



THE PIGGOTT SCHOOL

'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan
We live with love and compassion, seeking help in times of need

Remote and Virtual Decision Policy

Author:	Governance Professional
Approver:	People & Pay Committee and LGC (The Piggott School)
Date:	26 th March 2024
Next review:	March 2027 or earlier if there are any statutory or guidance changes
Category of policy:	Adapt & Adopt

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
1			New trust policy	

This policy complies with the terms of our articles of association and funding agreement.

Decisions by email

1: The Trust Board of the Agape Multi Academy Trust and the Local Governing Committee of The Piggott School have agreed that:

- i.) Where the matter is urgent; or
- ii) Where policies need to be approved; or
- iii) Where governor election timetables need to be approved; or
- iv) Where the matter can reasonably be dealt without a meeting

the matters can be discussed via email communication and decisions made remotely by the LGC or the relevant committee.

2: The decision as to whether the matter is urgent or can reasonably be dealt with without a meeting is made by the Chair of the LGC or Chair of the relevant committee. In the absence or unavailability of the Chair the vice-chair may make the decision (LGC only).

3: In the absence of the Chair or Vice-chair certifying that the matter is urgent, decisions may nevertheless be made remotely if in making the decision the majority of those voting indicate that they consider the matter urgent.

4: The power given in paragraph 1 is subject to the following:

- i) The email communication is sent to all members of the LGC and/or the relevant Committee members depending upon whose responsibility the decision/policy is.
- ii) For the decision to be binding the necessary quorum of governors must respond and the majority must vote in favour. The quorum required is the same as that of the LGC and/or the Committee depending whose responsibility the decision lies with. If there is a tie in the number of votes the Chair has a casting vote.
- iii) Any decision made via email will be reported to the LGC and/or the Committee at the next meeting for ratification.

Decisions made virtually

5: The Trust Board of the Agape Multi Academy Trust and the Local Governing Committee of The Piggott School has determined that the Governing Body can hold a meeting and make decisions virtually via MS Teams or similar means. This includes any Committee meeting and/or other meetings where governors are present.

6: The LGC permit the Chair of the LGC and/or Chairs of Committees to exercise any function when in his/her opinion a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, any pupil of the school or his/her parent, and/or a person who works at the school.

7: The decision as to whether to hold the meeting virtually is made by the Chair of the LGC or Chair of the relevant committee. In the absence or unavailability of the Chair the Vice-Chair may make the decision (LGC only).

8: In the absence of the Chair or Vice Chair certifying that the meeting is held remotely, the Governance Professional will arrange the meeting to be held virtually if a majority of governors agree. The majority of governors will be those currently in post. Any vacancies will be discounted for the purpose of determining the number of majority governors.

9: The power given in paragraph 5 is subject to the following:

- i) A MS Teams invite (or similar) is sent to all members of the LGC and/or the relevant committee members.
- ii) For any decision to be binding, the necessary quorum of governors must be present virtually for the duration of the item pertaining to the vote and the majority must vote in favour. The quorum required is the same as that of the LGC and/or the Committee depending whose responsibility the decision lies with.

10: Governors attending remotely will contribute to the quorum for the meeting. If a 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.

11: Reasonable efforts will be made to ensure all governors can access the virtual meeting. If, however after all reasonable efforts have been made and, it does not prove possible for a governor to participate virtually, the meeting may still proceed with its business provided it is otherwise quorate.

12: Where a secret ballot is required this will be facilitated where possible (e.g. by each governor notifying the Governance Professional away from the meeting of their vote). Where facilitation is not possible, the governor will be required either to vote publicly or abstain.

13: The usual notice periods regarding setting a meeting date and circulation of papers will apply.

14: Remote meetings will be minuted by either the Governance Professional or another governor (other than the Headteacher and Chair) attending remotely.