

# Oxfordshire Governor Services Advice for School Governing Boards and Clerks

With the current national concerns over Covid-19, and the associated recommendations of the Government and Public Health England (PHE), this guidance is provided to support school governing boards as they plan to ensure that governance continues without adding additional risks or responsibilities to either individual governors or to the school.

In addition to the advice and policy all OCC GS training is postponed until after Easter with immediate effect. Courses are now being reviewed and venues checked. Going forwards we may have to restrict numbers and of course must ensure trainers are comfortable and willing to train. Practical issues such as the availability of hand sanitiser and appropriate spacing between desks/attendees must also be addressed.

We will deliver our statutory duties whilst being responsible and reducing risk.

- If you do not already have a remote/ virtual meeting policy, we strongly recommend that you consider and agree one. This will allow you to follow guidance from the Government and PHE about social distancing while still supporting robust governance.
- Governing board policies and plans may need to be reviewed in light of advice. This may include your governor visits policy and governor monitoring schedule; visiting schools in the current situation may not be in the best interests of pupils, staff or governors.
- You will need to consider who is responsible for setting up the technology around remote or virtual meetings, and what this technology will be. This responsibility will not necessarily fall on your clerk.
- Governors need to continue to work within the statutory regulations for governing boards. This will include being quorate, the need for corporate decisions (especially around the budget and any restructuring at this time of year), the distribution of paperwork seven days before the meeting (unless in an emergency) and the need for minutes to be taken at all governing board and committee meetings.
- Your agreed scheme of delegation may need to be updated to allow others to carry out statutory responsibilities.

We have added a model policy for [Virtual Meeting Attendance](#) to the resources section of GovernorHub if you do not have this in place. This will need to be personalised to your setting and agreed by the board before use. If you do have a policy in place, please review it as this may not meet the needs of your board in the next few months.

Please do contact Governor Services with any query you may have during these challenging times.

We are here to support.

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