



Glade Primary Hybrid Meeting Guidelines

Whilst it is encouraged that Governors join the meeting in person, we understand that this is not always possible and therefore give an option for Governors to join via video conferencing.

Pre-Meeting

- Governors to inform Havering Governor Services, the Chair and the Headteacher that they wish to join remotely.
- Ensure meeting joining instructions are shared with relevant parties. Havering Governor services to ensure that the clerk has the login and password details for the Zoom account in case the meeting ends due to any technological issues.
- Check technology available is fit for purpose and set up in advance of the meeting.

Technology Needs

- Conference call device
- Using a big screen to ensure you can see governors
- Consider camera position
- Consider use of classroom which has a webcam fitted to the big screen and a microphone.
- In case the meeting fails, please contact the Clerk. The Clerk should provide a mobile number for this purpose.

Meeting Etiquette

- Virtual attendees to ensure they are in a confidential space, using headphones if necessary.
- All parties to follow the agreed policy with flexible arrangement for hybrid meetings
- Attendees to comment in the chat if they're leaving
- Ensure that volume is sufficient for person joining remotely to hear meeting content.

Expectations

- Clerks are not to share documents during the meeting
- Engage with the virtual attendees – don't forget they are part of the meeting!
- Inform the clerk of who is attending virtually in advance of the meeting
- Small room to reduce echos
- Virtual attendees to have their cameras on.
- It is the role of the meeting chair to check the camera feed in and feed out are in the best available position to enable interactive participation.