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Quality Assurance Policies & Procedures

ATTENDANCE MONITORING AND REPORTING

Overview

- 1 When a governor is appointed the importance of regular attendance is stressed through the letter of introduction and the induction. The current target figure is 75% of board and committee meetings.
 - 1.1 A new governor is given a copy of the Code of Conduct which includes the need for high attendance and the standing orders include action that the board may take in respect of unacceptable attendance levels.
 - 1.2 The Clerk to the Governors will maintain a running record of individual governors' attendance at board and committee meetings.
 - 1.3 The individual self assessment reports which are required to be completed by each governor at the end of the academic year include a section which shows the governor's own attendance at board and committee meetings compared with the previous year and the overall average attendance. The Clerk to the Governors will complete this section before sending the reports out.
 - 1.4 At the same time the Clerk to the Governors will prepare a report for the Search Committee and board to consider at the start of the next academic year which will show individual attendance records. The Search Committee will consider the reports and make recommendations to the board.
 - 1.5 In accordance with the board appointment policy these records will be scrutinised by the Search Committee when considering re-appointment of governors.