

<b>Staffordshire University Academies Trust</b>		<b>Trust Policy Document</b>			
<b>Approved by:</b>	Trust Board	<b>Issue date:</b>	June 2019	<b>Review date:</b>	June 2021
<b>Policy Owner:</b>	CEO	Page: 1 of 2			
<b>Audience:</b>	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>

## **Governor Virtual Meeting Attendance Policy**

### **Introduction**

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing bodies in England 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”.

In relation to this the Trust Board of SUAT has determined the following arrangements will apply.

These arrangements apply to meetings of both the Trust Board and to its Committee meetings.

### **Virtual Attendance at Face to Face Meetings**

Where a Trustee wishes to attend a meeting of the Trust Board by either telephone or video link the Chair of the Trust Board and the CEO must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made **where possible**. The Trustees will be asked their reasons for not attending the meeting in person and their attendance virtually will be subject to the approval of the Committee or full Trust 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 Trustee informed immediately.

Trustees 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 Trustee sharing their vote verbally with the clerk). Where this is not possible the Trustee will be required either to vote publicly or abstain.

Trustees 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.

The meeting will be chaired by a Trustee who is present in person.

If, after all reasonable efforts, it does not prove possible for a Trustee to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

### **Virtual Meetings**

The three statutory full Trust Board meetings (March, June, November) and termly scheduled Committee 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 is ‘present’ on the call.

Where a meeting is taking place virtually every effort will be made to enable all Trustees to access the meeting.

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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.

Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a Trustee who is present, other than the CEO, taking the minutes, and these will be presented to the next meeting of the full Trust Board.

Virtual meetings should not be recorded by any Trustee or the clerk without the approval of the Trust Board and for a specified purpose.

### Review of this Policy

The policy will be reviewed at least annually, but any Trustee with any concerns about its operation can request that it is reviewed at any time.