



Addison Gardens  
Blythe Road  
London W14 0DT

# Addison Primary School



## **Governor Absence**

Approved  
Summer 2024



1. The Governing Body expects that Governors will attend all Governing Body meetings, as well as all the meetings of any Committees to which they are appointed. Our duty to the School and the children for whose education we are responsible cannot be served by Governors being absent from meetings.
2. The Governing Body of Addison Primary School has agreed, unanimously, as of 12th December 2012, not to give permission for absence from any Governing Body meeting under any circumstances. There are no exceptions.
3. There are important legal ramifications of this decision with regards to non-attendance at full Governing Body meetings:
  - a. Addison Governing Body operates under the Constitution regulations of 2007. These state that, *'A governor, who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting he failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school'*.
  - b. As a result, by not giving permission for absence for a period of 6 months it is implicit, but not automatic, that a governor may be disqualified from the Governing Body. In such circumstances the Governing Body will discuss and vote on whether to disqualify a governor, based on the individual merits of each case.
  - c. Within this context, while no permission will be given, the Governing Body encourages Governors to submit apologies for absence, by email to the Clerk and/or Chair, at the earliest opportunity prior to the meeting and that these will indicate the reason for absence so they may be minuted. Apologies submitted up to 24 hours after the meeting may be accepted subject to the discretion of the Chair.
4. The schedule for all Addison Governing Body and Committee meetings is produced in the summer term of each year and distributed to all governors
5. It is the responsibility of governors to record, in their diaries, the dates of Governing Body meetings and of Committees to which they are appointed. This should enable Governors to identify any meeting dates on which they may not be available. In the event of a conflict that cannot be resolved in any way except by failing to attend a meeting, the Governing Body expects the Governor concerned to bring this conflict to the attention of the Chair and the Clerk at the earliest possible opportunity.
6. This policy is to be reviewed annually by the Governing Body at either the first or final meeting of the academic year.

**Adopted:** Summer 2024

**Due for Review:** Summer 2027