



ATLAS Multi Academy Trust

GOVERNOR/BOARD OF DIRECTORS VIRTUAL MEETING ATTENDANCE POLICY

Trust sub-committee: Resources Committee

Co-ordinator: Mrs M Chapman

Last Reviewed: Spring 2023

Next Review: Spring 2024

St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

1.	INTRODUCTION
	<p>The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing boards 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”.</p> <p>In relation to this the Trust Board of Directors has determined the following arrangements will apply. These arrangements apply to Trust Board meeting, full governing body meetings and sub committees where the normal running of the school is interrupted due to unforeseen closure or partial closure, such as due to inclement weather, containment required for infectious diseases etc.</p>
2.	VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS
2.1	Where a Trustee/ Governor wishes to attend a meeting of the governing board by either telephone or video link, the Chair and Clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible.
2.2	The Trustee/Governor will be asked their reasons for not attending the meeting in person. Their attendance virtually will be subject to (a) their appropriate location to ensure suitable privacy and (b) to the approval of the Trust Board/Governing Body at the beginning of the meeting, although this approval will not be withheld without good reason.
2.3	Where approval is withheld, the reason for this will be minuted and the Trustee/Governor informed immediately.
2.4	Trustees/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.
2.5	Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone call off speaker phone and the Trustee/Governor sharing their vote verbally with the clerk). Where this is not possible the Trustee/Governor will be required either to vote publicly or abstain.
2.6	Trustees/Governors attending the meeting virtually will contribute to the quorum for the meeting.
2.7	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.
2.8	The meeting must be chaired by a Trustee/Governor who is present in person.

	2.9	If, after all reasonable efforts, it does not prove possible for a Trustee/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 scheduled Trust Board/Governing Body's meetings will be face to face meetings. However additional and extraordinary meetings can take place via telephone or video conference call as long as the usual quorum of Trustees/Governors is 'present' on the call.
	3.2	Where a meeting is taking place virtually, every effort will be made to enable all Trustees/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 his/her right to waive the usual notice in an emergency situation.
	3.4	Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a Trustee/Governor who is present (other than the Headteacher) taking the minutes and these will be presented to the next meeting of the Trust Board/Governing Body.
	3.5	Virtual meetings should not be recorded by any Trustee/Governor or the clerk without the approval of the Trust Board/Governing Body and for a specified purpose.
4.	DOCUMENTATION FOR MEETINGS	
	4.1	All agendas and accompanying documentation will be shared in advance of the meeting on Governor Hub as usual.
	4.2	If Trustees/Governors are unable to access virtually they should send questions to the clerk ahead of the meeting.
5.	MONITORING	
	This policy will be reviewed on an annual basis by the ATLAS Trust Board.	

APPENDIX 1

ATLAS ARTICLES EXTRACT (from Articles of Association)

126. Any Trustee shall be able to participate in meetings of the Trustees by telephone or video conference provided that:
- a. he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
 - b. the Trustees have access to the appropriate equipment if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.