

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

It was agreed at the board meeting on 25th September 2019 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, Facetime, Skype and video conference.

The exceptions to this agreement are for any formal proceedings, such as staff grievance and discipline; considerations of exclusion, admission or complaints and for any appeal hearings, where only a physical attendance is acceptable.

- Notice must be given to the clerk by the governor/trustee who wishes to participate virtually no later than 48 hours (insert agreed notice period) prior to the meeting
- No more than 2 (inset agreed number) governors/trustees 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
- 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
- Should there be a requirement for a vote by secret ballot the governor/trustee participating electronically will not be able to use their vote
- If the clerk is aware that a secret ballot will be necessary during the meeting, and the quorum will not be achieved at the meeting due to virtual attendance, the meeting will be rescheduled within 7 working days so that a quorum can be physically present
- 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 any of the points above 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
- 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 / will not (delete as required) be permitted to attend virtually
- If the chair is attending the meeting virtually they will / will not be permitted to use their casting vote (delete as required – remove whole bullet point if the chair is not permitted to attend virtually)
- The clerk will always attend the meeting in person. 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.