

GOVERNOR ATTENDANCE POLICY FOR THE GOVERNING BODY OF JERRY CLAY ACADEMY



Adopted: September 2015

Due for Review: September 2016

1. The Governing Body expects that Governors will attend all Governing Body meetings, as well as all the meetings of any Committees to which they are appointed. Our duty to the School and the children for whose education we are responsible cannot be served by Governors being absent from meetings. Regular and consistent attendance by members at Governing Body and Committee meetings ensures that all meetings are quorate and, therefore, able to make decisions. Also, a variety of views can be expressed, which in turn facilitates informed and effective decision-making and spreads the workload fairly amongst the Governors.
2. **By adopting this policy, the Governing Body has agreed to NOT consent to any absence from any Governing Body meeting under any circumstances. There are no exceptions.**
3. There are important ramifications of this decision with regards to non-attendance at full Governing Body meetings:
 - a. Regulations covering schools and academies state that a governor shall cease to hold office if they are absent, without the consent of the Governing Body, from all meetings held within a period of 6 months, beginning with the date of the first meeting they failed to attend.
 - b. **As a result, by not consenting to absences for a period of 6 months it is implicit, but not automatic, that a governor may be disqualified from the Governing Body. In such circumstances, the Governing Body will discuss and vote on whether to disqualify a governor, based on the individual merits of each case.**
 - c. Within this context, while no consent will be given, the Governing Body encourages Governors to submit apologies for absence, by email/phone to the Clerk and/or Chair, at the earliest opportunity prior to the meeting, in order to avoid inquorate meetings being held.
4. To assist Governors in planning their attendance at meetings, the Governing body will make every effort to schedule all Governing Body and Committee meetings, where possible, for the full academic year and distribute this information to all Governors. **If, for any reason, all meetings for the year are not scheduled, arrangements should be made to notify all Governors of any new meeting dates set, as early as possible.**
5. It is the responsibility of Governors to record, in their diaries, the dates of Governing Body meetings and of Committees to which they are appointed. This should enable

Governors to identify any meeting dates on which they may not be available. In the event of a conflict that cannot be resolved in any way except by failing to attend a meeting, the Governing Body expects the Governor concerned to bring this conflict to the attention of the Chair and the Clerk at the earliest possible opportunity.

6. This policy is to be reviewed annually by the Governing Body at the first meeting of the academic year.