



# **VIRTUAL GOVERNANCE POLICY**

This policy was adopted:

This policy was last reviewed:

This policy will be reviewed:

Statutory policy:

Source:

May, 2019.

November, 2023.

November, 2024.

No

Governor Services

## Our School Vision

Our school vision is based on the theme of '*Taking Care*'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of:

*Kindness, Hope, Courage and Respect.*

Our vision is inspired by the words in Corinthians:

**"Let love and kindness be the motivation behind all that you do."**

(1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

## 1. Introduction

- 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*".
- 1.2 In relation to this, the governing body of Ravenshead C of E Primary School has determined the following arrangements will apply.
- 1.3 These arrangements apply to meetings of the full governing body and to committee meetings.

## 2. Virtual Attendance at Meetings

- 2.2 Where a governor wishes to virtually attend a meeting (or part of a meeting) of the governing body by either telephone, video link or other agreed medium the chair and clerk must be notified at least 48 hours in advance of the meeting

(wherever possible) to ensure that appropriate arrangements can be made. The governor 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. Virtual attendance at the meeting will be recorded as such in the minutes. Where approval is withheld the reason for this will be minuted and the governor informed immediately.

- 2.3 Governors attending the meeting virtually will be entitled to vote on any issue providing they have participated (i.e. heard/engaged) 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.
- 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 it has become inquorate.
- 2.5 The meeting will be chaired by a governor who is present in person.
- 2.6 If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone, video conference or other agreed medium, the meeting may still proceed with its business provided it is otherwise quorate.

### **3. Virtual Meetings**

- 3.1 The three statutory full governing body meetings will be face to face meetings and all members should make every effort to attend personally. Termly scheduled committee meetings will ordinarily held virtually via TEAMS. Additional and extraordinary meetings can take place via telephone, video conference call or other agreed medium as long as the usual quorum of governors is 'present'.
- 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 their 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 or by a governor/staff member (other than the headteacher) who is

present virtually taking the minutes, and these will be presented to the next meeting of the full governing body.

- 3.5 Virtual meetings should not be digitally recorded by any governor or persons present without the express prior 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.