



Governor Attendance Policy

Policy Statement

To have in place a clear and agreed policy to set out agreed attendance standards and the procedure to be used in the event of a Governor failing to attend Committee meetings.

It is best practice to have in place a policy that sets out the expected attendance and contribution of Governors, as well as potential action that can be taken should attendance fall below expectations. This document sets out such a policy.

In order for the Committees to carry out their statutory roles and work to support the strategic development of the Academy, the Governors must achieve a high level of attendance.

Poor attendance by governors imposes more work on fellow governors and can leave meetings inquorate.

Responsibilities and Implementation

The Chair of Governors will have lead responsibility for the oversight of this Policy and regularly review the data, make recommendations to the Governing Body and to use the data for succession planning purposes, as required.

The Chair retains the responsibility to take action on behalf of the governing body as required by this policy, guided by the recommendations of the full governing body

The Chair will work closely with the Clerk to Governors to ensure that the procedures outlined in this Policy are observed.

All Governors are bound by this policy to meet the standards for attendance set by the Governing Body

For the purposes of this policy, the term 'Chair' refers to the Chair of the Governing Body. Where there are concerns about the Chair's attendance or contribution to the Academy under this policy, the Vice Chair can act in lieu of the Chair as stated in this policy.

Policy Details

The following paragraphs outline the procedure for removal of a governor from membership due to absence:

In accordance with Article 71 of the Articles of Association, a Governor shall cease to hold office if he is absent without the permission of the governors from all their meetings held within a period of six months and the governors resolve that his position be vacated.

The Clerk will be responsible for monitoring the attendance of all governors at all Governing Body and Sub Committee meetings and will present this data at least once per academic year to the Governing Body for review. Upon review of this data, the Governing Body will make recommendations to the Chair for remedial action to be taken as required by this policy.

Where a governor is absent for a period longer than six consecutive months from meetings of the Governing Body and any relevant Sub Committees on which he/she is a member the Clerk will notify the Chair. The fact that apologies have been forwarded for absence will not prevent the use of this procedure.

Governors should let the Clerk 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.

In the case of absence for a period longer than six consecutive months, the Chair retains the responsibility to act on behalf of the Governing Body. The Clerk will write to the Governor asking him/her to provide within 10 working days, written reasons for the non-attendance.

On receipt of this information the Chair will, in consultation with the Clerk, consider the contribution the Governor makes to other duties, such as representation at networks, contributions to school events etc. In addition, the Chair has the power to exercise discretion in the case of personal circumstances that temporarily limit the contribution an individual Governor can make to the Academy. The Chair will report his/her decision to the Governing Body and determine whether further action and/or reporting are required.

If the matter is considered to warrant potential referral to the Governing Body for consideration of removal, the Clerk will prepare a report outlining all the facts of the case and a copy of this report will be sent to the governor whose removal is being considered. The governor will be invited to discuss this report with the Chair in the first instance to see if a resolution can be reached and the Chair can exercise discretion as per Section 3.6.

Following this discussion, if the Chair feels that a case for removal should be put to the Governing Body for decision, the governor will be entitled to attend the Governing Body meeting and/or put his/her case verbally and/or in writing and has the right to be accompanied by a person of his/her choice. The meeting at which this matter is considered must be convened in the proper manner and with not less than five working days' notice.

If it is agreed that the governor is to be removed from office there shall be no further appeal against this decision and the Clerk will notify the governor in writing of the decision of the Governing Body within five working days.

The matter of succession planning and recruitment to the vacant office will rest with the Governing Body for further action to be determined.

This policy will apply also to co-opted (i.e. non governor) members of Committees.

General standards of attendance required of governors

The Clerk will collate attendance figures for all meetings of the Governing Body and its Committees. This data will be presented to the Governing Body at least once per academic. The Governing Body will also use this data to recommend action in relation to changes in any committee membership, spread of duties, etc. The Governing Body will consider the wider contribution of each governor to the work of the Academy when considering this data, such as representation on external bodies or networks, attendance at conferences, ad hoc requests etc.

The benchmark attendance expected of governors will be 100%, although failure to achieve this percentage, will not in itself result in removal for non-attendance. The target for attendance in each year is 80% for all Governing Body and Committee meetings.

Reviewed by: Martin Pickles. Finance Director

Approved by: Full Governing Body

Approved Date: 13th September 2021

Next Review Due: September 2022 (First meeting of Full Governing Body in academic year 2022/23)