Purley Partnership Federation

Purley Nursery School

Achieving and growing together

Christ Church Primary School

Nurturing lifelong learners with God's guidance

Purley Partnership Federation Governor Virtual Meeting Policy

Written July 2023, to be reviewed in July 2026

Following the Covid pandemic, it was decided by the FGB that some FGB meetings would be held in person and all committee meetings would continue to be held virtually. However, the majority of governors felt that virtual meetings conducted business more efficiently, avoided the need for travelling and caused less disruption to governors' family lives. Hence FGB meetings will be held virtually as will all committee meetings, except for Faith Group meetings which will be held at Christ Church School to enable governors to monitor in person the Christian Distinctiveness of the school through Learning Walks and scrutiny of RE folders. The situation will be kept under regular review however, and should the need arise for an FGB meeting to be held in person, arrangements will be made accordingly.

1. Introduction

The School Governance (Roles, Procedures and Allowances) (England) 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".

In relation to this the governing body of Purley Partnership Federation (PPF) has determined the following arrangements will apply.

These arrangements apply to meetings of the full governing body, committees and working groups.

2. Virtual Attendance at Face to Face Meetings

Where a governor wishes to attend a meeting of the governing body by either telephone or video conference 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 body 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.

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/using the chat facility directly to the clerk).

Governors attending the meeting virtually will contribute to the quorum for the meeting. If the technology 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.

The meeting will be chaired by a governor who is present in person, unless the entire meeting is conducted virtually.

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

Governing body meetings and scheduled committee meetings plus additional and extraordinary meetings can take place via telephone or video conference call as long as the usual quorum of governors is 'present'.

The Chairs calling the meeting would determine if the meeting was to be held virtually or face to face.

Where a virtual (video conference or phone) meeting is taking place, every effort will be made to enable all governors (or those who are members of the committee or group where relevant) to access the meeting.

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.

Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor or other committee or group member who is present, other than the headteacher, taking the minutes. These will then be presented as part of the agenda at the next meeting of the full governing body.

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