CHERBOURG PRIMARY SCHOOL

Governor Attendance

Created by	WGB	Monitored by	WGB
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Signed FGB		Signed HT	

The regulations in 2007 state that "*a governor, who, **without the consent** of the governing body, has failed to attend their full governing body meetings for a continuous period of six months beginning with the date of the first such meeting s/he failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.*" (2007)

Attendance at meetings is important to demonstrate commitment to the work and priorities of the school. All Governors need to contribute to the work of the governing body and take their roles and responsibilities seriously. This is difficult to do without attending meetings regularly.

The Governing Body will offer help and support, including through expenses for child care, to enable all governors to attend regularly.

Virtual attendance at meetings, through Skype or Face Time for example, can be arranged with one week's notice, providing the governor can make assurances that the business of the meeting remains confidential. There should be no more than two governors in virtual attendance at any meeting and the meeting must be chaired in person. If the Chair of Governors needs to attend via an internet link, the chair of the meeting will be delegated to the vice chair, or the next appropriate person present. These governors would be included in the quorum. No governor would be able to virtually attend more than two meetings in an academic year. Virtual attendees will only be able to vote if the matter is not confidential. Confidential matters should not be discussed with virtual attendees on open lines.

There are at times very good reasons for non-attendance, such as work commitments or illness, but Governors should always send their apologies to the Chair or the Clerk of Governors prior to the meeting, otherwise their non-attendance will be recorded as without consent. The governing body will need to discuss at each meeting whether a governor's apology constitutes reasonable circumstances for absence and will accept, or decline the apology. This will be recorded in the minutes and a record of governor attendance is published on the school website.