



GRIMSBY INSTITUTE GROUP

Policy on Governor Attendance

Change Control

Version:	V2
New or Replacement:	Replacement
Approved by:	Governance Committee
Date approved:	8 July 2014
Name of author:	Clerk to the Corporation
Name of responsible committee:	N/A
Name of Corporation committee:	Governance Committee
Date issued:	11 July 2014
Review date:	April 2017
Document Reference:	GIG-Corp-Govs-Att

Revision History

Version	Type	Date	History
V1	New	23 October 2012	New
V1.1	Replacement	2 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures
V2	Replacement	7 April 2014	Changes to incorporate the update from the Instrument and Articles, change of Committee Name, change to number of Committee meetings.

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1. Introduction

To have in place a clear and agreed policy to set out agreed attendance standards and the procedure to be used in the event of a Governor failing to attend Corporation or Committee meetings.

It is best practice to have in place a policy that sets out the expected attendance and contribution of Governors, as well as potential action that can be taken should attendance fall below expectations.

In order for the Corporation and Committees to carry out their statutory roles and work to support the strategic development of the College, the Governors must achieve a high level of attendance.

Poor attendance by governors imposes more work on fellow governors and can leave meetings inquorate.

2. Scope

Governors are required to attend meetings of the Governing Body on a regular basis and it is planned within each Academic Year that there will be:

- a. 4 Corporation meetings
- b. 2 full day Strategic Planning Days of the full Governing Body *
- c. 3 Audit Committee meetings
- d. 4 Resources Committee meetings
- e. 3 Standards and Performance Committee meetings
- f. 3 Governance Committee meetings

*One day mandatory attendance is expected

3. Roles and Responsibilities

3.1 Governance Committee

The Governance Committee will have lead responsibility for the oversight of this Policy and has delegated responsibility to monitor the attendance data and to use the data for succession planning purposes, as required.

3.2 Chair of the Corporation

The Chair retains the responsibility to take action on behalf of the Corporation as required by this policy, guided by the recommendations of the Governance Committee.

The Chair of the Corporation will work closely with the Chair of the Governance Committee and the Clerk to the Corporation to ensure that the procedures outlined in this Policy are observed.

3.3 Clerk to the Corporation

The Clerk will be responsible for monitoring the attendance of all governors at Corporation and Committee meetings and will present these data at least twice per academic year to the Governance Committee for review. Upon review of the data, the Governance Committee will make recommendations to the Chair for remedial action to be taken as required by this policy.

3.4 Governors / Co-opted Members

All Governors / Co-opted Members are bound by this policy to meet the standards for attendance set by the Corporation.

Governors / Co-opted Members should let the Clerk or the Chair know of any difficulties they are facing in attending meetings as soon as possible so that a proactive approach can be taken to the situation.

Apologies for absence should be submitted to the Clerk to the Corporation in advance of a meeting. This will then be submitted to the relevant Committee and / or Governing Body meeting. Failure to submit apologies for absence will result in Paragraph 4 being instigated by the Clerk to the Corporation.

- 3.5 For the purposes of this policy, the term 'Chair' refers to the Chair of the Corporation. Where there are concerns about the Chair's attendance or contribution to the College under this policy, the Vice Chair can act in lieu of the Chair as stated in this policy.

4. Removal Procedure

4.1 Instrument and Articles of Government of the College

The following paragraphs outline the procedure for removal of a governor from membership due to absence:

The Instrument of Grimsby Institute of Further and Higher Education (GIFHE) Paragraph 9(2) states: If at any time the Corporation is satisfied that any member –

(a) is unfit or unable to discharge the functions of a member; or

(b) has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation the Corporation may by notice in writing to that member remove the member from office and the office shall then be vacant.

4.2 Absence (including non-apologies)

- 4.2.1 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 Clerk will notify the Chair of the Corporation and the Governance Committee.

The fact that apologies have been forwarded for absence will not prevent the use of this procedure.

- 4.2.2 In the case of absence for a period longer than six consecutive months, the Corporation Chair retains the responsibility to act on behalf of the Corporation. The Clerk will write to the Governor on behalf of the Chair asking him/her to provide within 10 working days written reasons for the non-attendance.
- 4.2.3 On receipt of this information the Chair will then decide, in consultation with the Clerk, whether or not the matter should be referred to the Governance Committee and will consider the contribution the Governor makes to other duties, such as representation at networks, appointments to external organisations, etc. In addition, the Chair has the power to exercise discretion in the case of personal circumstances that temporarily limit the contribution an individual Governor can make to the Corporation. The Chair will report his/her decision to the Governance Committee and determine whether further action and/or reporting are required.
- 4.2.4 If the matter is considered to warrant potential referral to the Corporation for consideration of removal, the Clerk 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 invited to discuss this report with the Chair in the first instance to see if a resolution can be reached and the Chair can exercise discretion as per Section 4.2.3.
- 4.2.5 Following this discussion, if the Chair feels that a case for removal should be put to the Corporation for decision, the governor will be entitled to attend the Corporation and/or put his/ her case verbally and/or in writing and has the right 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.
- 4.2.6 If it is agreed that the governor is to be removed from office there shall be no further appeal against this decision and the Clerk will notify the governor in writing of the decision of the Corporation within five working days.
- 4.2.7 The matter of succession planning and recruitment to the vacant office will be forwarded to the Governance Committee for its attention and action, in line with its terms of reference.

5. Attendance Requirements

- 5.1 Each Governor will be expected to attend at least 4 Corporation meetings to ensure 80% attendance record. This is based upon the Calendar of Meetings document approved by the Governance Committee on an annual basis. .
- 5.2 Each Governor is required to achieve a 75% individual attendance record for each of their specific committee.

- 5.3 If members cannot meet the requirements of paragraph 5 due to special circumstances, the Clerk to the Corporation must be immediately informed.
- 5.4 Members because of such unforeseen or unavoidable circumstances may apply for leave of absence, in writing to the Clerk to the Corporation for consideration by the Governing Body at the next available meeting, if they are unable to fulfill the attendance requirement.
- 5.5 The Clerk to the Corporation will maintain a register of attendance for Governing Body Members for publication as part of the Governance Annual Report. Such a register will include details of the total numbers of Governing Body and Committee meetings held during the period and a breakdown of overall Committee and Governing Body attendance.

6. Policy Review

This Policy will be reviewed by the Governance Committee on an three yearly basis.

7. Public Access

Detailed information on public access can be found in the Policy on Governance Information.

The Policy on Attendance at Meetings and the document Calendar of Meetings are posted on the Governors' Website. At any committee meeting the attendance of non-members, other than designated officers, must be determined by that Committee prior to the consideration of the Committee's business.