



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

The Board reviewed the virtual meeting protocol on 22<sup>nd</sup> September 2021. It was agreed that the governors/trustees 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 and video conference.

This agreement extends to any formal proceedings, such as staff grievance and discipline; considerations of exclusion or complaints and for any appeal hearings, where physical attendance is not possible under the Covid Risk Assessment.

- Notice must be given to the clerk by the governor/trustee who wishes to participate virtually no later than 48 hours prior to the meeting
- No restriction on the numbers of governors/trustees who may attend virtually for any meeting
- Virtual attendance will be for the whole of the meeting not just for specific agenda items, or solely for voting purposes
- Should there be a requirement for a vote by secret ballot the governor/trustee participating electronically will be invited into a separate virtual meeting room to use their vote
- If an urgent document is to be tabled at the meeting then the governor/trustee 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 technical issues render a meeting inquorate the relevant agenda item(s) will be deferred to the next meeting
- The governor/trustee 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/trustee attending virtually must be able to hear all discussions during the meeting clearly. Please mute mic's when not speaking
- 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
- The clerk will be permitted to attend virtually. If the clerk is unable to attend the governors/trustees will appoint a suitable individual to act as the clerk for the meeting in accordance with the relevant regulations.