

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 staff who wish to attend a meeting 'virtually'.

Staff at St Cuthbert Mayne School will be able to participate in meetings virtually via 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 must not be shared.
- The Chair of the meeting must 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.
- If a member of staff wishes to participate virtually, other than those scheduled to be virtual, notice must be given to the HOD/HOY for department or year team meetings or to Jen Ashington for all other meetings 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 unless agreed by the Chair or Host 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 Head of Year/Head of Department/Headteacher depending on the type of meeting.
- 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
- Any member of staff 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.
- Staff must mute their microphones when not speaking in order to prevent other conversations within the home being overheard and to avoid background interference
- Staff must turn off items such as "Alexa" and "Siri" to prevent sensitive conversations from being "overheard" and potentially recorded.
- Staff should raise their hand or unmute themselves as signal to the chair they wish to speak
- Where documents related to agenda items of the meeting have been circulated, staff will be able to send questions to Head of Year/Head of Department/Jen Ashington should they not be able to attend the virtual meeting
- Any relevant documentation that has been circulated should be read in advance to the meeting.
- Staff must only use school-registered accounts and not personal ones.
- Meetings must not be recorded
- Staff must have a 5 minute screen break every hour
- Staff must ensure that any sensitive material is not visible in the background of the camera
- When staff are conducting Live Lessons/Student Google Meets they **MUST** follow the agreed **Google Meet protocol**
- [STCM Google Meet Protocol- Jan 2023- Update](#)