

VIRTUAL GOVERNANCE POLICY

VERSION: v1.1
ORINATION DATE: March 2016
REVIEW FREQUENCY: Annual
LAST REVEIW DATE: September 2023

1.0 Introduction

- 1.1 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 body including but not limited to by telephone or video conference. Additionally, the Department for Education's guidance on Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, clarifies that governing board reinstatement meetings, independent review panels (IRPs) and hearings for suspension and permanent exclusions may be held via the use of remote access, if requested by the parents/carers of the pupil and provided the governing board (or other arranging authority) is satisfied that the meeting is capable of being held fairly and transparently.
- 1.2 In relation to this, hubulu.com Ltd has determined that the following arrangements will apply to all meetings of governing boards serviced by Your Clerk.
- 1.3 Your Clerk is an online, virtual service, providing Governance Professionals to clerk and support governing boards across the UK.

2. Virtual Meetings

- 2.1 All attendees are expected to adhere to the [Protocol for Virtual Meetings](#).
- 2.2 Virtual meetings should not be recorded by anyone without the prior approval of the governing body.
- 2.3 Every effort will be made to enable all attendees to access the meeting, with joining instructions provided to all attendees ahead of the meeting date.
- 2.4 The usual statutory notice arrangements apply and all papers to be considered will be shared with all attendees, where possible, at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.
- 2.5 Your Clerk will determine that the meeting has a quorum of the governing board 'present' in order to proceed. Members of the governing board attending the meeting virtually will contribute to the quorum for the meeting; however, if for any reason a member of the governing board 'drops-out' of the meeting (e.g. their connection to the virtual meeting is lost or interrupted), they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence. Your Clerk will advise if a meeting becomes inquorate.
- 2.6 All members of the governing board attending the meeting (be it 'in-person' or via the virtual option) are entitled to vote on any issue(s) raised for decision, providing they have been 'present' for the whole agenda item(s) which the vote(s) relates to.
- 2.7 Minutes that are approved for publication to the public record will be sent to the Chair via an e-signing system, which provides an audit trail for the document. These minutes will then be uploaded to the [online public record](#).

3. E-Voting

- 3.1 Your Clerk use the virtual governance platform, *GovernorHub*, which can be used for members of the governing board to vote on proposals and resolutions without scheduling a meeting.
- 3.2 Use of the e-voting facility is limited to taking decisions when it is considered by the Chair of the governing board that detailed discussion or explanation is not required.
- 3.3 In deciding whether or not to use the e-voting facility the Chair of the governing board will give consideration to the level of need for members of the governing board to:
 - a) share opinion; debate the proposal(s);
 - b) consider changes and alternatives;
 - c) give detailed thought to potential risks and wider implications and,
 - d) have opportunities to challenge, probe and provide constructive feedback.

If this is deemed to be significant, the matter for decision should be considered at a meeting of the governing board. Where these governance interventions are not considered critical to the discharge of effective governance, then e-voting may be used.

- 3.4 Resolutions are passed by the governing board via e-voting by a majority 'in favour' vote. Individual governing boards should refer to their Articles of Association to confirm the percentage of votes required to be 'in favour' for special resolutions, e.g. to change the Articles of Association; the name of the Trust; or, to appoint or remove members.
 - 3.5 A record of a decision taken that is not confidential in nature will be added to the governing board's public record. Confidential decisions taken via e-vote will be stored internally and securely by Your Clerk.
- 4. Review of this Policy**
- 4.1 The policy will be reviewed at least annually, but if the management has any concerns about its operation; or, updates becomes necessary owing to statutory compliance, it may reviewed at any time.