



Video Conferencing Policy

Applies to:	All employees, members & guests of FHSS P & C
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Approval:	FHSS P & C
Review by:	Ben Boscoe
Date approved:	5 March 2024

This Policy details the requirements for meetings held via video conferencing.

1. Aim

All members are encouraged to attend meetings in person as per the Constitution¹. For this reason, not all meetings will be offered via video conferencing. The Ferry Hills Parents and Citizens Association (FHSS P & C) acknowledges the diversity and personal commitments of the Ferry Hills State School community (FHSS community). The ability for people to participate in meetings via video conferencing creates an inclusive environment for the school with the aim of conducting an effective meeting in an efficient and controlled manner.

2. Definition

Video conferencing is defined as a means of communication where a member or guest of FHSS P & C participates in a meeting via Microsoft Teams. It consists of live² video and audio transmission allowing participants, to be seen and heard.

The conference will continue regardless of any temporary issues, without interrupting the meeting.

3. Application

The Technology Officer is responsible for the implementation of video conferencing facilities including:

- equipment set up
- connection if the Executive Committee is commencing the meeting at a physical location;
- monitoring and maintenance technology during the meeting.

If this role is not filled, then video conferencing will not be available. This role may be shared between multiple P&C members.

4. Hardware, Software and Internet Connection

An inability to connect to a reliable internet connection by the Executive Committee will result in the cancellation or abandonment of the video conference. Notification of this will be sent to members via email as soon as possible.

The Technology Officer is required to set up the equipment for each meeting least 10 minutes prior to the official start time of the meeting. This allows sufficient time to test the system and enable members to join the video conference.

5. Participation

A person must hold a valid membership to participate in a meeting held via video conferencing. If a non-member joins, then they must complete a valid online membership form, which will then be endorsed at the end of the meeting.

All members will be forwarded an invitational link by FHSS P & C to participate in a meeting held using video conferencing. In alignment with the rights of members at a physical meeting, members must be provided the opportunity to address any motions put forward at a meeting. Any relevant discussion, information or objection must be recorded in the minutes together with the result of the vote.

Members must provide their own equipment and internet connection to participate via video conferencing or otherwise may participate by joining another member who has equipment.

5.1 Closed Captions

Microsoft teams has the capability to create closed captions for video conferencing. This function will be able to be turned on if a member of the P&C Requests closed captions for meeting accessibility purposes.

5.2 Security

Members participating in a video conferencing meeting must comply with the following security measures:

- a. The member will address the meeting -with their full name and must be identified by the FHSS P & C Executive Committee (the Executive Committee). If the identity of the member cannot be verified their video conference session will be terminated.
- b. The member must abide by the same protocols as those members physically attending a general meeting including adherence to the Code of Conduct, Standing Orders, Association conventions and meeting etiquette.
- c. The member must be in a private setting where they cannot be overheard or overlooked for the duration of the meeting. Where a third party who is not a member and is not identified is present their video conference session will be terminated.
- d. Microphones must be muted when not in use to ensure that background noise does not impact the technical integrity and flow of the meeting.

e. The member must ensure that their connection is suitable for video conferencing purposes including video and audio quality FHSS P & C is not liable for any instance where a member cannot participate as a result of the technology.

f. The member will never record any part or whole of a meeting either video or audio using the video conference facility or any other means. All recording options are disabled. Failure to comply with this directive will result in the membership of the participant being revoked.

g. The member must ensure that at the conclusion of the general meeting, all connections to the video conference will be disengaged and that no credentials or passwords are saved to avoid unauthorised access.

5.3 Voting

Except for a secret vote, members attending a via video conferencing will be counted in the quorum and have voting rights.

5.4 Failure to comply with participation requirements

Failure to comply with any of the participation requirements will result in a person's membership being revoked. This includes life membership.

6. Risks

	Risk	Controls	RACI
1.	There is a risk that an unidentified person attends a meeting resulting in a loss of privacy, operational and reputational issues.	a. All participants required to identify themselves by name to the meeting.	R – Executive Committee A – Executive Committee C and I – P & C members
		b. If an unidentified attendee is found, then the connection will be terminated	R – Executive Committee A – Executive Committee C and I – P & C members
2.	There is a risk that at the time of a meeting the technology fails resulting in an abandoned meeting.		R – Executive Committee A – Executive Committee C and I – Executive Committee
		a. Notice will be sent to the members and the meeting will be postponed.	R – Executive Committee A – Executive Committee C and I – Executive Committee

Legend	
R	Responsible
A	Accountable
C	Consulted

	Informed
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7. Approval

Any changes to this Policy must be approved at a FHSS P & C meeting.

8. Review

This policy will be reviewed upon any material change in operational practices or *Related documents*. Otherwise it will be reviewed triennially.

9. Related documents

1. Code of Conduct – P & C Association Ferny Hills State School.
2. Constitution.
3. Video conferencing P & Cs QLD.
4. Technology and telecommunications Policy
5. Confidentiality Deed.