

## User Guidelines for Google Meet AGM meeting

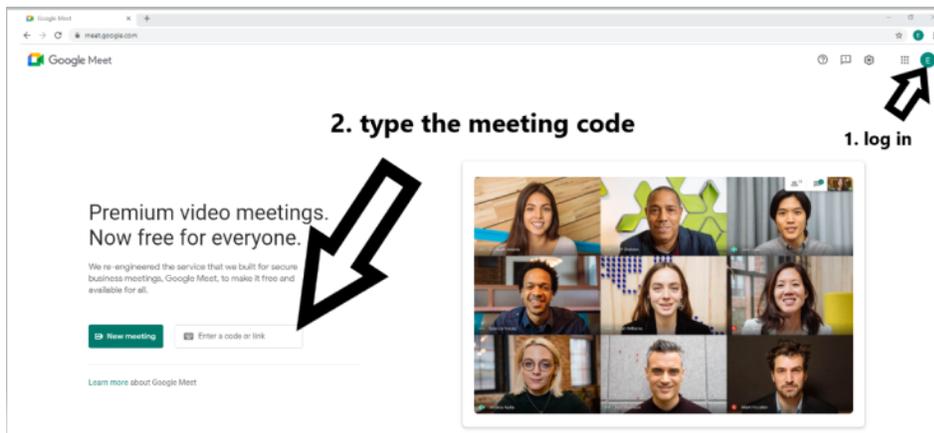
FOSJ will be hosting its AGM on Google Meet, for 2 reasons:

- (1) All parents can join through their children school account, if they don't have a personal account already.
- (2) It allows for polls and Q&A (Question & Answer). These functionalities are accessible from the internet browser not the application. **If you want to vote, please make sure you join the meeting via the website**, otherwise you can join via the app or phone.

**Below is a step-by-step guide on how to connect and participate on the day of the AGM**

### Joining via the website

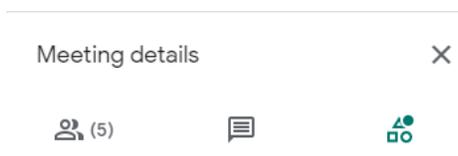
Click on the link from the invitation email received or go to your internet browser to <https://meet.google.com/>, log into your/your child google account, then type the meeting code in the relevant box:



In the next screen, you will have a preview on how you are appearing at the meeting and asking you to join. Please make sure you mute yourself before joining (camera on/off is your preference), as below:



Once you joined the meeting and are enjoying it, you will be able to access to the meeting details on the left rightside of your screen, with the following bar being displayed:

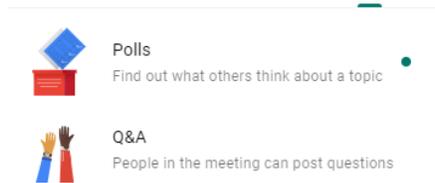


The first icon from the left provides you details on the participants (numbers, name, who is talking)

The second icon is for the chat facility. We recommend not to use it during the AGM, unless absolutely necessary. If you have any question during the AGM, use the Q&A function.

The last icon  (triangle, above square and circle) is for the polls and Q&A. In the photo above, it is highlighted and have a plain dot next to it to signal that there is either a poll or a question requesting your attention.

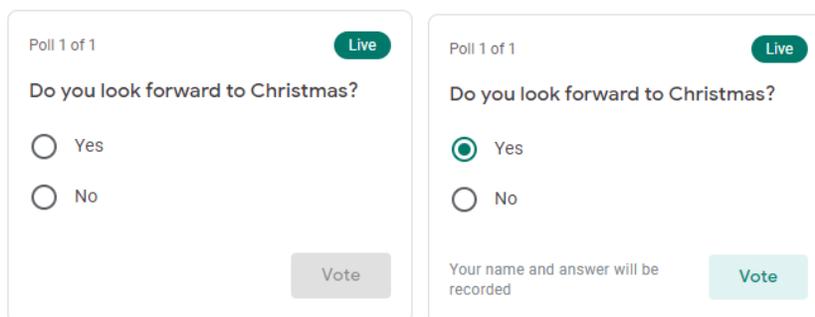
Click on the  icon, you will see the below information:



As shown above, the plain dot is on the poll section signalling that it is a poll requesting your answer.

### How to vote?

Click on the Polls section, as shown above. The various request for polls will then be listed. Select your answer and submit your vote by clicking “Vote”. See an example below.



You can change your mind and vote at any time throughout the AGM. However, once you have clicked “Vote”, this is final and is recorded.

At the end of the meeting, Google Meet generates a report to its administrator showing the results of the polls.

### How to Q&A?

Click on the Q&A section, as shown above. You can either answer questions or upvote questions.

#### *Ask question*

At the bottom of the Q&A section, you have the possibility to type your question and click “post” to issue it.

0/300

Your name and question will be recorded

Cancel

Post

### *Upvote question*

You will be able to see all questions asked by the participants. You can also upvote any questions you like by clicking on the thumb up. You are also able to see how many upvotes are done.

E Elise Salerno  
6 Nov · 14:36

0

Will it be snowing on Christmas day?

E Elise Salerno  
6 Nov · 14:36

1

Will it be snowing on Christmas day?

If you would like to have specific points covered then please e-mail us before the meeting to [fosj@gsuite.stjhv.islington.sch.uk](mailto:fosj@gsuite.stjhv.islington.sch.uk). This enables us to ensure your point is covered during the meeting or separately with you directly. You will be able to put forward questions during the meeting, however given the nature of this meeting where we need to meet many over our governance obligations we may need to follow up with you after the meeting. We will receive a report from the system with all questions asked so you can rest assured that it will get captured.

### Speaking etiquette

In order to have a smooth run of the AGM, we would ask if you can mute yourself when you join the meeting.

Please be mindful of our speakers and try not to interrupt them. We intend to run the meeting with a very tight agenda to ensure it is fast paced and efficient. If you would like a proper discussion with us, we are more than happy to set this up either before or after the meeting. Please be in touch under [fosj@gsuite.stjhv.islington.sch.uk](mailto:fosj@gsuite.stjhv.islington.sch.uk).

### Note

If you are unable to join, please check: (1) you are logged in, either as yourself or your child. (2) you have the correct meeting code / link.

If you cannot hear the speakers: (1) check the sound settings on your device, it should be on and try increase it. (2) Join on the phone via the dial in number in order to have the sound. You can have both screen and phone together.

If you are unsure about the technology and would like to have a pre-session, please send us an email at [fosj@gsuite.stjhv.islington.sch.uk](mailto:fosj@gsuite.stjhv.islington.sch.uk) with subject "AGM pre-session".