



# Virtual Attendance Policy

For the following academies:

St Philip Howard Catholic School

St Mary's Catholic Primary School

Annecy Catholic Primary School

St Joseph's Catholic Primary School

This Policy has been approved and adopted by the  
Bosco Catholic Education Trust.

<b>Approved:</b>	<b>For review:</b>
February 2020	February 2023

A request to attend a meeting remotely may be made by any Trustee or Governor to the Chair.

The approved method will be Skype or telephone on loudspeaker and will be approved in exceptional circumstances only.

Remote attendees will advise the Chair of Trustees/Governors as soon as practicable and at least within 7 days of the meeting of a request to attend by virtual method and the reason for non-attendance in person.

In the event of an unforeseen emergency, then as much notice is to be given as possible. In this situation it is to be at the sole discretion of the Chair as to whether remote participation is possible.

A maximum of 1 Trustee or Governor may attend virtually at any meeting.

No Trustee/Governor may attend more than 2 meetings in a row remotely without attending a meeting in person.

Full participation in the whole meeting will be required – not just the items on the agenda in which the Trustee/Governor has an interest or is voting.

Remote attendees must identify themselves to the satisfaction of all other attendees at the start of the meeting.

Remote attendees may not vote on items where they have not been presented with all papers to be considered (e.g. tabled papers).

To ensure all attendees have their say a meeting may not be chaired remotely.

Either the remote attendee or greater than 75% Governor attendees plus the clerk may declare technical difficulties have rendered the remote attendance void, provided the meeting remains quorate. Technical difficulties would not include loss of visual communication only or fleeting sound irregularities.

The agenda will indicate whether virtual attendance has been agreed.

The minutes will record a declaration of confidentiality made by any virtual attendee.

### **Confidentiality**

Remote attendees must be aware of their surroundings.

Confidentiality and sensitivity of information must be considered and conversations must not be conducted in a place where they will be overheard.

Meetings must not take place on a train or other public space.

Confirmation of confidentiality will be declared at the start of the meeting.