



# Governors' Attendance Policy

Staff responsible:	L Lewington
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Due for renewal:	

# Governors' Attendance Policy

## Introduction

1. We expect all Governors to be concerned and involved with the school and its activities. At the very least this means attending all full Governing Body meetings and all Committee meetings where Governors have agreed to be members.
2. Attendance of Governors at the Full Governing Body is a requirement of the legal regulations, as defined below.
3. The Education (School Government) (England) Regulations 1999 states, in Schedule 5 Section 4 (2), that any Governor who is not ex officio:  
  
"who, without the consent of the Governing Body concerned has failed to attend the meetings thereof for a continuous period of six months, beginning with the date of a meeting, shall, on the expiry of that period be disqualified from continuing to hold office as a Governor of that school"
4. Section 4 (3) of the same Regulation states that:  
  
"where a Governor has sent an apology to the clerk to the Governing Body before a meeting which he does not propose to attend, the minutes of the meeting shall record the Governing Body's consent or otherwise to his/her absence and a copy of the Minutes shall be sent to the Governor concerned at his normal place of residence"
5. Regular and consistent attendance by members at Governing Body meetings and Committees ensures that all meetings are quorate and therefore are able to make decisions. Also a variety of views can be expressed which in turn facilitates informed and effective decision - making and spreads the workload fairly amongst the Governors.

## Non-attendance Procedure

6. There may be times where prior arrangements, unexpected situations or ill health mean that a member cannot attend a meeting. In such cases the member must send apologies for the full Governing Body, to the Chair of Governors or Clerk, or for Committees to the Chair of the Committee prior to the meeting. A Committee Chair must apologise for absence to the Chair of Governors.
7. If no apology is received before the meeting then the Governors' consent at a Full Governing Body meeting will not be given.
8. When a member has been absent for two consecutive meetings, the Chair or Vice-Chair of Governors / Committee will be responsible for contacting the member to find out whether the member's absence is likely to continue and / or whether the member wishes to continue in office.
9. If a Governor wishes to resign this must be done in writing to the Clerk and Chair of Governors.