**ST PETER’S CATHOLIC PRIMARY SCHOOL**

**GOVERNORS VIRTUAL MEETING PROTOCOL**

When using alternative (virtual) arrangements to hold meetings

Where the governing body decides that a meeting should take place using alternative arrangements (e.g. by telephone or video conference) that have been previously agreed then the following will apply –

* Governors to confirm, at the start of each meeting, that they are either wearing headphones or are the only person in their room. If any other person is seen entering the room during the meeting, the meeting will be stopped until that person has left.
* The usual (statutory) notice and arrangements for issuing papers except where the chair has exercised their right to waive the usual notice.
* All participant to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty.
* 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.
* The governing body will abide by their normal rules, procedures and code of conduct adopted by the governing body and give regard to the duty to maintain confidentiality.
* Governors 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.
* The minutes of the meeting will be taken by the Clerk to the governing body and the meeting should not be recorded by any governor or the Clerk without the approval of the governing body and for a specific purpose.

When using alternative (virtual) arrangements to *participate and vote* in meetings

Where the governing body has approved and has in place alternative arrangements for governors to participate and vote in meetings (e.g. by telephone or video conference) and a governor wishes to use these alternative arrangements they should –

* Restrict themselves to using the arrangements agreed by the governing body.
* Inform the Clerk to the governing body 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).
* Communicate and co-operate with the Clerk to the governing body and school as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned
* Abide by the normal rules, procedures and code of conduct adopted by the governing body and give regard to the duty to maintain confidentiality.