



# Mill Water School

Preparation for *their* best future

## **A protocol for governors/trustees who wish to attend a meeting ‘virtually’.**

It was agreed at the board meeting on 21<sup>st</sup> September 2022 that the governors of Mill Water School will be able to participate and vote at full board and committee meetings virtually including, but not limited to, by telephone, Zoom, Teams or other video conference.

The exceptions to this agreement are for any formal proceedings, considerations of exclusion, admission or complaints, where only a physical attendance is acceptable.

- Notice must be given to the clerk by the governor who wishes to participate virtually no later than 48 hours prior to the meeting
- Virtual attendance will be for the whole of the meeting not just for specific agenda items, or solely for voting purposes
- Virtual attendance will only be used through necessity; it is not to be used as the default position for attendance unless agreed in advance by the board
- If an urgent document is to be tabled at the meeting, then the governor attending virtually will not be able to participate or vote for that agenda item unless it is possible for them to access the document electronically
- If the connection fails and reasonable attempts to reconnect are not successful the virtual attendee will no longer be able to participate in the meeting. The agenda will not be delayed due to a technical failure
- Where any of the points above render a meeting inquorate the relevant agenda item(s) will be deferred to the next meeting
- The governor attending virtually will consider confidentiality and will not participate from a setting where their conversation can be overheard. They will contribute from a quiet location giving their full attention to the meeting
- If there is no visual connection all attendees will start their comments by stating their name
- The governor attending virtually must be able to hear all discussions during the meeting clearly
- If there is no visual connection the outcome of any vote taken through a show of hands will be communicated to the individual attending virtually. The virtual attendee may cast their vote by stating if they wish to vote in favour, or against
- The chair will be permitted to attend virtually
- If the chair is attending the meeting virtually they will be permitted to use their casting vote