

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Staff Virtual Meeting Policy

Approved by Standards Committee: May 2023

Reviewed by Full Governing Body: July 2023

Next Review Date: May 2024

Protocol for governors who wish to attend a meeting ‘virtually’.

The Governing body accepts that, in line with regulations, the governors at St Cuthbert Mayne School will be able to participate and vote at full board and committee meetings virtually by telephone or Google Meet.

- Advance notice will be given if a meeting will be taking place virtually and Google Meet Codes will be shared internally in advance or via a link through Google Classroom.
- Google Meet Codes/joining links must not be shared further.
- The Clerk to the Governors will arrive in the meeting first so that they are able to use the “host” settings to ensure that only permitted attendees are allowed to enter the virtual meeting.
- Notice must be given to the Clerk by the governor who wishes to participate virtually other than those scheduled to be virtual, no later than 24 hours prior to the meeting. Virtual attendance will be for the whole of the meeting not just for specific agenda items, or solely for voting purposes, unless agreed by the Chair of the meeting.
- Virtual attendance will only be used through necessity, it is not to be used as the default position for attendance unless agreed in advance by the board
- Should there be a requirement for a vote by secret ballot governors participating electronically will not be able to use their vote unless a mechanism has been established for them to vote remotely (e.g. via an online poll or survey) *If a secret ballot becomes necessary during the meeting, and the quorum will not be achieved at the meeting due to virtual attendance, the agenda item will be rescheduled within 7 days so that a quorum can be physically present or an appropriate poll established*
- If an urgent document is to be tabled at the meeting then the governors attending virtually will not be able to participate or vote for that agenda item unless it is possible for them to access the document electronically
- If the connection fails and reasonable attempts to reconnect are not successful the virtual attendees will no longer be able to participate in the meeting. The agenda will not be delayed due to a technical failure
- Where any of the points above render a meeting inquorate the relevant agenda item(s) will be deferred to the next meeting
- Any governor attending virtually will consider confidentiality and will not participate from a setting where their conversation can be overheard. They will contribute from a quiet location giving their full attention to the meeting
- Governors should mute their microphones when not speaking in order to prevent other conversations within the home being overheard and to avoid background interference
- Governors must turn off items such as “Alexa” and “Siri” to prevent sensitive conversations from being “overheard” and potentially recorded.
- Governors should raise their hand or unmute themselves as signal to the chair they wish to speak
- If there is no visual connection all attendees will start their comments by stating their name. Governors attending virtually will show courtesy to other members

of the board and the clerk, speaking in turn and repeating comments if requested to do so

- The governor attending virtually must be able to hear all discussions during the meeting clearly
- If there is no visual connection the outcome of any vote taken through a show of hands will be communicated to the individual attending virtually. The virtual attendee may cast their vote by stating if they wish to vote in favour, or against
- Where the majority of governors are physically present the chair will / will not be permitted to attend virtually
- Documents related to agenda items of the meeting will be circulated a week in advance as normal. Governors will be able to send questions to the clerk should they not be able to attend the virtual meeting.
- Governors should only use school-registered accounts and not personal ones.
- Meetings will only be recorded if all attendees consent to this. Recordings will be used for the benefit of minute taking only, and will be deleted immediately after use
- Any meeting where the majority of governors are attending virtually will be limited to no more than two hours in length
- Governors must ensure that any sensitive material is not visible in the background of the camera