

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Finance

4.14 Meetings Protocol

Statement for St Joseph's Pre-School

At St Joseph's Pre-School we aim to ensure that all meetings, be they General Meetings or Committee meetings (see box below for explanation), comply with charity law requirements and other laws that apply to the Pre-school and follow St Joseph's Pre-school's Governance Document "Group Constitution"¹ on how to plan, run and keep a record of meetings.

General Meetings are classified as follows:

- Annual General Meeting: held once a year with members to review and discuss:
 - the previous Annual General Meeting's minutes and agree sign off;
 - present the accounts of the previous financial year;
 - present the Annual Report from the Committee;
 - election of Committee members;
 - any other appropriate matters arising.
- Special General Meetings: organised when necessary to carry out urgent business (eg. changes to the Governance Document), or to consult members on any important decisions (eg. merger).

Committee Meetings:

A minimum of 3 are held per year enabling the Committee to discuss operational issues and ensure that the Pre-school is properly managed. Currently St Joseph's Pre-school Committee meet (virtually) every half-term.

Since the COVID-19 pandemic, St Joseph's Pre-school has been holding meetings virtually, via Zoom. This enabled the Committee to ensure that St Joseph's Pre-school continued to operate when it was deemed ok to do so by the Government and in collaboration with St Joseph's Catholic Primary School.

Aim of Policy

This policy outlines the generic procedures for managing meetings, including guidelines for asking questions, submitting agenda items, joining debates, sharing documents and addressing technical difficulties. There are three types of meetings:

- Face to face meetings: where everyone meets physically in the same place;
- Virtual: where everyone joins the meeting electronically; and

¹ Group Constitution 2019 amended 2025 adopted on 6 October 2025

- Hybrid: where some attendees meet face to face and others join virtually.

1. Notice of meeting

The Treasury Administrator will ensure that the required notice period as detailed in the Governance Document is adhered to for General Meetings. Each Committee meeting will agree a date for the following half-term's meeting date. It is the responsibility of all Committee meeting attendees (ie. Committee members, Lead Practitioner and the Treasury Administrator) to make a note of these.

2. Submission of agenda items/updates

Items to be raised in addition to the normal items discussed at the meeting, must be submitted to the Treasury Administrator² via email during the week before the meeting is to be held – at the latest. This also applies to any written updates that need to be circulated to Committee members for discussion or sign off at the meeting.

The Chair, Treasurer and Treasury Administrator will meet prior to the meeting to confirm the Agenda for the Committee meetings or any General Meetings.

3. Pre-submission of Questions

The Committee acknowledges that it is not always possible to know what questions to raise and submit in advance of a meeting, particularly if the circulation of papers/agenda is too close to the meeting date, or if questions arise during discussions at the meeting. However, participants are encouraged to submit questions ahead of the meeting. These should be sent to the Treasury Administrator via email by the Friday before the meeting (at the very latest).

4. Non-attendance at the meeting

Committee members and regular attendees need to ensure that they obtain the Committee Chair's permission to be absent at a meeting (General and Committee). The Chair's priority is to ensure that the meeting is quorate.

5. At the meeting

The Committee Chair will lead the meeting. In his/her absence either the Committee Treasurer or Committee Secretary will step in. The meeting chair will make sure that everyone at the meeting can see and hear each other.

5.1 Asking questions

During the meeting (virtual or hybrid), participants may indicate their desire to ask a question by using the "Raise Hand" feature on the virtual platform. The meeting chair will recognise participants in the order that hands are raised. In hybrid or face to face meetings, in-person attendees should physically raise their hand and wait to be acknowledged.

The meeting chair reserves the right to manage the order of questions to ensure relevance to the topic under discussion. Irrelevant questions may be deferred to a later point in the meeting or addressed offline (as applicable).

² stjosephpstreasad@gmail.com

5.2 Joining a debate

Participants who wish to join a debate must use the “Raise Hand” feature or, for in-person attendees, signal to the meeting chair by raising their hand.

