

Protocol for running Virtual Meetings of the GB during the Covid-19 emergency

Before the meeting:

- the usual (statutory) notice and arrangements for issuing papers will be followed, except where the chair has exercised their right to waive the usual notice
- all participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty
- the governing board will abide by their normal rules, procedures and code of conduct adopted by the governing board and give particular regard to the duty to maintain confidentiality
- Governors will download papers ahead of the meeting and keep available in tabs

The Virtual Meeting

- Governors will join the meeting 5 minutes before it is due to start
- Governors will use a protected email and ensure its confidentiality in shared spaces
- Governors will be encouraged to use the video link to facilitate discussion
- At the beginning of the meeting all governors will declare that they are in a confidential environment
- If in a noisy environment, governors will use the mute button when not speaking as this will improve sound quality for everyone
- Governors 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.

And for action: a succession plan needs to be established if the Chair and Vice Chair become unavailable because of illness etc.