

## **Governors Absence Procedure**

If a governor is unable to attend a meeting of the governing body then they should submit their apologies and reasons for non-attendance to the clerk in advance of the meeting. The reason for the absence is important because the governing body must determine whether it is prepared to consent to the absence and consideration of the reasons for the absence will form part of that process. The consent to the absence should be formally recorded in the minutes of the meeting. A governor who fails to attend without sending apologies automatically receives a non-consented absence.

A governor who fails to attend meetings of the governing body for a continuous period of 6 months from the date of the first missed meeting without the formal consent of the governing body, is automatically disqualified from continuing as a governor at the College. This does not apply to the failure to attend committee meetings.