

The Further Education Corporation of Middlesbrough College



Attendance Policy

1. Governors are required to attend meetings of the Governing Body on a regular basis and it is planned for the 2010 / 2011 Academic Year that there will be five ordinary and one Training Meeting of the full Governing Body, of which each Governor will be expected to attend on at least five occasions to reach the benchmark for the Governing Body meetings. This is based upon the Calendar of Meetings document approved by the Governing Body on the 12 July 2010.
2. Under special circumstances if members cannot meet the requirements of paragraph 1, other Special Meetings of the Full Governing Body and meetings of the main Governing Body Committees will count for attendance requirements in the meeting cycle.
3. Members because of such unforeseen or unavoidable circumstances may apply for leave of absence, in writing to the Clerk to the Corporation for consideration by the Governing Body at the next available meeting, if they are unable to fulfill the attendance requirement.
4. Apologies for absence should be submitted to the Clerk to the Corporation in advance of a meeting. This will then be submitted to the relevant Committee and / or Governing Body meeting.

5. If a member is in breach of the Attendance Policy the Corporation will consider Instrument of Government (para. 10(2)(a) & (b) which states that

If at any time the Corporation is satisfied that any member is unfit or unable to discharge the functions of a member; or has been absent from meetings of the Corporation for a period longer than 6 consecutive months without the permission of the Corporation; the Corporation may by notice in writing to that member remove the member from office and the office shall become vacant.

6. The Clerk to the Corporation will maintain a register of attendance for Governing Body Members for publication as part of the Corporate Governance Annual Report.

Such a register will include details of the total numbers of Governing Body and Committee meetings held during the period and the total number of meetings attended by each individual member of those Committees and a breakdown of overall Committee and Governing Body attendance.

Details of the percentages and average attendance of individual members and the whole Governing Body will be given and it is expected that the attendance rate as initially agreed by Governors will be at least

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| • Attendance (overall) | 80% |
| • Governor benchmark | 75% |
| • Quorum (Committee and Governing Body) | 40% |

7. This Policy will be reviewed by the Governing Body.

- 8 Members of the public can attend the meetings of the full Corporation as observers and should not attempt to take part in discussion. Members of the public are made aware of meeting arrangements via the Calendar of Meetings held with agenda papers in the Learning Resources Centre and via details from minutes available on the Governors' Website, located at www.mbro.ac.uk.

The Policy on "Attendance at Meetings" and the document "Calendar of Meetings" are posted on the Governors' Website accessed via the main Middlesbrough College Website on www.mbro.ac.uk.

At any committee meeting the attendance of non-members, other than designated officers, must be determined by that Committee prior to the consideration of the Committee's business.