# VIRTUAL ATTENDANCE AT MEETINGS POLICY

| PROCEDURE | REFERENCE | FORM |
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## 1. Introduction

1.1 Langley Hall Arts Academy Trust (LHAAT) makes provision for virtual attendance at Trust Board and Committee meetings.

1.2 The Governing / Trust Board of Langley Hall Arts Academy (LHPA) has determined that the following arrangements will apply

1.3 These arrangements will apply to the Full Governing Board and to Committee Meetings.

## 2. Virtual Attendance at Face-to-Face Meetings

2.1 Where a governor wishes to attend a meeting of the Governing Body by telephone, video conference or other platform, the Chair and the Clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.

2.2 A governor wishing to attend a meeting remotely will be asked the reason for them not attending in person and their attendance by telephone, video link or other platform will be subject to approval by the Chair. Approval will not be withheld without good reason. Where approval is not given for any reason, the governor will be informed immediately, and the decision will be minuted at the meeting.

2.3 A maximum of 2 governors may attend virtually at each meeting, unless there is a national emergency and Government directive is that face-to-face meetings and gatherings do not take place. In these circumstances all governors and the Clerk may attend the meeting virtually.

2.4 Governors attending a meeting virtually will contribute to the quorum for the meeting.

2.5 If a phone / video / technological link is lost during a meeting the governor attending remotely will not contribute to the quorum, but this will not prevent the meeting from going ahead (unless the meeting has become inquorate).

2.6 Any governor attending a meeting remotely will be reminded of the need for confidentiality and will be asked to confirm for the minutes that they are in a suitable and confidential location for the duration of the meeting.

2.7 Any meeting, with one or more virtual attendees, will be Chaired by a governor who is either physically present at the meeting location detailed on the agenda or is a virtual attendee.

2.8 Governors attending a meeting via telephone, video conference or other approved platform will be entitled to vote on any issue provided that they have been present for the whole agenda item that the vote relates to.

2.9 Where a secret ballot is required this will be facilitated if possible (for example by taking the telephone off speakerphone and the governor sharing their vote with the Clerk). If this is not possible, the governor will be required to vote publicly or abstain.

2.10 If, after all reasonable efforts, participation by a governor via telephone, video conference or other platform is not possible, the meeting should continue with its business provided it is otherwise quorate.

## 3. Virtual Meetings

3.1 In exceptional circumstances the Full Governing Body of LHAA or its Committees, may meet virtually – by telephone, video conference or other agreed platform – as long as the usual quorum of governors are present.

3.2 If the phone / technological link to any governor is lost during a meeting, tis governor will no longer contribute to the quorum. The meeting should continue, provided the meetings remain in quorate.

3.3 The usually statutory notices and meeting protocols should apply to a virtual meeting and all papers to be considered should be circulated at least 7 days prior to the meeting. The exception to this is where the Chair has exercised his / her right to waive the usual notice in an emergency situation.

3.4 Virtual meetings will be recorded / minuted in the usual way by the Clerk (or other minute-taker), who should also join the meeting via telephone, video conference or another agreed platform. The minutes should record that the meeting is taking place virtually and the reasons for this.

3.5 Governors will be reminded of the Code of Conduct and the need for confidentiality at the beginning of any virtual meeting and will be asked to confirm they are in a suitable and confidential location for the meeting.

3.6 In order to ensure questions and views are recorded accurately, governors should confirm their name before commenting or questioning during the course of the meeting.

## 4. E-mail Meetings : Voting on Single Items by e-mail or via GovernorHub

4.1 The Chair will only use vote by e-mail or GovernorHub for single items that they feel cannot be easily addressed by either a scheduled or extraordinary meeting and / or that are considered to have a time constraint.

4.2 The e-mail or GovernorHub notification will set out the timescale for a response but this will be a minimum of 48 hours except where the Chair has exercised the right to waive usual notice in an emergency situation.

4.3 The Chair will attempt to contact all members of the Governing Board or committee considering the decision but if a response is not received by one or more governors by

the deadline, they will be considered absent from the vote. This will not reduce the number required for the quorum.

4.4 Governors will be asked if they accept the request to vote by e-mail or GovernorHub. If 50% or more are against the request to vote by e-mail or GovernorHub the vote will not proceed, and a face-to-face meeting will be required.

4.5 Governors can respond in favour or against the item in question or can request further clarification or supporting comments. Requests for clarification should be sent by e-mail to the Chair (whether votes have been requested via e-mail or GovernorHub). After clarification the governor will be asked to vote for or against the issue / item via the original mechanism stipulated.

4.6 Votes for or against an item / issue on GovernorHub should be recorded within the comments box underneath the vote notification. For clarity, emoji's should not be used to respond.

4.7 The vote will be considered complete if the majority of the members of the Governing Board or committee have voted for or against the issue / item and the deadline has passed.

4.8 The decision will be minuted at the next meeting of the Full Governing Board.

## 5. Review

5.1 The policy shall be reviewed annually but any governor with a concern about its operation can request it is reviewed at any time.