

School name and logo

The Good Shepherd Catholic Trust



**Virtual Attendance Protocol for Local
Governing Committee members**

The Good Shepherd Trust Scheme of Delegation states that :

6.8.10 Any Governor shall be able to participate in meetings of the Local Governing Committee by telephone or video conference provided that:

6.8.10.1 he or she has given notice of his intention to do so detailing the telephone number on which he or she can be reached and/or appropriate details of the video conference suite from which he or she shall be taking part at the time of the meeting at least 48 hours before the meeting; and

6.8.10.2 the Local Governing Committee (LGC) has access to the appropriate equipment.

The Local Governing Committee have determined that the following arrangements will apply to all meetings of the Local Governance committee.

1. Definitions

1.1. **Face to Face meetings** – meetings where the majority of the governors are physically present at the location listed on the meeting agenda.

1.2. **Virtual Attendance** – a meeting where an LGC member is not physically present at the location listed on the meeting agenda but participates or votes at the meeting through virtual means including but not limited to telephone or video conference.

1.3. **Virtual Meetings** – meetings where the majority of LGC members are not present at the same physical location and participate or vote at a meeting through Virtual Attendance e.g. Zoom, Google meets

2. Meeting Protocol

2.1. The protocol that applies to a Local Governing Committee Member using alternative arrangements to virtually attend, participate and vote in meetings are as follows:

2.1.1. Where the Local Governing Committee has approved and has in place alternative arrangements for LGC members to participate and vote in meetings (e.g. by telephone or video conference) and LGC member wishes to use these alternative arrangements to attend virtually they should:

2.1.1.1. restrict themselves to using the arrangements agreed by the Local Governing Committee;

2.1.1.2. inform the clerk to the LGC that this is their intention as soon as possible but no later than 72 hours before the meeting is due to

take place (subject to the meeting being convened giving the normal notice period);

2.1.1.3. communicate and co-operate with the clerk to the LGC, school or trust as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned, and

2.1.1.4. abide by the normal rules, procedures and code of conduct adopted by the LGC and give particular regard to the duty to maintain confidentiality.

2.1.2. LGC members in Virtual Attendance will contribute to the quorum for the meeting.

2.2. The protocol that applies to the LGC when holding a virtual meeting is as follows:

2.2.1. The usual (statutory) notice and arrangements for issuing papers except where the chair has exercised their right to waive the usual notice; will apply

2.2.2. All participants will receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty;

2.2.3. 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.

2.2.4. All participants to use their mute button as appropriate for minimising background noises.

2.2.5. All participants to keep your comments brief, focusing on the relevant agenda items, and try to speak more slowly and clearly than usual.

2.2.6. The LGC will abide by their normal rules, procedures and code of conduct adopted by the LGC and give particular regard to the duty to maintain confidentiality.

2.2.7. LGC members 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 the appropriate use of ICT, and

2.2.8. The minutes of the meeting will be taken by the clerk to the LGC and the meeting should not be recorded by any LGC member /trustee or the clerk without the approval of the LGC in advance and for a specified purpose.