



## **Attendance Policy**

1. Governors are required to attend meetings of the Governing Body on a regular basis so that they can reach the individual benchmark of 75% for these meetings.

For 2015 / 2016, this was nine of the eleven Governing Body meetings.

For 2016 / 2017, this will be seven of the nine Governing Body meetings planned.

For 2017 / 2018, this will be six of the seven Governing Body meetings planned.

In addition, Governors will attend Committee meetings and will also be expected to achieve a minimum of 75% attendance. The Clerk to the Corporation will advise the Chairman of Governors of those Governors who do not reach this benchmark and will also publish attendance data on a termly basis through the Weekly Governance E-mail.

2. Under special circumstances, if Governors cannot meet the requirements of paragraph 1, other Special Meetings of the Governing Body and meetings of the main Governing Body Committees will count for attendance requirements in the meeting cycle.
3. If Governors are unable to fulfill the attendance requirements due to unforeseen or unavoidable circumstances, Governors may apply for leave of absence by writing to the Clerk to the Corporation and this will then be considered by the Governing Body at the next available meeting.
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. 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:

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

6. If a Governor is in breach of the Attendance Policy, the Governing Body will consider Instrument 9 of the Instrument & Articles of Government, which states that:

### **9 Termination of Membership**

- (1) A Governor may resign from office at any time by giving notice in writing to the Clerk to the Corporation.
- (2) If at any time the Corporation is satisfied that any Governor:
  - (a) Is unfit or unable to discharge the functions of a Governor; or
  - (b) Has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation:then the Corporation may by notice in writing remove the Governor from office and the office will then become vacant.
- (3) Any person who is a Governor of the Corporation by virtue of being a member of the staff at the College, including the Principal / Chief Executive, will cease to hold office upon ceasing to be a member of the staff and the office will then be vacant.
- (4) A Student Governor will cease to hold office:
  - (a) At the end of the student's academic year, or at such other time in the year after ceasing to be a student as the Corporation may decide; or
  - (b) If expelled from the College.
  - (c) If in the case of a Student Governor being a NUS Sabbatical Officer they leave the post of NUS Sabbatical Officer.and the office will then be vacant.

7. The Attendance Policy will be reviewed annually by the Governing Body as part of the Corporate Governance Annual Report.
8. Members of the public can attend the meetings of the full Governing Body as Observers, but should not attempt to take part in discussion.

Members of the public are made aware of meeting arrangements via the Calendar of Meetings, which is posted on the Governors' Website.

The Policy on "Public Access to the Governing Body Meeting and Publication of Minutes and Papers of the Governing Body and its Committees" and the document "Calendar of Meetings" are both posted on the Governors' Website.

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.