IMPERIUM FEDERATION

Virtual Attendance Policy

Policy	**Virtual Attendance**		
Date for Review	October 2027	**Schedule**	Annually
Date agreed by staff	October 2026	**Date agreed by GB**	December 2026

Introduction

This policy will support the attendance of those governors who on occasions are unable to attend full governing board meetings or committees of the Governing Board.

This will ensure that there is secure support and challenge, when making decisions, of as many of the governors as possible.

It will ensure that the governing board is quorate. It is essential that all governors are able to consider the papers and hear the points of other governors prior to voting.

Equality

This policy will ensure that any governors who are unable to attend a meeting will have a voice and will be part of the decision making process.

This will ensure that no governors are treated unfairly because they have work commitments or caring responsibilities.

Legal guidance http://www.legislation.gov.uk/uksi/2013/1624/regulations/14/made state; Section 14 (8) Notwithstanding the requirements of paragraph (1) to (3), the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including, but not limited to, telephone or video conference.

http://wwwclerktogovernors.co.uk/virtual-govrnance-electronic-participation-in-meetings will also give guidance.

Roles and Responsibilities

The Headteacher will:

• Provide a secure mechanism for governors to have a virtual presence at the meeting
• The provision of Google Hangout or Meet or in alternative circumstances, Skype or telephone with a loudspeaker will be available, as these methods meet with GDPR compliance.

The virtual governor will:

• Will ensure that their surroundings are secure and that any confidential or sensitive information cannot be heard by a third party.
• Will ensure that any virtual meetings do not happen when travelling on public transport
• Will confirm that the meeting's integrity is secure at the start of a virtual meeting
• Will virtually attend for the whole meeting not just for a one item or vote – the mechanism should be used to secure full participation and to ensure that all governors have a full and complete understanding of the school's priorities.
• Will (except in matters of emergency) let the Chair/Headteacher know that they will require virtual access
• Will be able to confirm their identity before commencement of the meeting

To note:

• Virtual governors should not vote on any issues where the papers have been tabled and they have not had access to the detail.
• Governors requesting virtual attendance should have attended at least 2 meetings during the academic year.
• The majority of governors should be present at the meeting.
• The meeting will not be chaired virtually, if the chair is unable to attend the meeting in person, the vice chair will chair the meeting.
• There should be confirmation on the published agenda that virtual attendance would be happening
• In the case of a secret vote the virtual governor can either vote openly or have agreement that they would have already cast their vote, in advance of any discussion, and given that vote to the Chair of Governors.