Consultation Meeting Protocols

The meetings to be held describing the proposal to Hard Federate the Harting CofE Primary School and Stedham Community Primary School will take place on the 11th, primarily for the Harting school community, the 12th, primarily for the Stedham school community, and 13th of May as a general meeting all at 08:00 pm. The meetings will be held via Zoom with the links as below:-

- 11th May:
    - https://us02web.zoom.us/j/84141186349
- 12th May:
    - https://us02web.zoom.us/j/86784682656
- 13th May:
    - https://us02web.zoom.us/j/82222636195

No password is required though a 'waiting room' procedure will be in place. Simply 'click' on the link (url) and you will open the Zoom meeting, it maybe that Zoom will update your version so please allow a few minutes prior to the start time.

The meetings will be chaired and questions addressed by members of the team that have managed the Hard Federation process for the past year.

To ensure that the meetings can operate effectively all participants will join in a muted state and questions can be posed via the 'raise the hand' facility of Zoom. The raised hand will be visible by all and the question and answer minuted for future reference and for the publication of the answers as part of 'Frequently asked Questions' on the schools' websites.

The questioner will be asked to unmute by the Chair and muted again once the question is answered.

How to 'Raise the Hand'
Windows and Mac

1. Click **Raise Hand** in the reaction icon controls.
   The host will be notified that you've raised your hand.
2. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Click **Raise Hand** in the webinar controls to lower it, if needed. This will not mute yourself if you are unmuted.

Andriod

1. Tap **Raise Hand** in the reaction controls.
2. The host will be notified that you've raised your hand.
3. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
4. Tap **More** again, then **Lower Hand** to lower it, if needed. This will not mute yourself if you are unmuted.

IOS (Apple)

1. Tap **Raise Hand** in the reaction controls'
   The host will be notified that you've raised your hand.
2. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Tap **Lower Hand** to lower it, if needed. This will not mute yourself if you are unmuted.