

## Attendance Policy

Approved by the Governing Body on 15 July 2019

Governors are required to attend meetings of the Governing Body on a regular basis and the promotion of excellent attendance will be encouraged. The importance of attending governor meetings regularly is important to the Governing Body to ensure both quoracy and effective completion of College business.

Due to the varying commitments of Governing Body members there will be no specific targets for Committee or individuals. However, regular failure to attend will be subject to scrutiny and appropriate intervention as deemed appropriate.

The expectation is that all members of the Governing Body commit to attending as many meetings as possible and in line with Instrument 9 of the Instrument and Articles of Government (Item 6.1 of the Standing Orders) below.

### **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.

In addition, Governors are encouraged to provide questions and comments on the papers of the meeting they are unable to attend.

1. The Clerk to the Corporation will advise the Chairman of Governors of those Governors who do not regularly attend.
2. Under special circumstances, if Governors cannot meet the requirements of Instrument 9, 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 fulfil 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. 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.

It is expected that the attendance rate will ensure a quorum (Committee and Governing Body) of 40%.

6. The Attendance Policy will be reviewed annually by the Governing Body as part of the Corporate Governance Annual Report or as required.
7. 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.