

Governing Board Virtual Meeting Protocol

April 2020

The following arrangements will apply;

- The usual notice and arrangements for issuing papers, except where the chair has exercised their right to waive the usual notice;
- All participants will receive clear instructions regarding how to access the meeting, including where they can access support if they experience difficulty;
- All participants should confirm their attendance or submit apologies to the clerk;
- All participants will note and follow any instructions given on how to manage their participation at the meeting. For example confirming attendance, speaking through the chair of the meeting, voting on matters etc;
- The governing board will abide by their normal rules, procedures and code of conduct giving particular regard to the duty to maintain confidentiality;
- Governors will contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and appropriate use of ICT;
- The minutes of the meeting will be taken by the clerk to governing board and the meeting should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose;
- Where an attendance record is normally signed at the meeting, details of those present will be recorded by the clerk;
- 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;
- Voting will take place by show of hands where possible, otherwise the chair will ask governors to confirm their vote verbally;

Governors should:

- **Ensure they are in an appropriate location to avoid other people overhearing the meeting;**
- Call in with webcam/video switched on 10 minutes before the scheduled start of the meeting in order that the meeting can start promptly;
- If there is background noise, mute microphone when not speaking;
- State their name when speaking to assist with meeting management/minute taking.