

BLENDDED GOVERNING BOARD MEETINGS

PROTOCOL

This protocol outlines how *blended* meetings of the Governing Board and its committees, where appropriate, will operate.

- I. A blended meeting is defined as one where some governors, and others in attendance, are physically present in a room and others attend virtually by accessing via an agreed platform such as Microsoft Teams® or Google Meet®.
- II. On receipt of the meeting notice and invitation, any governor wishing to attend remotely will immediately contact the clerk, via e-mail (within 24 hours of receipt of invitation to the meeting)
- III. The clerk will liaise with the Chair of the Board and a decision will be taken to confirm if the balance of governors wishing to attend in person v virtually will lead to an effective meeting. If they consider the number will not be conducive to an effective meeting, the meeting will revert to 100% virtual.
- IV. The clerk, when the final status of the meeting has been determined (blended or fully virtual) will create/obtain a virtual link and send it to those who require it.
- V. All attending a meeting virtually will arrive no later than 5 minutes prior to the agreed start time.
- VI. The chair will remind all virtual attendees to keep microphones muted unless they are invited to speak.
- VII. All present will raise hands, virtually or physically (if they are present in the room) if they wish to speak.
- VIII. The chair will invite individuals to speak only if they raise their hand.
- IX. The chair will clearly state the name of the individual invited to speak, for clarity and to ensure that the clerk is able to accurately minute the meeting.
- X. Minutes will reflect which meeting attendees are physically present and those attending virtually.