual governors lose connection to the meeting, they will no longer count towards the quorum. The meeting can continue undisrupted if it is otherwise quorate.

If the meeting becomes inquorate then discussions may continue, but no votes can be held unless the meeting is quorate.

If all governors lose connection to the meeting then the clerk will postpone the meeting and reschedule. Where this is not possible, the clerk will send the matters for consideration via email, and will expect comments from governors within seven days.

#### **5.4 Voting**

Governors may vote on any agenda item for which they have been fully present.

#### **5.5 Conflicts of interest**

Where a governor declares a conflict of interest, they will withdraw from the meeting by leaving the call.

Once the Governing Body is ready for the governor to re-join, the clerk will notify them by email, text or phone call.

### **6. Virtual attendance at face-to-face meetings**

Governors may attend meetings virtually if they are unable to attend in person.

Any governor wishing to attend a meeting virtually should give 5 days notice to the clerk where possible.

The governor will explain why they're unable to attend physically, and their virtual attendance at the meeting will be subject to the Governing Body's approval at the start of the meeting.

Where the board does not grant approval, the clerk will notify the governor immediately and the clerk will minute this decision.

The meeting will be chaired by a governor present in person.

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## **7. Monitoring arrangements**

This policy will be reviewed as appropriate by the Chair of Governors. At every review, it will be approved by the full governing body.

## **8. Links with other policies**

This policy will be used in conjunction with the following policies:

- Data protection policy and privacy notices
- Exclusion policy
- Admissions policy
- Conflicts of interest policy
- Governor code of conduct
- ICT and internet acceptable use policy