



MERSEY VALE PRIMARY SCHOOL VIRTUAL GOVERNANCE POLICY

At Mersey Vale Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.



We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At Mersey Vale we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.

Model Policy on Governor Virtual Meeting Attendance

Please note – the **provisions marked in red** are non-statutory but practical

I. Introduction

1.1 The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing boards of maintained schools 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”.

1.2 In relation to this the governing board of Mersey Vale Primary School has determined the following arrangements will apply.

1.3 These arrangements apply to meetings of the full governing board and to committee meetings.

2. Virtual Attendance at Face to Face Meetings

2.1 Where a 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. **The governors will be asked their reasons for not attending the meeting in person and their attendance virtually will be subject to the approval of the governing 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 governor informed immediately.**

2.2 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. **Where a secret ballot is required this will be facilitated where possible (eg by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not possible the governor will be required either to vote publicly or abstain.**

2.3 Governors 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.

2.4 **The meeting will be chaired by a governor who is present in person.**

2.5 If, after all reasonable efforts, it does not prove possible for a 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 In normal circumstances, **the three statutory full governing board meetings and termly scheduled committee meetings will be face to face meetings.** However additional and extraordinary meetings (and periods where meetings in person are prohibited or not recommended by central or local Government – such as during the COVID-19 crisis) purpose can take place via telephone or video conference call, zoom or Teams meetings etc. as long as the usual quorum of governors is virtually present on the call.

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

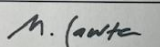
3.4 Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor who is present, other than the headteacher, taking the minutes, and these will be presented to the next meeting of the full governing board.

3.5 Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.

4. Review of this Policy

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

Approved: 09/12/24



Signed : M. Lawton
Chair of Governors

MICHELLE LAWTON
CHAIR OF GOVERNORS