

# GEORGE FENTHAM ENDOWED SCHOOL ('GFES')

## GOVERNOR ATTENDANCE POLICY

### 1. POLICY STATEMENT

- 1.1 In accordance with best practice, GFES has in place a clear and agreed policy setting out agreed attendance standards and the procedure to be used in the event of a Governor failing to attend Governing Body meetings, that is, Full Board or Committee meetings.
- 1.2 In order for the Full Board and Committees to carry out their statutory roles and work to support the strategic development of GFES, and to avoid leaving meetings inquorate, the Governors must achieve a high level of attendance.

### 2. RESPONSIBILITIES AND IMPLEMENTATION

- 2.1 The Strategy Committee has lead responsibility for the oversight of this Policy.
- 2.2 The Chair of the Governing Body ('the Chair') retains the responsibility to take any action required by this Policy, guided by any recommendation of the Strategy Committee.
- 2.3 The Chair will work closely with the Chair of the Strategy Committee and the Clerk to the Governors to ensure that the procedures contained in this Policy are observed.
- 2.4 All Governors are bound by this Policy to meet the standards for attendance set by the Governing Body.
- 2.5 Where there are concerns about the attendance of the Chair under this Policy, the Vice Chair of the Governing Body can act in lieu of the Chair.

### 3. POLICY DETAILS

- 3.1 Pursuant to, and in accordance with, Paragraph 9 of Schedule 4 of The School Governance (Constitution) (England) Regulations 2012:

A Governor who, without the consent of the Governing Body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the Governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a Governor of the School. For these purposes, the power to grant ‘the consent of the Governing Body’ is delegated to the Chair when exercising his/her discretion as hereinafter provided for.

- 3.2 The Clerk to the Governors will be responsible for monitoring the attendance of all Governors at all Governing Body meetings, and will present this data to every Strategy Committee meeting for review. Upon such review, the Strategy Committee will make recommendations to the Chair for remedial action to be taken as required by this Policy,
- 3.3 The fact that apologies have been forwarded for absence, will not prevent the use of this procedure, but Governors should let the Clerk to the Governors or the Chair know of any difficulties they are facing in attending meetings, as soon as possible so that a proactive approach can be taken to the situation, and discretionary consent to absence can be considered.
- 3.4 In the case of absence for a period longer than six consecutive months, the Clerk to the Governors shall write to the Governor on behalf of the Chair, asking him/her to provide, within 10 working days, written reasons for the non-attendance. Those written reasons will, in the first instance, be considered by the Chair alone, who has the power to exercise discretion in the case of personal circumstances that temporarily limit the contribution a Governor can make to the School. Where consent to absence is not granted by the Chair then he/she will then report his/her decision to the Strategy Committee which will determine whether further action, including referral to a meeting of the Full Board, is required.
- 3.5 If the matter is to be referred to a meeting of the Full Board under paragraph 3.4, the Clerk to the Governors shall prepare a report outlining all of the facts of the case and a copy of this report shall be sent to the Governor whose removal is being considered. The Governor will be invited to discuss this report with the Chair to see if a resolution can be reached and the Chair can exercise discretion as per paragraph 3.4. If, following this discussion, the Chair feels that a case for removal should be put to a meeting of the Full Board for

decision, then the Governor will be entitled to attend that meeting and/or to put his/her case orally and/or in writing and to be accompanied by a person of his/her choice.

- 3.6 If it is agreed by a meeting of the Full Board of the Governing Body that the Governor is to be removed from office there shall be no further appeal against this decision, which shall be notified to the Governor in writing by the Clerk to the Governing Body within five working days of the decision having been made.

#### 4. GENERAL STANDARDS OF ATTENDANCE REQUIRED OF GOVERNORS

- 4.1 The benchmark attendance expected of Governors will be 100%, although failure to achieve this will not, in itself, result in removal for non-attendance.
- 4.2 The target for attendance in each year is 80% for all Full Board and Committee meetings.

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