



Policy and procedures for Alternative Arrangements to Participate and Vote in Trust Governance Meetings

Prepared by:	Adopted by Board of Trustees	Signed	Review Date
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Aspire Trust Policy and Procedures to be Followed when Using Alternative Arrangements to Participate and Vote in Trust Governance Meetings

This protocol applies to Governors, Trustees and Members using alternative arrangements to participate and vote in Trust Meetings (e.g. by telephone or video conference).

They should:

1. Restrict themselves to using the arrangements agreed by the Trust.
2. Inform the Clerk to the governing board that this is their intention as soon as possible, but no later than 72 hours before the meeting is due to take place (subject to the meeting being convened giving the normal notice period).
3. Communicate and co-operate with the Clerk to the LAC, Academy or Trust as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned.
4. Abide by the normal rules, procedures and code of conduct adopted by the governing board and give particular regard to the duty to maintain confidentiality.
5. Governors/Trustees/ Members will contribute towards a safe and secure environment for the meeting by giving due regard to the Trust's policies relating to data protection and the appropriate use of ICT.
6. The minutes of the meeting will be taken by the Clerk to the governing board and the meeting should not be recorded by any Governor/Trustee/Member without the approval of the governing board and for a specified purpose. The Clerk to the Trust has permission to record meetings for the purpose of producing accurate minutes and will do so in accordance with the Trust's agreed Policy on Recording Meetings.

The Trust requires *all* participants to follow the rules of engagement for the meeting.

It is important that *all*:

1. Join the meeting in good time. This means joining 5 minutes early to enable the meeting to start on time.
2. Sign a digital attendance sheet.
3. Keep to the agenda.
4. Saying your name before speaking.
5. Using your mute button as appropriate for minimising background noises.
6. Allowing additional time for participants to refer to documents that they may have open in another application.
7. Ask any question you have before the meeting by submitting them to the clerk 24 hours before the start of the meeting.
8. Consider their personal room privacy and security. A virtual background can be used to avoid sharing unnecessary information about your personal space, such as books, posters, windows, or any other details that give off information about your preferences, habits, or the location of your home.
9. Consider the confidentiality of meetings if working from home and be in a private place throughout the conference.