



## West Byfleet Junior School Alternative Participation in Meetings 2019-20

The Governing Body expects governors to be present at all meetings. Where this is not possible it was agreed at the Full Governing Body meeting on 13 September 2019 that members of the governing body of West Byfleet Junior School are able to participate and vote virtually at Full Governing Body and committee meetings. Virtual participation includes, but is not limited to, telephone, Skype and video conference.

### Alternative Participation Protocol

- A maximum of two governors may attend virtually for any single meeting.
- Notice of virtual participation must be given to the Clerk to the Governing Body by the governor who wishes to participate no later than 48 hours prior to the meeting and the reason for non-attendance in person.
- Virtual participation must only be requested through absolute necessity. It must not be utilised for convenience.
- It is the responsibility of members of the governing body 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.
- Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes
- It is the responsibility of those participating virtually to ensure they have a reliable connection.
- 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.
- Quorate meetings are the responsibility of the clerk who will monitor this throughout meetings involving virtual participation and advise governors if the meeting becomes inquorate.
- If there is to be a vote by secret ballot governors participating virtually will *not* be able to vote.
- Where there is no visual connection all meeting participants will start their comments by stating their name.
- 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 will need to cast their vote by stating if they wish to vote in favour or against.
- The chair will always attend the meeting in person.
- The clerk will always attend the meeting in person.

For any formal proceedings, such as staff grievance and discipline, considerations of exclusion, admission or complaints and for any appeal hearings only physical attendance is acceptable and therefore this protocol will not apply.