The meeting chair will maintain a queue of speakers, alternating between virtual and in-person participants as necessary to ensure balanced participation.

To ensure that all voices are heard, each speaker may be limited to a specified amount of time (eg. 5 minutes) to present their points.

All participants must maintain a respectful tone, avoid interrupting others, and adhere to the meeting chair’s guidance.

5.3 Sharing and displaying documents

All key documents, including resolutions, will be distributed via email at least 48 hours before the meeting.

Documents³ will be shared via screen-sharing features for virtual participants and displayed on a screen for in-person attendees. If the latter is not possible, then a limited number of paper copies will be made available.

Any last minute documents or amendments will be emailed to known participants prior to the meeting and announced by the meeting chair.

Final versions of all documents, including any amendments passed during the meeting, will be made available to attendees within 15 working days of the meeting’s conclusion.

5.4 Voting

Votes cast at a General Meeting shall be decided by a simple majority, with the exception of proposals to dissolve St Joseph’s Pre-school or changes in the Governance Document, which will be decided by not less than two thirds of those members present. In the event of a tie, the meeting chair will have the casting vote.

At Committee Meeting, the Officers⁴ and Committee members each have one vote. In the event of a tie the chair has the casting vote. A quorum shall be not less than half of the Committee, including 2 of the Officers.

The Constitution requires that all those voting must be present at the meeting. However, proxy voting can be allowed under exceptional circumstances whereby a proxy vote would include a member otherwise unable to attend, eg. if a member is out of the country or has a disability that prevents them from attending.

5.5 Handling technical difficulties

If a participant is temporarily disconnected, the meeting will continue if a quorum is still present. The disconnected participant may re-join at any time.

³ EG. the account’s balance sheet

⁴ Chair, Treasurer and Secretary

In the event of significant technical difficulties affecting multiple participants or the meeting chair, the meeting may be paused for up to 15 minutes to resolve the issues. If the issue persists and a quorum cannot be maintained, the meeting will be adjourned revert to a “progress meeting” for the remainder of the time allocated to the meeting, thus allowing the sharing of information.

Participants who missed significant portions of the meeting due to technical difficulties may request an email update from the Committee Officers. This will be provided within 10 working days of the request

5.6 Written resolutions/subsequent ratification

If it is not possible to complete a discussion of a topic within the allocated meeting time, the exact wording of the resolution will be circulated to Committee members by email

Where a decision is made via this method, ie informally, the intention is that it will be ratified at the next meeting and recorded in that meeting’s minutes.

6. Record of proceedings - minutes

As per the Governance Document, the Committee will record all proceedings and decisions from all meetings of St Joseph’s Pre-school (General and Committee). Following the minimum required as stipulated in the Governance Document.

The Treasury Administrator is responsible for writing the minutes on behalf of the Committee Secretary, and submitted them to the meeting chair for approval within 10 working days of the meeting. The approved minutes of the meeting will be circulated to meeting attendees and, with regards to Committee meetings, prior to the next meeting.

7. Collective responsibility for all decisions

The Committee have a collective responsibility for all decisions that are made and this is the case even if a Committee member:

- did not attend the meeting;
- attended the meeting but did not take part in a decision; or
- voted against a decision.

The Committee must:

- support valid decisions made at a meeting; and
- make sure decisions are carried out.

Further Guidance

- Charity Commission Guidance: [Charity Meetings \(CC48\)](#)
- [The Charities Act 2011 \(as amended\)](#)
- PATA Group Constitution Master Guidance Notes Hybrid Meetings⁵

Associated Policies and Procedures

- 4.10 Trustees Guide
- 4.11 Role of Committee members

⁵ Copies available from PATA website under members section, or ask the Treasury Administrator

Version Number	Author	Purpose of Change	Date
1.0	K Coupe and L Farrer	In response to the Charity Commissions updated guidance on Charity Meetings	30 Jan 2025 Committee Meeting
2.0	K Coupe	Reviewed and updated in line with the revised Group Constitution adopted at the 6 October 2025 AGM	6 Oct 2025 Committee Meeting