



## Remote and Virtual Decision policy

### Background

1: The School Governance (Roles, Procedures and Allowances) Regulations (England) 2013 allow Governing Bodies to make decisions remotely and/or virtually.

### Decisions by email

2: The Governing Body has agreed that:

- i) Where the matter is urgent;
- ii) Where policies need to be approved; or
- iii) Where governor election timetables need to be approved or any other Governing Body business

the matters can be discussed via email communication and decisions made remotely by the Full Governing Body or the relevant committee.

3: The decision as to whether the matter is urgent is made by the Chair of the Governing Body or Chair of the relevant committee. In the absence or unavailability of the Chair the vice-chair may make the decision (Governing Body only).

4: In the absence of the Chair or Vice-chair certifying that the matter is urgent, decisions may nevertheless be made remotely if in making the decision the majority of those voting indicate that they consider the matter urgent.

5: The power given in paragraph 2 is subject to the following:

- (a) The email communication is sent to all members of the Governing Body and/or the relevant Committee members depending upon whose responsibility the decision/policy is.
- (b) A deadline is given in the email for any responses.
- (c) For the decision to be binding the necessary quorum of governors must respond and the majority must vote in favour. The quorum required is the same as that of the Full Governing Body and/or the Committee depending whose responsibility the decision lies with. If there is a tie in the casting of the votes the Chair has a casting vote.

(d) Any decision made via email will be reported to the Full Governing Body and/or the Committee at the next meeting for ratification.

### **Decisions made virtually**

6: The Governing Body has determined that the Governing Body can hold a meeting and make decisions virtually via MS Teams or via similar means. This includes any Committee meeting and/or other meetings where governors are present.

7: The Governing Body acknowledges that Regulation 8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permit the Chair of the Governing Body and/or Chairs of Committees to exercise any function when in his/her opinion a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, any pupil of the school or his/her parent, and/or a person who works at the school.

8: The decision as to whether to hold the meeting virtually is made by the Chair of the Governing Body or Chair of the relevant committee. In the absence or unavailability of the Chair the Vice-Chair may make the decision (Governing Body only).

9: In the absence of the Chair or Vice Chair certifying that the meeting is held remotely, the Clerk will arrange the meeting to be held virtually if a majority of governors agree. The majority of governors will be those currently in post. Any vacancies will be discounted for the purpose of determining the number of majority governors.

10: The power given in paragraph 6 is subject to the following:

- a) A MS Teams invite (or similar) is sent to all members of the Governing Body and/or the relevant committee members.
- b) For any decision to be binding, the necessary quorum of governors must be present virtually for the duration of the item pertaining to the vote and the majority must vote in favour. The quorum required is the same as that of the Full Governing Body and/or the Committee depending whose responsibility the decision lies with.

11: Governors attending remotely will contribute to the quorum for the meeting. If a 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.

12: Reasonable efforts will be made to ensure all governors can access the virtual meeting. If, however after all reasonable efforts have been made and, it does not prove possible for a governor to participate virtually, the meeting may still proceed with its business provided it is otherwise quorate.

13: Where a secret ballot is required this will be facilitated where possible (e.g. by each governor notifying the Clerk away from the meeting of their vote). Where facilitation is not possible, the governor will be required either to vote publicly or abstain.

14: The usual statutory notice periods regarding setting a meeting date and circulation of papers will apply.

15: Remote meetings will be minuted in the same way as other meetings with either the Clerk or another governor (other than the Headteacher and Chair) attending remotely.

16: Hybrid meetings will not be permitted.

Responsibility: Full Governing Body  
Next Review: October 2024  
Reviewed: Triennially  
Ratified: 6<sup>th</sup> October 2021