



Three  
Spires  
TRUST

*'Life in all its fullness'*

# Trustee and Governor Virtual Meeting Policy

Policy owner	Director of Operations
Date adopted	July 2022
Review date	Summer 2026

## Policy Version Control

Version	Date	Author	Changes
1.0	July 2022	DO	Original policy
1.1	August 2024	DO	Updated terminology from local governing body to Academy Committee

## Introduction

The Trust Articles of association state:

*126. Any Trustee shall be able to participate in meetings of the Trustees by telephone or video conference provided that:*

- a. they have given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and*
- b. the Trustees have access to the appropriate equipment*

*If after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.*

In addition, the proceedings of meetings of Academy Committees (AC) are determined by the Trust board (articles 100-101) therefore virtual attendance at face to face meetings and virtual meetings as described in this policy can be enabled by the Trust board on adoption of this policy.

In relation to this the Three Spires Trust board has determined the following arrangements will apply. These arrangements apply to meetings of the members, the trust board, its committees and Academy Committee meetings.

### Virtual Attendance at Face to Face Meetings

- Where a governor/trustee wishes to attend a face to face meeting of the governing/trust board by either telephone or video link the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible.
- The Trust conducts most of its meetings virtually due to the geographical area we cover. On very rare occasions it may be important to only meet in person and the Trust will give clear and timely notice of these meetings and explain that the facility for virtual attendance will not be used.
- Governors/trustees attending the meeting either by telephone or video conference will be entitled to vote on any issue providing they have been 'present' for the whole agenda item which the vote relates to.
- Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone call off speaker phone and the governor/trustee sharing their vote verbally with the clerk). Where this is not possible the governor/trustee will be required either to vote publicly or abstain.
- Governors/trustees attending the meeting virtually will contribute to the quorum for the meeting. If the 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.
- The meeting will be chaired by a governor/trustee who is present in person, when a blended meeting of the Board is convened. A blended meeting is one in which more than one governor/trustee meet in person and others join virtually.
- If, after all reasonable efforts, it does not prove possible for a governor/trustee to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

## **Virtual Meetings**

- Where a meeting is taking place virtually every effort will be made to enable all governors / trustees to access the meeting.
- Where a meeting is taking place virtually the usual statutory notice arrangements will apply and all papers to be considered will be circulated 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.
- Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor / trustee, other than the Principal / CEO, and these will be presented for approval to the next meeting of the full governing/trust board.
- Virtual meetings should not be recorded by any governor/trustee or the clerk without the approval of the governing/ trust board and for a specified purpose.