Enlighten Learning Trust
Virtual Meeting Protocol 2026-2027

The Trust expects members, trustees and governors to be present at all meetings. Meetings can either take place as face- to- face meetings or virtual meetings using MS Teams. This protocol outlines how meetings will be conducted, enabling the governing bodies to discharge its duties effectively and efficiently.

Alternative Participation Protocol

- Rules of quorum for trust board and governing board meetings remain in place for all virtual meetings. Ensuring quorate meetings is the responsibility of the clerk, who will monitor this throughout any virtual meeting and advise the board if a meeting becomes inquorate.

- It is the responsibility of individual governors/trustees/members, the clerk and members of staff, participating in virtual meetings, to ensure they can do so through a secure method in an environment conducive to confidential and private communication. All attendees participating in a virtual meeting using technology must declare that they are in an environment which is secure, and which protects confidentiality.

- Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes.

- It is the responsibility of those participating virtually to ensure they have a reliable connection.

- If the individual's internet connection fails and reasonable attempts to reconnect are unsuccessful, virtual participation will no longer be possible. The meeting will continue, and the clerk will note the time that the governor/trustee/member left the meeting.

- If there is to be a vote, governors/trustees/members should have relevant documents seven days prior to the meeting. Votes will be registered using the 'Chat' function in the virtual environment. If this is not available, the governor/trustee/member will state first their name and then how they wish to vote.

- If there is to be a vote, by secret ballot, this will be completed by texting the clerk the vote. A telephone number will be provided prior to the meeting starting.

- All meeting participants will mute their microphone unless invited to speak by the chair. Participants wishing to speak should use the 'raise hand' icon.

- If questions are submitted prior to the meeting or using the Chat function, then the speaker will identify 1st the governor/trustee asking the question and then read the question out before answering it.

- If there is no visual connection, virtual meeting participants will always start their comments by stating their name.

This protocol also applies to formal hearings, including pupil exclusion reviews and parental complaint hearings, where the family or complainant requests that the hearing is held virtually.