



## ATTENDANCE OF BOARD AND COMMITTEE MEMBERS

- 1 The Articles of Association provide that: '*a Director shall cease to hold office if he is absent without the permission of the Directors from all of their meetings held within a period of six months and the Directors resolve that his office be vacated.*' paragraph 70.
- 2 Those appointed to the Board, to a School Community Group or to a Trust committee agree that they will make every effort to attend and, if unable to do so, will provide apologies in advance with an explanation. This expectation will be made clear in the recruitment process.
- 3 Apologies must be explicitly accepted by the body concerned and be recorded as such in the minutes.
- 4 If a member of the Board, a School Community Group or a Trust committee misses a meeting without offering an apology, the Clerk will enquire informally about the reasons for absence. This will also provide feedback about any ways in which organisation of meetings can be improved to encourage attendance.
- 5 If a member of the Board, a School Community Group or a Trust committee misses two meetings, without offering an apology, the Clerk will advise them of the attendance policy and enquire whether they are able or wish to continue as a member. If they wish to continue, should arrange a meeting with the Chair of the Board of Trustees to discuss position.
- 6 Members of a committee who are not Directors will cease to hold office if they are absent without the permission of the Committee concerned from all the meetings held within a period of six months and the Committee concerned resolve that the office be vacated (this power being delegated by the Board to each Committee).
- 7 The Trust's Annual Report, the Board will include a record of attendance for all meetings of the Board and its committees