

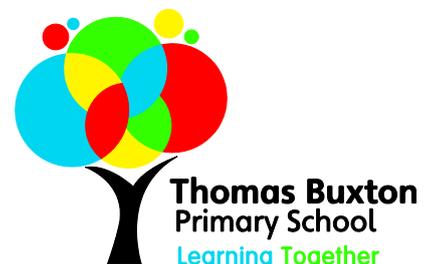
GOVERNOR ATTENDANCE POLICY

Head teacher signature:

Chair of Governors signature:

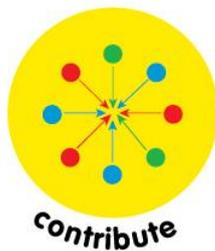
Review date:

September 2019



Our School Vision

Thomas Buxton Primary School will work with everyone to create a **happy, safe** and **stimulating** setting where children are motivated to **learn together**. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter **opportunities** and **challenges** with **resilience** and **determination**. We encourage a **curiosity** about the world and strive to ensure that our children will contribute **positively**, now and in the future.



Our School Values

CREATE

Contribute We can all make this an exciting place to learn, discover and create.

Respect Treat everyone in our school equally, in everything we say and do.

Enjoy Celebrate our love of learning and recognise effort and achievement.

Aspire Aim high to ensure that everyone fulfils their potential.

Team Work Our collaborative culture ensures children, families and staff and learn together.

Enquire Ask questions, take risks, nurture curiosity and make discoveries.



Governor Attendance Policy

1. INTRODUCTION

- This policy document sets out the school's general expectation in relation to the attendance of governors at Full Governing Body meetings and Committee meetings.
- The effectiveness of the all meetings is dependent upon a broad and balanced input from all members of the governing body. This breadth and balance can only be assured through the regular attendance of governors.
- It is acknowledged that attendance at meetings is only one measure of a governor's contribution to the life of the school.
- A governor's attendance at events or activities both within the school or externally at which they are acting in their capacity as a governor of Thomas Buxton Primary School will be taken into account when reviewing overall attendance.
- The policy recognises that the many and varied commitments of governing body members may make full attendance difficult. However, it is seen as desirable to have in place a defined standard through which prospective new members may see clearly from the outset the extent of the potential time commitments. Further, it acts as a reference for the Chair of Governors to exercise judgement in cases where poor attendance may affect the effectiveness and operation of the governance process.
- The importance of full attendance is made clear to members prior to an individual accepting the role of governor, and again, upon appointment through the **Appointment Letter** and the induction process.

2. ATTENDANCE STANDARDS

- Members of the governing body are expected to attend at least a majority of meetings in a given academic year. On current practice this would represent nine out of eleven (80%) of the scheduled meetings
- Failure to attend three consecutive meetings may be considered as below standard attendance (please refer to section 5 of the policy)
- Members will normally be expected to ensure that they arrive promptly for meetings and stay for the full anticipated duration of every meeting
- Governors should ensure that apologies for absence are given to the Clerk, as per the CAAA emails, the School Business Manager and/or Headteacher prior to the meeting date. Where apologies are not presented, the absence will be recorded as unexplained.

3. NOTICE OF MEETINGS

- The School Business Manager/Headteacher undertakes to give clear and reasonable notice of scheduled Full Governing Body and Committee Meetings during the summer term. Governors will be given a draft copy of the dates to review prior to confirmation at the July meeting.
- Governors who have long-term commitments which coincide with the draft dates should notify the School Business Manager/Headteacher, who will consider whether it may be advisable to amend proposed dates.
- From time to time it will be necessary to reschedule or call a special meeting of the Fully Governing Body or Committees. The School Business Manager/Headteacher undertake to provide where possible several alternative dates to enable governors to indicate their availability. The most acceptable date for the majority of governors will be confirmed. The call of meetings at short notice, which may have proved difficult

for individual governors to attend, will be taken into account when attendance patterns are analysed.

4. MONITORING

- The School Business Manager will present a report on the attendance record of members annually. Prior to the meeting the report will be emailed to all governors.

5. BELOW STANDARD ATTENDANCE

- In the event of a governor being unable to meet the expected attendance standard, it will be the responsibility of the Chair/Vice Chair of Governors to discuss the matter with the governor concerned.
- The discussion would consider the circumstances preventing regular attendance and determine the appropriate course of action from the following options:
 - The governor to give an undertaking to improve their attendance to the defined standard for the new session or, if not possible;
 - The withdrawal of the governor's right of automatic progression for a second term;
 - The withdrawal of a governor's choice to stand for a third term;
 - The immediate and mutual termination of the governor's period of office.
- The outcome of the discussion would be reported to the next meeting of the Full Governing Body and noted in the minutes.

6. POLICY REVIEW

- This policy will be reviewed annually and prior to the first meeting of the academic year, which is the AGM meeting.