



Nettlesworth Primary School

Governor Virtual Meeting Attendance Policy

Date Adopted by Governing Body	Sep 2026
Review Period	Every 3 years
Review Date	Sep 2029

Introduction

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for Governing Bodies of maintained schools in England to: “approve alternative arrangements for Governors to participate or vote at meetings of the governing board including but not limited to by telephone or video conference”.

The Governing Body of Nettlesworth Primary School School has determined the following arrangements will apply.

These arrangements apply to meetings of the full Governing Body and its committees.

Virtual Attendance at Face to Face Meetings

Physical attendance is always the preferred meeting method. However, when a Governor is unable to physically attend and wishes to participate in a meeting of the Governing Body by either telephone or video link (virtually) the Chair and Clerk must be notified at least 24 hours in advance of the meeting to ensure that appropriate arrangements can be made.

The Governor will be asked to give their reasons for not physically attending the meeting. Attendance virtually will be subject to approval of the Governing Body at the start of the meeting. This approval will not be withheld without good reason. Where approval is withheld the reason for this will be minuted and the Governor informed immediately.

Governors attending virtually 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.

Governors attending 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.

If it is the Chair who wishes to participate virtually then the Vice Chair (or nominated Vice Chair if Vice Chair is not present) to ensure effective management of the meeting.

If, after all reasonable efforts, it does not prove possible for a Governor to participate virtually the meeting will still proceed provided it is quorate.

Virtual Meetings

The three statutory full Governing Body meetings and termly scheduled committee meetings will be face to face meetings. However additional and extraordinary meetings can take place virtually as long as the usual quorum of Governors is ‘present’ on the call. If restrictions are imposed or recommended regarding face to face contact, the Governing Body may vote to hold all regular meetings virtually until such time as it practical to resume normal procedures. This does not include governor panel meetings related to the policies of the school such as HR, Complaints, Exclusion and Admissions.

Where a meeting is taking place virtually every effort will be made to enable all Governors to access the meeting.

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 their right to waive the usual notice in an emergency.

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) and these will be presented to the next meeting of the full Governing Body.

Virtual meetings should not be video, or audio recorded by any Governor or the Clerk without the approval of the Governing Body and for a specified purpose.

Review of this Policy

The policy will be reviewed at least every three years, but any Governor with concerns regarding its operation can request that it is reviewed at any time.