



Governance Virtual Meeting Policy

Policy created – February 2025
Review date – February 2029
Approved by CEO – February 2025

1. Purpose



The Prince Albert Community Trust (PACT) makes provisions for its members, trustees and local academy representatives (governance community) by approving alternative arrangements to participate or vote at meetings including but not limited to by telephone or video conference. For the purpose of this policy “meeting” is defined as either a formally convened annual or general meeting of its members, the full trust board or its sub committees and local academy committees. The rationale is to facilitate the functioning of governance across the Trust, ensuring each member of the Trust’s governance community can make an informed decision through consideration of all papers submitted and meeting discussion prior to voting.

2. Equality impact

This policy sets out how the Trust will enable members of its governance community to attend meetings remotely on the occasions this is required, allowing them to have the ability to take part in meeting discussions and decisions. This policy will ensure no individual suffers from unfavourable treatment because of their work or caring duties.

3. Responsibilities of the Trust

The Trust will ensure there will be available provision of a secure method of virtual presence as required at all governance meetings.

4. Remote attendees will ensure:

- a. Remote attendees must be aware of their surroundings. Confidentiality and sensitivity of information must be considered, and conversations must not be conducted in a place where they will be overheard, for example in an open public space. Confirmation of confidentiality should be declared at each meeting.
- b. Attendees in virtual attendance at any meeting must, under no circumstances, make any form of electronic recording of any part of the meeting, without the express permission from those in attendance at the meeting.
- c. Those in virtual attendance must ensure they give full attention to the matters being discussed and avoid undertaking other tasks that may cause distraction for example, watching television, listening to background music, answering emails etc.
- d. Virtual attendees must agree to undertake full participation in the whole meeting.
- e. They advise the Trust’s Governance Professional as soon as practicable and within at least 7 days of the meeting of a request to attend by virtual method and the reason for non-attendance in person. In the event of an unforeseen emergency, then as much notice is to be given as possible. In this situation it is



to be at the sole discretion of the Chair as to whether remote participation is possible.

- f. They can identify themselves to the satisfaction of the other attendees.

5. All attendees and Governance Professional should note:

- a. Remote attendees may only vote on items where they have been presented with all the papers to be considered.
- b. A request to attend a meeting remotely may be made to the Governance Professional to the meeting. Priority will be given to requests of an emergency or equality nature.
- c. A meeting can be chaired remotely.
- d. If technical difficulties occur attendees should vote as to whether the remote attendee(s) is still considered to be present at the meeting to ensure the meeting remains quorate. Technical difficulties would not include loss of visual communication providing there is still sound communications.
- e. Indicate on the agenda whether virtual attendance has been agreed. Indicate on minutes when declaration of interest requested, a declaration of confidentiality is made by any virtual attendee(s).
- f. Secret Ballots. The remote attendee(s) may decide to either vote openly or to cast their vote with only the Governance Professional and one fellow attendee (already having cast their vote) present.