



## Protocol to Monitor Attendance

**Date reviewed and approved by Governing Body:** September 2022

**Review period:** 3 years

**Next review due:** October 2025

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### **Protocol to Monitor Attendance at Governing Body Meetings and Encourage Participation in Governing Body Activities**

At a meeting of the FGB on 30<sup>th</sup> April 2014 it was decided that in order to ensure that the Governing Body is as effective and is as involved in school life as possible a protocol should be developed.

The purpose of the protocol is to ensure that the Governing Body functions effectively and efficiently which it cannot do if Governors are unable, or unwilling, to attend meetings and take on the responsibilities associated with governance. It will be available to all Governors and also all those seeking to become Governors.

The Governing Body is a corporate body which relies on everyone playing their part. Meetings cannot go ahead if there are insufficient Governors present to form a quorum. Governors who do not take on any additional responsibilities or play any part in visits and other activities of the GB are less able to make informed decisions about the school.

Whilst it is recognised that Governors are volunteers and cannot always attend, it is important that all attend as regularly as possible. It is also expected that governors, where possible, do some of the following.

- Read all documentation prior to meetings
- Check their school email accounts at least once a week and respond promptly
- Make visits to school on behalf of the FGB
- Sit on the HTPM panel (if required)
- Attend relevant training and governor briefing sessions
- Represent the FGB at Parent's Evenings
- Take on responsibilities such as chairing a committee or monitoring a particular aspect of school.

**Protocol:**

The Clerk will keep a record of attendance at meetings and of other duties undertaken by members of the Governing Body.

This record will be kept under review. Governors who miss 3 consecutive meetings (whether or not apologies are received) or are not playing an active part in the work of the GB will receive a letter notifying them that their attendance and/or participation has fallen below an acceptable level.

The letter will ask Governors to consider their position and ask if they genuinely have the time to commit to the role. It will also invite Governors to make known any difficulties which are preventing them from attending/participating and if there is anything that can be done to help remedy the situation.

If Governors whose attendance/participation has been poor decide that they wish to remain as Governors their attendance/participation will be closely monitored by the Clerk and/or Chair. If there is no improvement then a further letter will be sent. It will suggest that resignation from the GB would be in the Governor's and the School's interest.