

# Attendance Policy for Corporation Members

July 2016



<b>Contents</b>	<b>Page</b>
<b>1. Key principles</b>	<b>2</b>
<b>2. Scope</b>	<b>2</b>
<b>3. Purpose</b>	<b>2</b>
<b>4. Responsibility for implementation</b>	<b>2</b>
<b>5. Monitoring and review of policy</b>	<b>3</b>
<b>6. Breach of policy</b>	<b>3</b>
<b>7. Access to policy</b>	<b>3</b>

## **1. Key principles**

In order to discharge its responsibilities the Corporation relies on each Member fulfilling their personal obligations in terms of attendance and contribution.

## **2. Scope**

This policy relates to all attendance objectives set for meetings, development events, appeal hearings and other events as may occur from time to time as identified by the Chair of the Corporation and as notified by the Clerk.

## **3. Purpose**

The purpose of this policy is to ensure that the Corporation is able to meet its responsibilities and to ensure that Members are aware of the level of attendance and commitment expected.

## **4. Responsibility for implementation**

Members on appointment are asked to sign the code of conduct and will be issued with this policy and the latest available set of attendance objectives as approved by the Corporation.

## **5. Policy**

Attendance will be monitored during the year by the Clerk who will report to the Chair and the Search and Governance Committee.

Where individual Members attendance falls or is projected to fall below 50%:

1. They will in the first instance be approached by the Chair of the Committee on which they serve. Should there be no improvement the Chair will seek a meeting to determine the cause of the non-attendance.
2. Following this a report will be made to the Search and Governance Committee to review the role and extent of the commitment of the individual Governor.
3. If there is no improvement the Governor will be asked to consider their continuing commitment to undertaking the role of Governor.

An annual attendance report on all Governors attendance will be presented to the Corporation at the first meeting of the following academic year.

#### **6. Monitoring and Review of the policy**

The policy will be reviewed every two years by the Search and Governance Committee.

#### **7. Breach of the policy**

The Corporation will take seriously any instances of non-adherence to the policy and appropriate action (as outline din paragraph 5 above) will be taken.

#### **8. Access to policy**

This Policy will be published on the College Web Site and will be available upon request from the Clerk to the Corporation.

#### **Approval of Policy**

Produced by	Clerk to the Corporation
Date	June 2016
Approved by	Corporation
Review by Search & Governance Committee	June 2018