

EXCALIBUR PRIMARY SCHOOL

GOVERNOR ATTENDANCE POLICY

The Governor Attendance Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body

Chair of Governors:

Sarah Sproston

Head Teacher:

Juliet Jones

Ratified at the meeting of Full Governing Body on: 11th January 2021

To be reviewed January 2024

Governor Attendance Policy

1. Introduction

1.1 In order for the Excalibur Primary School Governing Body (GB) to carry out its statutory roles and work to support the strategic development of the School, Governors must achieve a high level of attendance. Poor attendance imposes more work on fellow Governors and can leave meetings inquorate.

2. Non-attendance at meetings

2.1 Governors who miss meetings of the GB without the permission (including non-apologies) of their fellow members will be disqualified if they do not attend a GB or Committee meeting for six months from the date of the first meeting they miss. The six month period commences on the date that the meeting was held. At the end of the six month period, the Governor will be disqualified.

2.2 An apology sent by a Governor prior to a meeting that he/she cannot attend must be recorded in the minutes of the meeting. Governors must be given the opportunity to consent to the absence. If the absence is accepted, the non-attendance provisions as stated in this policy will not apply until the next absence.

2.3 Governors who have been disqualified as a result of non-attendance at meetings may not be re-appointed for one year following their disqualification.

2.4 Disqualification for non-attendance applies to both Governing Body meetings and Committee meetings.

3. Removal from the Governing Body

3.1 Parent and Staff Governors cannot be removed from the GB during their term of office unless they become disqualified as stated in section 2 of this policy or, in the case of Staff Governors, they cease to be employed by the School.

3.2 The power to remove Governors must be used reasonably and lawfully.

4. Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or before if necessary.