

## **EQUITAS ACADEMIES TRUST**



### **Attendance at Trust Board and Local Governing Body**

#### **Virtual Meetings Policy**

Review Date: September 2022  
To be Reviewed: September 2023  
Agreed: Trust Board  
Policy Lead: CEO

**ATTENDANCE AT TRUST BOARD AND LOCAL GOVERNING BODY VIRTUAL  
MEETINGS POLICY**

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**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”.

**2. VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS**

- 2.1 Where a Trustee or Governor wishes to attend a meeting of the Board or LGB by either telephone or video link the chair and/or clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible. They will be asked their reasons for not attending the meeting in person and their attendance virtually will be subject to the approval of the Trust Board or LGB 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 Trustee or Governor informed immediately.
- 2.2 Trustees and 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 Trustee or Governor sharing their vote verbally with the clerk). Where this is not possible the Trustee or Governor will be required either to vote publicly or abstain.
- 2.3 Trustees or 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.
- 2.4 The meeting will be chaired by a Trustee or Governor who is present in person.
- 2.5 If, after all reasonable efforts, it does not prove possible for a Trustee or 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 It is envisaged that meetings will be face to face, however additional and extraordinary meetings can take place via telephone or video conference call as long as the usual quorum of Trustees or Governors is ‘present’ on the call.
- 3.2 Where a meeting is taking place virtually every effort will be made to enable all Trustees and 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.

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- 3.4 Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a Trustee or Governor who is present, other than the CEO, taking the minutes, and these will be presented to the next Trust Board or LGB meeting.
- 3.5 Virtual meetings should not be recorded by any Trustee or Governor or the clerk without the approval of the Trust Board or LGB and for a specified purpose.
4. REVIEW OF POLICY
- 4.1 The policy will be reviewed annually, but any Trustee or Governor with any concerns about its operation can request that it is reviewed at any time.

Reviewed and approved by:	Date approved:	Next review date:
Trust Board	Sept 2022	Sept 2023