







Due to the COVID-19 lockdown, we can agree to hold meetings via telephone or video



Focus on the business of the meeting in the same way as if they were attending in person





Any trustee or governor attending virtually may vote on any agenda item for which they have been fully present.

Secret ballots will be allowed where possible. The trustee or governor can share their vote privately with the chair via email or text message.

Where a virtual secret ballot cannot be arranged, then the trustee or governor can decide to vote publicly or abstain.

Where a trustee or governor attending virtually declares a conflict of interest, they will withdraw from the meeting by leaving the call.

Once the board or committee is ready for the governor/trustee to re-join, the governance professional will notify them by email or text message.

This policy will be reviewed annually by the governance professional. At every review, it will be approved by the trust board and shared with the local governing committees.

This policy will be used in conjunction with the following policies:

- Data protection policy and privacy notices
- Exclusion policy
- Admissions policy
- Conflicts of interest policy
- Governor code of conduct
- ICT and internet acceptable use policy