



**TyneCoastCollege**

## **Governor Attendance Policy**

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Director of Governance.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>Gov&amp;Search, Board</b>	<b>3</b>	<b>July 2024</b>	<b>July 2027</b>	Director of Governance

**Review: 3 years**

**POLICY NUMBER 127**

## **Governor Attendance Policy**

1. Governors are required to attend meetings of the Board and its committees, where a member, on a regular basis.
2. A high level of attendance at meetings is expected so that Governors can perform their functions properly. A target for attendance at Board meetings has been set at 75%, Committees at 75% and each individual Governor at 75%.
3. Poor attendance by Governors imposes more work on fellow Governors and can leave meetings inquorate.
4. If unable to attend a meeting, Governors should present their apologies in advance via the Chair or the Director of Governance with the reason for absence explained together with a comment(s) about the matters under consideration, where appropriate. The Governing Body/Committee must consider whether or not to approve any apology for absence received.
5. An approved apology will be counted towards the attendance target. A governor may be removed from office if they have been absent from meetings of the Board for a period longer than six consecutive months without the permission of the Board.
6. The Director of Governance will maintain a register of attendance for Governing Body Members for consideration by the Governance and Search Committee and the Board.

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 and a breakdown of overall Committee and Board attendance.

Details of the percentages and average attendance of individual members and the whole Board will be given and it is expected that the attendance rate will be at least identified in paragraph 2 above.

7. The Governance and Search Committee will report to the Board each time it has reviewed attendance data with recommendations, where required.
8. If a Governor is in breach of the Attendance Policy the Board will consider Instrument 9 of the Instrument & Articles of Government which states that:

### **9 Termination of Membership**

- (1) *A governor may resign from office at any time by giving notice in writing to the Director of Governance.*

- (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 shall 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 appointed through the student association, they leave the post of President or Vice President.*
- and the office will then be vacant.*

#### Public Access to Meetings

9. People entitled to attend a meeting of the Board or its Committees are any of the College Governors, the Chief Executive and the-Director of Governance. The Board or its Committees will decide who, other than the above, will be admitted to a meeting.
10. The Audit Committee reserves the right to meet with auditors in the absence of managers when necessary.
11. Currently, the Board does not allow public access to its meetings.
12. Further information can be found in the following policy "Access to Governors' Meetings and Publication of Minutes & Papers of the Board and Committees Policy".
13. The Governor Attendance Policy will be reviewed by the Governance and Search Committee prior to submission to the Board for approval.

## Appendix 1

### Procedure for Removal of Governor

- The Director of Governance will be responsible for monitoring the attendance of all Governors at Board and Committee meetings and will present this data to the Governance and Search Committee for review. Upon review of the data, the Governance and Search Committee will make recommendations to the Chair for remedial action to be taken as required by this policy.
- Governors should notify the Director of Governance or the Chair of the Board of any difficulties they are facing in attending meetings as soon as possible so that proactive approach can be taken to the situation.
- Where a Governor is absent for a period longer than six consecutive months from meetings of either the Corporation or a Committee on which he/she is a member, the Director of Governance will notify the Governance and Search Committee.
- The Director of Governance will write to the Governor on behalf of the Committee asking him/her to provide within 10 working days written reasons for the non-attendance.
- On receipt of this information the Director of Governance will share the information with the Governance and Search Committee to decide whether or not the matter should be referred to the Board. Consideration will be given to the contribution the Governor has made to other duties, such as representation at networks, appointments to external organisations, etc. In addition, the Chair, in consultation with the Director of Governance, has the power to exercise discretion in the case of personal circumstances that temporarily limit the contribution an individual Governor can make to the Board e.g. ill health. The Chair will report his/her decision to the Governance and Search Committee and determine whether further action and/or reporting are required.
- If the matter is considered to warrant potential referral to the Board for consideration of removal, the Director of Governance will prepare a report outlining all the facts of the case and a copy of this report will be sent to the Governor whose removal is being considered.
- The Governor will be entitled to attend the Board and/or put his/her case verbally and/or in writing and has the right to be accompanied by a person of his/her choice. The meeting at which this matter is considered must be convened in the proper manner and with not less than five working days' notice.
- If it is agreed that the Governor is to be removed from office, there shall be no further appeal against this decision and the Director of Governance will notify the Governor in writing of the decision of the Board within five working days.
- The matter of succession planning and recruitment to the vacant office will be forwarded to the Governance and Search Committee for its attention and action, in line with its terms of reference.