

## Welcome to the Board of Directors' Meeting 22 September 2020, 14:45 – 17:10

Dear Observers,

Welcome to this meeting of the Board of Directors'.

You may have joined us as a Governor, service user, member of staff, carer, stakeholder or an interested member of the public, but no matter what the reasons for your interest, we hope that you find the meeting interesting and useful.

So that you can make the most of the meeting, we have provided some copies of the papers for you. It may also assist to bring to your attention certain practices which apply to Observers (under SLaM's Constitution and Governors' Code of Conduct) and which it may be useful for you to know.

- Attendance does not carry the right to ask questions or otherwise participate in the meeting;
- No recording (other than in writing) may be made of the meeting and no record may be disseminated without permission from the Board.

### How to join the meeting by Teams & TopTips

 [Instructions for Joining a Virtual Teams Meeting V1.2.pdf](#)

- Turning off your camera may improve connection difficulties
- Please mute your microphone
- You can move between screens, so that you can look at your papers at the same time as being on the call. You do not have to be looking at Teams the whole time – it won't disconnect you if you open a different page
- On a laptop, you can split your screen so that half is Teams and half shows your meeting papers (open both things you want open; click on the top of the first one and drag it to the left - let go when your cursor touches the edge of the screen. Then do the same with the other document but to the right). There is guidance on how to do that on an iPad [here](#)
- If you have two devices, you may wish to have your meeting papers on one and Teams on the other.

## How to join the meeting by Phone & TopTips

If you do not want other people to see your phone number, dial 141 first.

Ring the phone number given below.

You will then be asked to enter pin number (details below)

There may be a short pause as other people ahead of you join.

You will be asked to state your name, and will then be linked into the meeting.

Note: if you wish to see the meeting but do not have a microphone on your computer, you may join both by phone and by Teams.

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## [Join Microsoft Teams Meeting](#)

[+44 20 3443 8772](#) United Kingdom, London (Toll)

Conference ID: 487 586 655#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

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**If you experience any difficulties, please contact:**

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