

## Remote Decision-Making Policy



ADVANTAGE  
S C H O O L S

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## 1. Introduction

Under normal circumstances, decisions should be made at a meeting of the Members/Trust Board (“the Board”)/subcommittee (included but not limited to Finance, Audit and Resources (“FAR”), Standards and Education (“SAE”), the Local Governing Board (“LGB”) of a school of Advantage Schools (“the Trust”). Collectively the above are referred to in this policy as “the committees”.

Advantage Schools recognises the importance of members of each of the committees being notified in advance of important debates and decisions, which will normally be considered at a Board/LGB meeting. In all but exceptional circumstances, at least one week’s written notice of agenda items will be given, so that members have the chance to read research and consider relevant information.

Wherever possible, there should be a discussion of important items at a meeting of the full Board/LGB, so that members and relevant parties have the opportunity to present information and ask questions.

Members of the committee/board who are not present at a meeting do not have the right to vote, whether by proxy (unless they have appointed a proxy or by telephone vote).

Being present at a vote of any of the committees includes online presence via web meeting software where identity should be verified where possible by use of a web camera or by voice.

## 2. Decisions Made Remotely

In certain situations, it may not be possible to bring a decision or policy to the committees and the decision may need to be made remotely. Under the following circumstances, decisions made by committees may be agreed by email:

### 2.1 Time Constraints

When the Chair of the Trust or Chair of a committee or a member of the Executive Team wishes to consult a committee but does not believe it would be practicable to convene a meeting, owing to time constraints and/or the likelihood that the meeting would not be quorate.

### 2.2 Supplementary Detail

When the decision in principle has been agreed, but a particular element is still to be confirmed and approved, e.g. price, timescale or other specific detail that members of the committee or an Executive Team member deem important before a final decision is agreed.

### 2.3 Ratification of Policies

To ratify a policy in a timely manner where the introduction of a new policy, or amendments to an existing policy, are judged by the Chief Executive Officer and Chair of the Trust or Chair of a committee to be straightforward and not contentious.

### 2.4 Appointments to LGBs or Committees or Working Parties

To ratify the appointment of the Chair of a committee or appointment to a committee or working party of the Board, in order to maintain the quorum and/or most effective operation of the committee or working party between full Board/LGB meetings.

### 2.5 Financial Limit

The limit for any spending that the Board/LGB may approve by remote decision shall be based on the financial limits laid out in the Trust Scheme of Delegation and the Trust’s Financial Regulations.

## 3. Procedure

If a decision is to be made remotely, the following procedure will apply:

- The relevant Chair or Clerk will send related information and a clearly worded resolution by email to all committee members who are eligible to vote, stating a clear deadline (date and time) for a response.

- The Clerk (or relevant Chair if the Clerk is not available) will issue an email reminder one day in advance of the deadline.
- To maintain confidentiality and to generate a record of votes cast, all votes must be sent by email to the Clerk to the committee.
- A decision will be made by majority vote, based on the number of filled positions on the committee, excluding members who have declared an interest in the matter for decision and who are therefore ineligible to vote.
- The Clerk will log the number of votes received (for, against and abstentions) and will record this information, together with the decision made, in the minutes to the next full committee meeting.
- If approval is sought for ratification or supplementary details where approval has already been given subject to change this will be deemed agreed by deadline set should no responses/challenges be received.

### **3.1 Remote Decision-Making by Sub-Committees**

The above rules on remote decision-making also apply to sub-committees or working parties for decisions over which a sub-committee has delegated authority.