

Governor Virtual Meetings

In light of the current Coronavirus situation, we have produced some advice on holding virtual meetings.

[The School Governance \(England\) \(Roles, Procedures and Allowances\) Regulations 2013](#) state “every question to be decided at a meeting of the governing body is to be determined by a majority of the governors present and voting on the question”.

The Regulations further state “the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conferencing”.

This means that as many governors as possible have to attend a meeting and any governors who are unable to attend can take part by telephone or video conferencing.

The usual rules regarding quorum still apply. 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.

Where a governor wishes to attend a meeting of the governing body by either telephone or video link the chair and clerk must be notified in advance of the meeting to ensure that appropriate arrangements can be made where possible.

Governors attending the meeting either by telephone or video conference will be entitled to vote on any issue providing they have been ‘present’ for the whole agenda item which the vote relates to. Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not possible, the governor will be required either to vote publicly or abstain.

If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

Where a meeting is taking place virtually the usual statutory notice arrangements will apply and all papers to be considered will be circulated at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.

Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor, other than the headteacher, taking the minutes and these will be presented to the next meeting of the full governing body.

Virtual meetings should not be recorded by any governor or clerk without the approval of the governing body and for a specified purpose.

Delegation of functions to the chair or vice-chair in cases of urgency is provided for in the same [Regulations](#).