



AGAPE MULTI ACADEMY TRUST

A collaboration of schools which enhances the educational experiences and outcomes for children, maximising the benefits of working together, whilst maintaining the individual culture and ethos of each individual school

Remote and Virtual Decision Policy

Author:	Governance Professional
Approver:	People & Pay Committee
Date:	26 th March 2024
Next review:	March 2027 or earlier if there are any statutory or guidance changes
Category of policy:	Adapt & Adopt

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
1			New trust policy	

This policy complies with the terms of our articles of association and funding agreement.

Decisions by email

1: The Agape Multi Academy Trust (the Trust) has agreed that:

- i.) Where the matter is urgent; or
- ii) Where policies need to be approved; or
- iii) Where the matter can reasonably be dealt without a meeting

the matters can be discussed via email communication and decisions made remotely by the Trust Board or the relevant committee.

2: The decision as to whether the matter is urgent or whether it can reasonably be dealt with without a meeting is made by the Chair of the Trust Board or Chair of the relevant committee. In the absence or unavailability of the Chair the vice-chair may make the decision (Trust Board only).

3: In the absence of the Chair or Vice-chair certifying that the matter is urgent, decisions may nevertheless be made remotely if in making the decision the majority of those voting indicate that they consider the matter urgent.

4: The power given in paragraph 1 is subject to the following:

- i) The email communication is sent to all members of the Trust Board and/or the relevant Committee members depending upon whose responsibility the decision/policy is.
- ii) For the decision to be binding the necessary quorum of governors must respond and the majority must vote in favour. The quorum required is the same as that of the Trust Board and/or the Committee depending whose responsibility the decision lies with. If there is a tie in the casting of the votes the Chair has a casting vote.
- iii) Any decision made via email will be reported to the Trust Board and/or the Committee at the next meeting for ratification.

Decisions made virtually

5: The Trust Board has determined that the Trust Board can hold a meeting and make decisions virtually via MS Teams or via similar means. This includes any Committee meeting and/or other meetings where trustees are present.

6: The Trustees permit the Chair of the Trust Body and/or Chairs of Committees to exercise any function when in his/her opinion a delay in exercising the function would be likely to be seriously detrimental to the interests of the Trust, any pupil of the Trust or his/her parent, and/or a person who works at the Trust.

7: The decision as to whether to hold the meeting virtually is made by the Chair of the Trust Board or Chair of the relevant committee. In the absence or unavailability of the Chair the Vice-Chair may make the decision (Trust Board only).

8: In the absence of the Chair or Vice Chair certifying that the meeting is held remotely, the Governance Professional will arrange the meeting to be held virtually if a majority of Trustees agree.

9: The power given in paragraph 5 is subject to the following:

- i) A MS Teams invite (or similar) is sent to all members of the Trust Board and/or the relevant committee members.
- ii) For any decision to be binding, the necessary quorum of trustees must be present virtually for the duration of the item pertaining to the vote and the majority must vote in favour. The quorum required is the same as that of the Trust Board and/or the Committee depending whose responsibility the decision lies with.

10: Trustees attending remotely will contribute to the quorum for the meeting. If a technological link is lost they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.

11: Reasonable efforts will be made to ensure all trustees can access the virtual meeting. If, however after all reasonable efforts have been made and, it does not prove possible for a trustee to participate virtually, the meeting may still proceed with its business provided it is otherwise quorate.

12: Where a secret ballot is required this will be facilitated where possible (e.g. by each trustee notifying the Governance Professional away from the meeting of their vote). Where facilitation is not possible, the trustee will be required either to vote publicly or abstain.

14: The usual notice periods regarding setting a meeting date and circulation of papers will apply.

15: Remote meetings will be minuted by either the Governance Professional or another trustee (other than the Headteacher and Chair) attending remotely.