



Alternative Participation in Governing Board Meetings

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
February 2026	FGB	March 2027	No	No

Headteacher: Emma Humphrey

The Governing Board expects governors to be present at all meetings. Where this is not possible, members of the governing board of Anstey Junior School are able to participate and vote virtually at full governing board and committee meetings. Virtual participation includes, but is not limited to, telephone or video conference.

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

2 Meeting Arrangements

- 2.1 These arrangements apply to meetings of the full governing body and to committee meetings.

- a. Notice of virtual participation must be given to the Clerk to the Governing Board by the governor who wishes to participate, no later than 48 hours prior to the meeting, and the reason for non-attendance in person. (Exception to this is when the entire meeting is to be held virtually.)
- b. Virtual participation must only be requested through absolute necessity. It must not be utilised for convenience.
- c. It is the responsibility of individual governors, wishing to participate virtually, to ensure they are able to do so through a secure method in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality.
- d. Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes.
- e. It is the responsibility of those participating virtually to ensure they have a reliable connection.
- f. If the communication connection fails and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed. The clerk will note the time that the connection was lost.
- g. Ensuring quorate meetings is the responsibility of the clerk who will monitor this throughout any meeting involving virtual participation and advise the board if a meeting becomes inquorate.

- h. If there is to be a vote, governors must have relevant documents seven days prior to the meeting.
 - i. 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 (e.g. 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.
 - j. Where there is no visual connection all meeting participants will always start their comments by stating their name.
- 2.4 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 for decision making purposes; in this case, discussions could continue without decision making/voting taking place; it would be rescheduled on a future agenda.
- 2.6 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 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 body.
- 3.5 Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing body 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.